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Protection from Abuse

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Protection from Abuse  
Safeguarding Children, Young People & Vulnerable Adults  
Policy & Guidelines

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Ratified: March 2005  
Reviewed: June 2007

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## **Introduction**

This YMCA policy on Safeguarding Children, Young People & Vulnerable Adults was drawn up with close reference to the Home Office document 'Safe from Harm', which was prepared as a code of practice for safeguarding the welfare of Children, Young People & Vulnerable Adults (up to 18) in voluntary organisations in England & Wales.

'Safe from Harm' recognises the obligations and duty of care on organisations working with Children, Young People & Vulnerable Adults as covered in The Children Act (1989). This Act defines:-

**Children & Young People** – Anyone under 18 years of age

**Vulnerable Adults** – Aged over 18 years of age, has or may have a care need arising from a disability, a mental health need, age or illness and is, or may be, unable to protect themselves against harm or exploitation.

This policy is applicable to all workers, staff & volunteers.

The policy is designed to encourage the development of good practice to prevent physical, emotional and sexual abuse of Children, Young People & Vulnerable Adults while they are in the care of the YMCA Cambridgeshire & Peterborough. It stresses the responsibility of the organisation to ensure that safe recruitment and vetting practices are followed as well as the responsibility of staff to be alert to signs of abuse. It provides for a prompt and effective reporting procedure should abuse be suspected, disclosed or discovered, regardless of the setting in which the abuse has taken place. The policy is also intended to protect those who work with Children, Young People & Vulnerable Adults from unfounded accusations or from behaving in ways which may be well-intended but inadvisable, and also ensure the YMCA Cambridgeshire & Peterborough fulfils our 'duty of care'.

The policy consists of:-

- Policy Statement
- Recommended Procedures
- Implementation of the Procedures

***NB: Failure to observe the provisions of 'The Children Act (1989)' can result in the withdrawal of licensing and permission for certain types of children's activities, and may lead to civil and criminal prosecution of Association Directors/Trustees/Board Members.***

## **Policy Statement**

### Safeguarding Children, Young People & Vulnerable Adults

As one of its major activities the YMCA Cambridgeshire & Peterborough seeks to serve the needs of the community, promoting holistic development. In doing so, the YMCA takes seriously the welfare of all Children, Young People & Vulnerable Adults who come onto its premises or who are involved in YMCA activities.

The YMCA aims to ensure that they are welcomed into a safe, caring environment with a happy and friendly atmosphere.

The YMCA recognises that it is the responsibility of each of its staff, paid and unpaid, to prevent physical, sexual psychological or neglectful abuse of Children, Young People & Vulnerable Adults and to report any abuse disclosed, discovered or suspected. We recognise that children, young people and vulnerable adults open to abuse by members of their family, their community, staff or volunteers or service users of the YMCA.

The YMCA recognises its responsibility to implement, maintain and regularly review procedures, which are designed to prevent and to be alert to such abuse.

The YMCA is committed to supporting, resourcing and training those who work with Children, Young People & Vulnerable Adults and to providing supervision.

The YMCA is committed to maintaining good links with the statutory child care authorities, such as Social Services.

The policy and procedures of the YMCA are in line with local interagency child protection procedures agreed by the Cambridgeshire Local Safeguarding Children Board and the Peterborough Area Child Protection Committee.

## The Procedures

- ❑ Staff must plan the work of the association so as to minimise situations where the possibility of abuse of Children, Young People & Vulnerable Adults may occur.
- ❑ Staff must have, and be aware of, policies and procedures on the management and supervision of all activities, and provide training on the implementation of them.
- ❑ A Child Protection Officer and a deputy will be appointed
- ❑ All workers, staff & volunteers will be given clear roles.
- ❑ We will always carry out a full recruitment procedure for all workers, staff and volunteers. This will include:-
  - Obtain a completed application form
  - Explore during the interview the applicant's experience of working or having contact with Children, Young People & Vulnerable Adults
  - Follow up references to check on the suitability of the individual for working with young people or children
  - Undertake the appropriate checks to verify the background and suitability of the individual – follow laid down procedures for employment of staff.
- ❑ Supervision will be used as a means of protecting Children, Young People & Vulnerable Adults
- ❑ System will be established whereby Children, Young People & Vulnerable Adults may talk with an independent person.
- ❑ We will issue to all workers, who work with Children, Young People & Vulnerable Adults, guidance on how to deal with abuse and suspected abuse. We will also give training on the use of these guidelines. These guidelines and training will include:-
  - A reminder of the worker's duty, both to prevent abuse and to report any abuse discovered or suspected.
  - Guidance on what constitutes abuse and how to recognise it.
  - Specific instructions on who to inform if abuse is disclosed or discovered, where identified, the name address and telephone number of the independent person, in case it should be suspected that the abuser is someone holding a position of responsibility within the YMCA.
  - Some indication of what might happen if abuse is reported.
  - Guidance on how to support the abused child, young person or vulnerable adult.

