

THE MINISTRY OF PARENTING (A Community Interest Company)
Promoting Creativity in Parenting Support

The Ministry of Parenting (CIC)
Building 4, Nags Corner,
Wiston Road, Nayland
Nr Colchester , C06 4LT

t: 01206 562626
e: administration@theministryofparenting.com w:
www.theministryofparenting.com

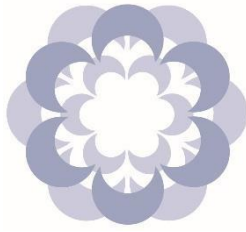
Safeguarding Policy

The Ministry of Parenting CIC upholds the beliefs and values enshrined in the current [Southend, Essex & Thurrock \(SET\) Safeguarding and Child Protection Procedures Manual](#). The company ensures that its policies and procedures reflect its responsibility to safeguard and promote the welfare of children within the legal framework of the Children Act 1989 and Children Act 2004, and in accordance with Working Together to Safeguard Children (2026) and the current SET Safeguarding and Child Protection Procedures.

The Ministry of Parenting CIC upholds the beliefs and values enshrined in the Southend, Essex, and Thurrock Safeguarding Policy (SET Adult Guidelines May 2024). The company ensures that all policies and procedures comply with the responsibility of the organisation to safeguard and promote the safety of adults within the legal framework of the Care Act 2014 and associated guidance.

Designated Safeguarding Lead (DSL)		
Name:	Debbi Barnes	
Phone	(office) 01206 562626 (mobile) 07939462335	
Email:	Debbi.barnes@theministryofparenting.com	
Designated Deputy Safeguarding Lead (DDSL)		
Name:	Jeannie Gordon	Shelly Steel
Phone	(office) 01206 562626 (mobile) 07939462354	(office) 01206 562626 (mobile) 07496895384
Email:	Jeannie.gordon@theministryofparenting.com	shelly@theministryofparenting.com

Policy Review Date: September 2027



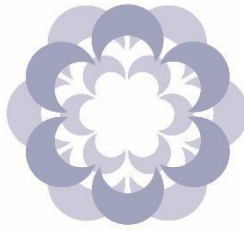
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1. General Statement of Policy

1.1. The Ministry of Parenting believes that children and adults have the right to protection from abuse and neglect and should be able to live free from the fear of abuse and neglect.

1.2. The Ministry of Parenting is committed to ensuring that disclosures, allegations and safeguarding concerns are taken seriously and acted upon appropriately.

1.3. Safeguarding is everyone's responsibility. The Ministry of Parenting is committed to ensuring that Directors and contracted trainers and facilitators understand their roles and responsibilities and are provided with appropriate information and training in respect of safeguarding children and adults at risk.

1.4. In safeguarding adults, The Ministry of Parenting will take a person-centred approach, recognising adults' right to independence, choice and self-determination and taking account of their views, wishes and preferences in accordance with Making Safeguarding Personal.

2. Purpose

2.1. The purpose of this policy is to outline the duty and responsibility of The Ministry of Parenting in respect of safeguarding. The key objectives of this policy are to:

2.1.1. Explain the responsibilities of the Directors, Safeguarding Lead, Deputy Safeguarding Lead and contracted trainers and facilitators in respect of