## **Guidelines for Staff in the implementation of the Procedures**

**Plan your work so as to minimise situations where the possibility of abuse of children, young people and/or vulnerable adults may occur or might be seen/suspected to occur.**

- ❑ As far as possible, an adult should not be left alone with a child, young person or vulnerable adult where there is little or no opportunity of the activity being observed by others. This may mean groups working within the same large room or working in an adjoining room with the door left open or through a glass door. This good practice can be as much to benefit the adult as the person undertaking the activity. Where this is not possible, in a counselling setting for example, a risk assessment should be undertaken and any precautions deemed appropriate, taken.
- ❑ Staff should always adhere to the Staff Code of Conduct in their relationships and work with clients.
- ❑ Always have at least 2 adults present with a group\*. Particularly when it is the only activity taking place on YMCA premises.
- ❑ Always ensure appropriate ratios of leadership to children are observed according to age and gender\*.
- ❑ Never take a group off premises with fewer than 2 adults\*.
- ❑ Think about the premises. For example, do not expect children, young people or vulnerable adults to have to walk along a dark unsupervised path in order to take part in a YMCA activity.
- ❑ Keep records of each activity/session. This record should include a register of attendees and staff details with any significant incidents.
- ❑ Where Children, Young People or Vulnerable Adults have to be transported by car or minibus, arrange as far as possible, to have more than one passenger in the vehicle and that they are seated in the back seats of the vehicle and wearing seatbelts.
- ❑ Ensure that children leaving the premises do so only in the presence of adults known to have permission to do so.

- There may be occasions when a worker has to work individually with a child, young person or vulnerable adult (eg counselling). Guidelines for workers can be found in appendix II.

\*ratios of adults to young people/children should always be appropriate to the scale and nature of the activity, especially residential activities.

**Staff should have, and be aware of, policies and procedures on the management and supervision of all activities, and provide training on the implementation of them.**

- Keep a copy of this policy to hand for staff doing face to face work with clients.
- Always make sure a Client Contact risk assessment has been conducted for a generic or specific activity.
- Staff should maintain good links with local Social Services and the Cambridgeshire Local Safeguarding Children Board and the Peterborough ACPC. The Director of Client Services will ensure that they both have a copy of our policy & procedures.

Staff will be encouraged to build relationships with Protection professionals and informally discuss cases with them where they have concerns. It is recognised that this can be key in ensuring that abuse issues are dealt with effectively and efficiently. Staff should feel that they can informally talk through cases with these professionals, your line manager or the CPO, in the very early stages of the process (see reacting to abuse for seriousness help). If you are in any doubt, you should follow the procedure formally. Any informal discussions with professionals, your line manager or the CPO should be recorded as a matter of course.

### **Appoint a Protection from Abuse Officer (CPO)**

A Protection from Abuse Officer (CPO) will be appointed from within the Association to have responsibility for the co-ordination and implementation of the Associations' Child Protection policy and procedures. The CPO will be Jonathan Martin, Chief Executive. His deputy will be the Director of Client Services, or another trained member of the Management Team. The Board will ratify this appointment every 2-3 years. The following criteria has been used to select the CPO

- ❑ The person is a senior member of staff or senior lay person with experience of working in children/youth/social services context.
- ❑ As far as possible, the person does not have day-to-day contact with children, young people or vulnerable adults as part of their job role.
- ❑ The person is capable of being sympathetic to Children, Young People & Vulnerable Adults but objective in the pursuance of their task – with an ability to cope with the shock and upset abuse allegations may produce.
- ❑ The person can act confidentially, speedily and decisively, relating well to statutory authorities, parents/carers etc.
- ❑ The person will undergo training in procedures and brief staff and the Board, on appropriate local policies, procedure development and review their effectiveness.
- ❑ The person has clear lines of accountability to the Board, and has clear links with other staff.
- ❑ The person has freedom to act when dealing with abuse cases. This means that they are not confined or cannot be compelled to cease action on a protection case by a more senior member of the organisation.

Where the CPO, or his Deputy, is unavailable, Staff should feel empowered to contact the Emergency Duty Team at Social Services.

### **Give all workers, staff & volunteers, clear roles.**

Abuse of Children, Young People & Vulnerable Adults is most easily concealed where there is confusion amongst adults about roles and responsibilities for the protection of them. Volunteers should also have a clear idea of what is expected of them. All workers should be aware that their contact with Children, Young People & Vulnerable Adults, in the course of their work with the YMCA, puts them in a relationship of trust (ie – in a position of power or influence over another by virtue of their work or the nature of the activity, both within and outside of working hours).

The Staff Code of Conduct includes directions on acceptable and unacceptable behaviour on 'out of hours' situations stressing that no relationships should be encouraged in which either the young person or worker could be at risk, or which provides opportunity for ambiguity and misunderstanding or where the relationship/activity is unsupervised and contravenes good practice.

**Establish a system whereby Children, Young People & Vulnerable Adults may talk with an independent person.**

- A person will be available for Children, Young People & Vulnerable Adults to talk to if they feel they have been abused in any way. The person(s) will be totally independent of the activities the Children, Young People & Vulnerable Adults are participating in, but should be someone to whom they could relate. The CPO will 'appoint' this person(s) and inform the staff about them.
- The appointed person will be given clear, written guidelines as to what actions to take to stop any abuse disclosed by a child or young person, otherwise they may unwittingly permit abuse to continue.
- Where appropriate, we will display the telephone number of Childline, or a similar organisation, on a notice boards regularly seen by Children, Young People & Vulnerable Adults.

**Implement and issue to all workers with Children, Young People & Vulnerable Adults on how to deal with abuse and suspected abuse. Give training on the use of these guidelines.**

Ensure that all staff receive a copy of this document and that Protection Training forms part of the ongoing development of workers.

**Protection from abuse and the Confidentiality Policy**

As an organisation we will always strive to adhere to the association's Confidentiality Policy, and this should be borne in mind when dealing with protection issues. However, protection from abuse is an area where we appreciate that confidentiality cannot always be maintained. Staff should always feel empowered to share a confidence with their Line Manager or the CPO where protection from abuse issues arise. Suspicion, disclosure or discovery of abuse should be handled professionally, but will usually fall outside of the Confidentiality Policy and should be shared with appropriate colleagues/agencies.

## **Protection from abuse and working in other agencies**

Some of the YMCA's work is delivered within another agency – for example a school or residential home. Abuse may be discovered, suspected or disclosed whilst staff are working within these agencies. Where this occurs in a statutory environment – schools, hospitals, offices – then YMCA staff should follow the 'host' agencies Protection From Abuse policy. I.e – The host agency has 'Primacy'. The abuse should be reported to that agency's CPO and the relevant forms completed. However, you should also complete a report form (Appendix 1 – Where another organisation takes primacy) and, where possible, attach a copy of the 'host' agency's report form. You must also ask the 'host' agency to sign a 'Receipt Form for Other Organisation Taking Primacy' form (see appendices).

This will ensure that the 'host' agency acts appropriately and that the YMCA is in a position to follow up on any abuse issues to its own satisfaction.

If the staff member is working in another community agency, then they should use the YMCA policy, but ensure that the community agency is aware of this action.

**If in doubt, always use the YMCA's policy and speak with the CPO.**

## How To Deal With Abuse

### Duty both to prevent abuse and to report abuse

It is the YMCA's duty both to prevent abuse and to report any abuse disclosed, discovered or suspected. The normal rule of client confidentiality cannot be observed when abuse is discovered or suspected. When workers suspect, discover or are told/learn about abuse occurring in or outside the YMCA setting, they should follow the reporting procedures outlined in the paragraph entitled Reacting to Abuse – suspected, disclosed or discovered.

### Types of Abuse

#### 1. Physical Abuse

The following are **examples of physically abusive behaviour**:

- Hitting
- Slapping
- Pinching
- Hair pulling
- Pushing
- Kicking
- Inappropriate application of restraint techniques
- Involuntary isolation or confinement
- Misuse of medication
- Forcible feeding

The following may be **indicators of physical abuse**:

- Injuries inconsistent with the account of how they happened
- Lack of explanation as to how injuries happened
- Multiple bruising and/or welts on face, lips, mouth, torso, arms, backs, buttocks and thighs
- Clusters of injuries
- Marks on the body appearing to be hand or finger marks
- History of unexplained falls or minor injuries
- Injuries at different stages of healing
- Burns
- Immersion burns or rope burns
- Injuries or physical symptoms induced, falsely claimed or exaggerated on behalf of the child/young person/vulnerable adult by a 'carer', spuriously attracting treatments or services
- Medication misuse – excessive repeat prescriptions
- Unexplained loss of hair in clumps
- Cuts that are not likely to be as a result of self injury

- Subdued behaviour in the presence of a 'carer'
- Being left in wet clothing
- Late presentation for medical treatment

## 2. Sexual Abuse

The following are examples of **sexually abusive behaviour**:

### Non-contact sexual abuse

- Inappropriate looking
- Indecent exposure
- Serious teasing or innuendo
- Harassment
- Enforced witnessing of sexual acts or sexual media
- Indecent photography (children & young people)
- Involvement in pornography (children & young people)
- Indecent photography where consent wasn't or couldn't be given or where undue pressure was asserted to get consent. (vulnerable adults)
- Involvement in pornography, to which consent wasn't or couldn't be given. ( this only applies to vulnerable adults)

### Contact sexual abuse

- Inappropriate touch anywhere
- Masturbation of either or both persons
- Penetration or attempted penetration of the vagina, anus, mouth with or by penis, fingers or other objects

The following may be **indicators of sexual abuse**:

### Physical indicators

- Bruising and/or bleeding, pain or itching in the genital area
- Foreign bodies in genital or rectal openings
- Infections or discharges in the above areas, or STDs
- Pregnancy in a female who is unable (legally or lacks ability) to consent to sexual intercourse
- Unusual (for the person) difficulty in walking or sitting
- Torn, stained or bloody underclothing
- Wetting or soiling
- 'Love' bites
- Self inflicted injury

#### Behavioural indicators

- Significant change in sexual behaviour or attitude
- Overt sexual behaviour/language
- Poor concentration
- Withdrawal
- Sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships
- Fear of staff or other carers offering help with physical support (to stand or walk)
- Reluctance of person to be alone with an individual known to them
- Self-harming

### 3. Psychological Abuse

The following are examples of **psychologically abusive behaviour**:

- Prevention from using services without reason
- Denial of access to friends
- Denial of religious or cultural needs
- Ignoring
- Lack of stimulation and meaningful occupation
- Use of threats, humiliation, bullying, swearing and other verbal abuse
- Intimidation
- Deprivation of contact with others
- Lack of positive reinforcement
- Harassment

The following may be **indicators of psychological abuse**:

- Air of silence in the home when alleged perpetrator is present
- General lack of consideration for the needs of the person
- Person not allowed to express an opinion
- Privacy denied in relation to care, feelings or other aspects of life
- Denial of access to child, young person or vulnerable adult, especially when they are in need of assistance
- Denial of freedom of movement eg – locking them in their room, tying them to a chair
- Alteration in psychological state eg – withdrawal or fear

The following can occur in older children, young people and vulnerable adults for a variety of social, psychological or medical reasons, but could also be an indicator of psychological abuse:

- Insomnia
- Low self-esteem or self-confidence
- Excessive ambivalence, confusion, resignation, agitation

- Change of appetite
- Dramatic weight gain/loss
- Tearfulness
- Unexplained paranoia

#### 4. Neglect and Acts of Omission

The following are examples of **neglecting behaviour**:

- Failure to provide food, clothing, shelter, heating
- Failure to provide medical care
- Failure to provide hygiene or personal care
- Failure to administer medication
- Denial of religious or cultural needs
- Denial of education, social and recreational needs
- Ignoring
- Lack of stimulation
- Lack of emotional warmth

The following may be **indicators of neglect**:

- Withholding or failure to provide basic care
- Physical condition of person is poor
- Inadequate physical environment
- Untreated injuries or medical problems
- Failure to engage in social interactions
- Poor personal hygiene
- Malnutrition when not living alone

Staff and volunteers should also be aware of the possibility that a child, young person or vulnerable adult may be being groomed for a sexual relationship. Grooming is a criminal offence and is defined as "The establishment (and eventual betrayal) of affection and trust with a child, young person or vulnerable adult for the primary objective of abusing them, whether physically, sexually, psychologically or to take advantage of their trust". If you suspect grooming is taking place you should follow the same procedure as for suspicion of abuse.

### **Reacting to Abuse**

Abuse may come to your attention in the following ways:

**Suspicion** – you believe abuse is occurring, but have no evidence

**Discovery** – You witness or find evidence of abuse

**Disclosure** – You are told of abuse by the person or a third party

## Suspicion

Where a staff member or volunteer suspects abuse is taking place, but has no evidence to support it, they should still report this to their Line Manager. The Line Manager must then make a judgement on the seriousness of the situation. To help in this decision here is some general guidance on what to consider when assessing the seriousness of the situation:-

1. The vulnerability of the individual
2. The nature & extent of the abuse
3. The length of time it has been occurring
4. The impact on the individual
5. The risk of repeated or increasingly serious acts of abuse
6. Risk of harm to other children, young people or vulnerable adults

If, having considered these factors, the Line Manager believes the abuse is serious, then they must complete a report form (appendix I) and pass this onto the CPO. If they don't consider the abuse to be serious, they must record the suspicion and ensure that the person is monitored carefully for signs of abuse.

## Discovery

If abuse is discovered then staff must follow the process as described in Appendix III. A full report should be made and the welfare of the abused person held paramount.

## Disclosure

This falls into some sub-sections:

- Disclosure of current abuse – Under 18 & Vulnerable Adults
- Disclosure of current abuse – 18 and over
- Disclosure of historical abuse - Under 18 & Vulnerable Adults
- Disclosure of historical abuse - 18 and over

In all case the disclosure of abuse should be treated in a serious way and with compassion for the person disclosing, as described in the next section, Dealing with Abuse. Historical abuse is abuse that has not taken place for 12 months previous to the complaint.

Where there is a disclosure of current abuse from someone who is under 18 or a vulnerable adult, the YMCA must report it. The report form should be completed and handed to your Line Manager. They should then take it to the CPO.

If disclosure of current abuse is made by someone who is 18 or over, who is not a vulnerable adult, then the action is different. In this case the person should be supported by the staff member to act on this abuse by contacting Social

Services, the Police or any other agency. With the consent of the person making a disclosure, this can be done by the staff member. If however, the alleged abuser potentially has access to, or is likely to abuse, other people who are under 18 or vulnerable adults, then the Line Manager/CPO should be informed. In any case a detailed account of the disclosure should be made and held on file.

In cases of disclosure of historical abuse a report should always be made to the Line Manager. If the person disclosing is under 16 or a vulnerable adult, then the Line Manager must be informed and a report form completed. This should then be passed to the CPO. Where the discloser is 16 or over, they should be encouraged or supported to address the issue themselves. However, if the alleged abuser potentially still has access to, or is likely to abuse, other people who are under 18 or vulnerable adults, then the matter should be reported to the CPO. Where there is no danger to others the person disclosing abuse should be supported in taken any action they wish to. Where the abuse has already been addressed, a report should be made and kept on the person's file.

The Action Flowcharts give a visual guide as to how to deal with disclosure of abuse.

### **Dealing with Abuse**

However you became aware of abuse, it is important that you follow the following guidance:-

- ❑ Do not delay
- ❑ Do not confront the person who is alleged to be responsible for the abuse
- ❑ Record any observations and keep an account of what you have been told by staff or the child, young person or vulnerable adult. These records must be accurate and factual. A suggested report form is in appendix I
- ❑ It is not your role to investigate – concentrate on presenting information clearly.
- ❑ Pass on your information to the appropriate person – see flow chart 1
- ❑ Do not discuss with anyone other than the person with whom you should report the matter.

If a child or young person wants to talk to you about abuse:-

- ❑ Accept what the child, young person or vulnerable adult says, keeping calm and looking at them directly
- ❑ Let them know that you need to tell someone else, do not promise confidentiality, even when a child, young person or vulnerable adult has broken a rule they are not to blame
- ❑ Be aware that the person may be being threatened
- ❑ Never push for information
- ❑ Reassure them that they were right to tell you and you believe them

- ❑ Let them know what you are going to do next and that you will let them know what happens
- ❑ Make notes as soon as possible, writing down exactly what was said and when he/she said it. Record dates and times of these events and keep hand-written record, even if these are subsequently typed up, for an indefinite period
- ❑ If it is considered that the person making the disclosure is likely to be at risk by returning home, immediate contact should be made with the Social Services or the Police

### **Dealing with allegations or suspicions of abuse by YMCA workers – staff or volunteer**

When a report is received it is important to react immediately.

All complaints and allegations must be made to the Line Manager or the Child Protection Officer (CPO) on the reporting form (Appendix I).

The Line Manager or CPO should clarify the information received, by interviewing the informant and record the following information:-

- ❑ Details of the child & family
- ❑ Nature of the allegation and the alleged perpetrator
- ❑ Dates and times of the incident(s)
- ❑ Anyone else involved

The allegation should then be reported to Social Services along with the details obtained.

If the person making the complaint is not the child's usual 'carer' (eg – parent, guardian), a senior member of staff should contact them – Chief Executive or similar – with the consent of Social Services, to keep them informed of the situation.

If the allegation is made against the CPO, it is not appropriate to follow an internal reporting route. An independent contact should be identified (eg – Regional Human Resources Person) to whom the allegation can be reported and an interview with the informant recorded. The allegations should then be reported to Social Services by the independent contact.

It should be normal practice to suspend, without prejudice, the worker and you should inform the Social Services/Police that you intend to take this action. This in no way implies blame or guilt but is simply a measure to protect the child and staff/volunteer. This should be made clear at the point of suspension without prejudice. The suspension process is described in the Staff Employment Manual.

Staff who may be suspended, without prejudice, will be offered support by the YMCA and will be kept fully informed about what action is taking place. Any investigation will be conducted as quickly and thoroughly as possible. Staff whom are suspended without prejudice, will be asked not to contact clients, or staff undertaking the investigation, lest this could be seen as coercion. Where an allegation of abuse is found to be unfounded, no record of the process will be kept on your personnel file, nor will any mention of it be made in references etc. Where an allegation is investigated and proved to be founded, the YMCA will follow the Disciplinary Procedure as laid out in the Staff Handbook.

Staff who are concerned about the behaviour of a colleague member of staff or volunteer and think that person may be acting abusively or grooming a child, young person or vulnerable adult should discuss their concerns with the CPO who will listen to their concerns and decide on the way forward.

Staff should also be aware the abuse of children, young people & vulnerable adults, who are clients of the YMCA, may not just be by people who are not service users or staff, but by other service users. Where this occurs the same procedures should be followed as described in the document previously. As with staff, service users who are suspected of abuse of another service user, should be asked not to attend a programme where suitable until the matter is concluded. If this is not possible, the suspected abuser and the victim should never be brought into contact with one another. Where a suspected abuser is a resident of a YMCA housing project, they should be moved to alternative accommodation but not into another YMCA project.

**Protection From Abuse Report Form**

Name of Child	_____
Name of Worker	_____
Position of Worker	_____
Date & Time of Report	_____
Nature of Concern	_____
Who have you spoken to about your concerns?	
Child	YES/NO
Carer	YES/NO
Sen Staff/CPO	YES/NO Name _____
Social Services	YES/NO Name _____
Feedback	_____
Signature of Worker: _____	
Signature of CPO/Line Manager: _____	
Date & Time: _____	

## Appendix 1 – Where another organisation takes primacy

**Protection From Abuse Report Form**

Name of Agency/School	_____
Name of Contact	_____
Position of Contact	_____
Contact Details	_____
Date & Time of Report	_____
Name of Child or VA	_____
Nature of Concern:	
_____	
_____	
_____	
_____	
Who in the agency did you speak to about your concerns?	
_____	
What action was agreed?	
_____	
When will the YMCA receive feedback?	_____
Who will give the YMCA feedback?	_____
_____	
Signature of Worker: _____	
Signature of CPO/Line Manager: _____	
Date & Time: _____	
Receipt Form Completed: YES NO (circle one)	

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**Receipt Form for Other  
Organisation Taking Primacy**

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Name:

Organisation:

Position:

Client/Childs Name:

Date:

I acknowledge the receipt of a Protection From Abuse Form/Report from:-

YMCA Staff Member: ..... on ..... (date)

I understand that details of the issue will be passed on to the YMCA's Protection Officer, for follow-up and/or action.

Signed: .....

Staff Please Note – This form should be passed to the CPO with a copy of Appendix I – Where another organisation takes primacy form

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**For YMCA use only**

Passed to CPO: ..... (date)

CPO Action: .....  
.....  
.....  
.....

## Appendix II

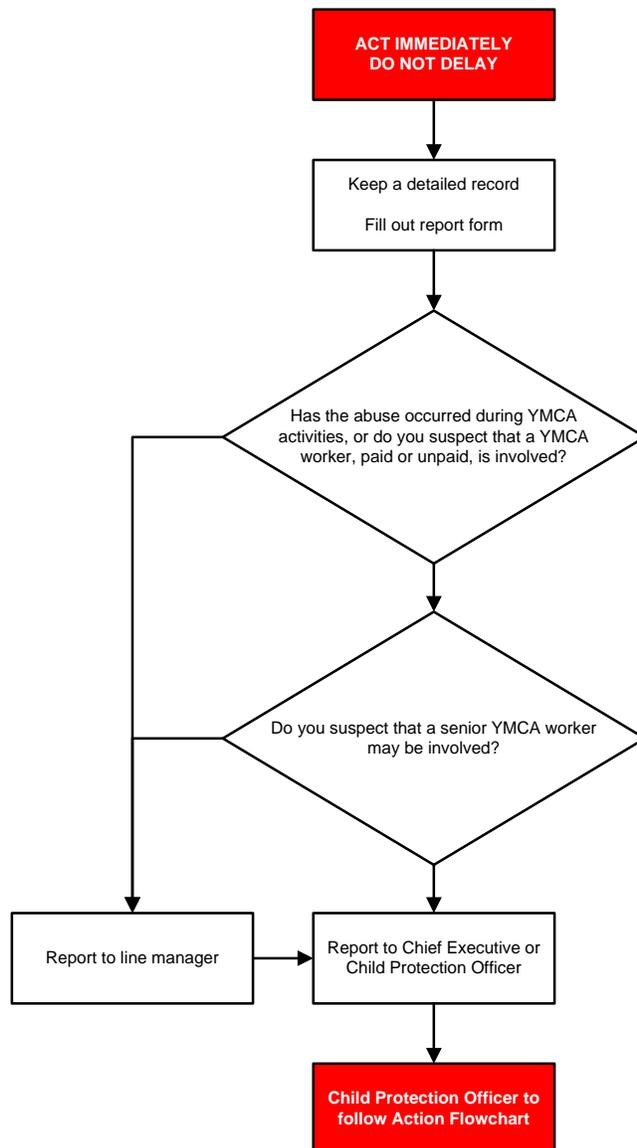
Guidelines for staff working on their own with children/young people/vulnerable adults

1. Always let your Line Manager know the time and place of meeting with child/young person/vulnerable adult
2. Always meet at a 'neutral place', never in a home (unless with others)
3. Let other people know that you are there and /or remain visible in a public place.
4. Establish mutually understood behaviour of both parties at the outset.
5. Keep a detailed record of the appointment.
6. Ensure good non-line management supervision.
7. Always use appropriate risk reduction methods – for example CCTV, one way glass.
8. Try to keep car journeys as limited as possible with one client. Inform your Line Manager of any journeys.

## Dealing with Disclosure of Current Abuse - Under 18 and vulnerable adults

Re-assure the child/young person/vulnerable adult

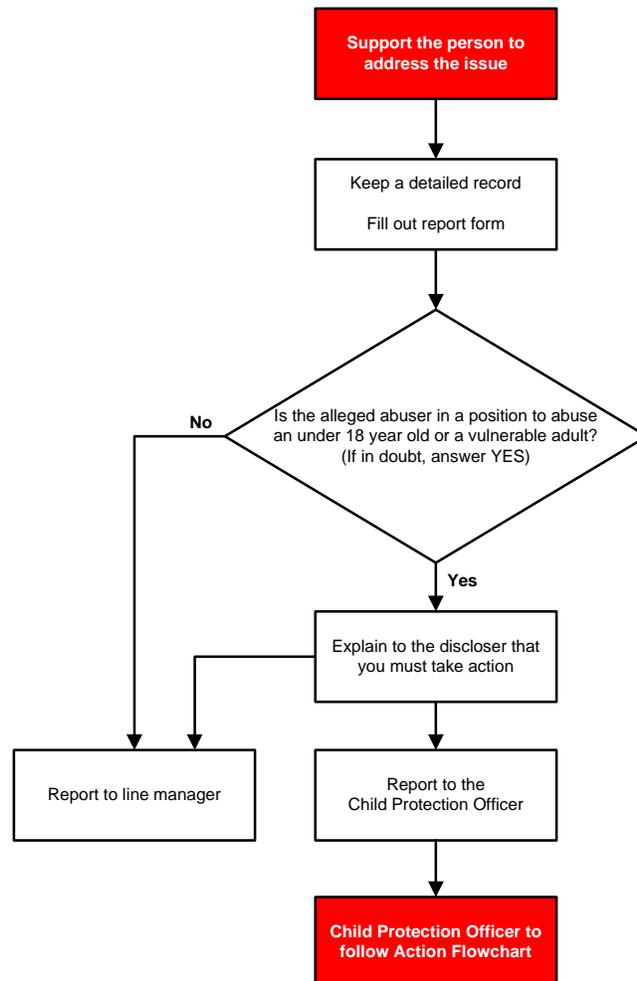
Explain the process



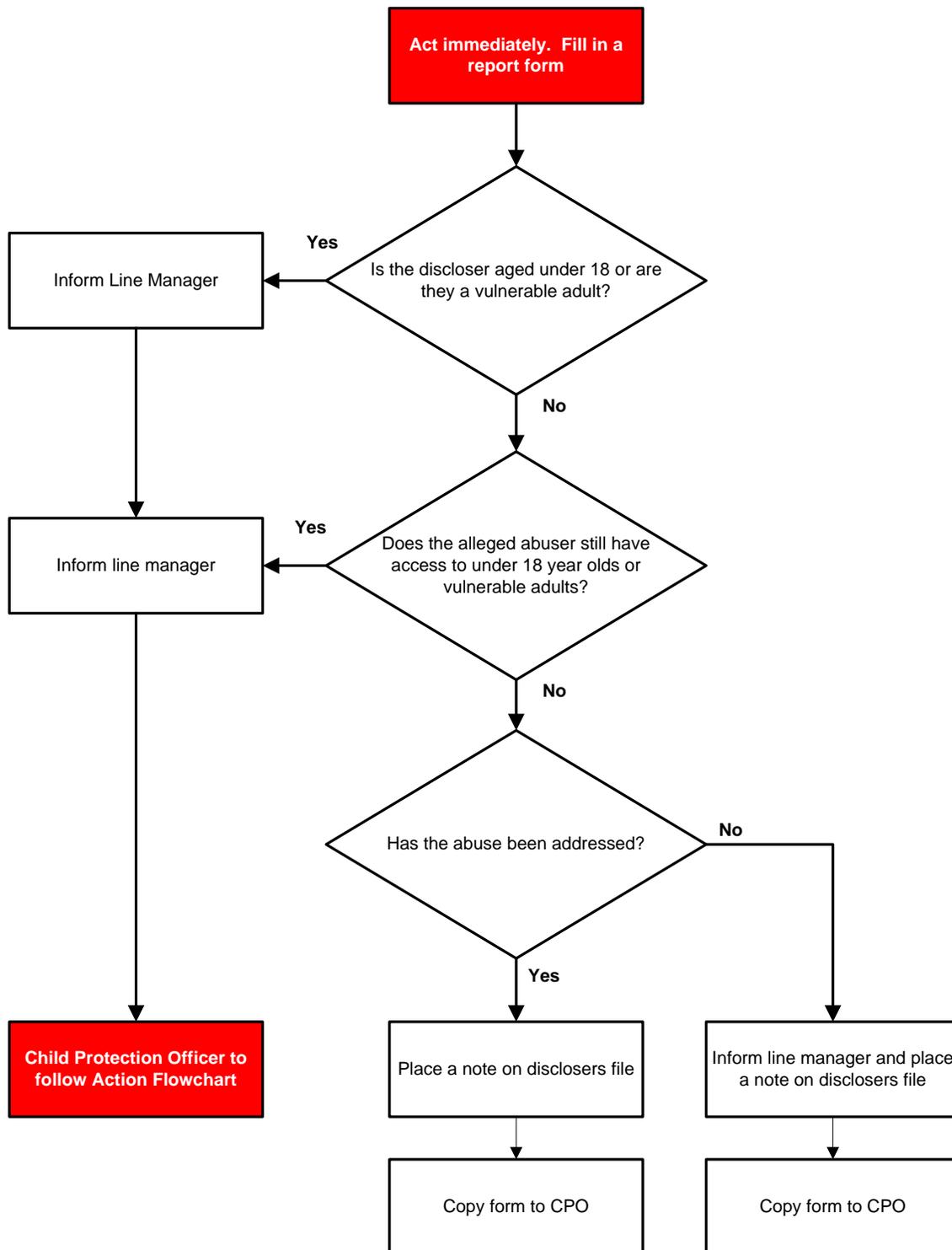
## Dealing with Disclosure of Current Abuse - Over 18

Re-assure the child/young person/vulnerable adult

Explain the process



## Dealing with Disclosure of Historical Abuse



## Action by Child Protection Officer

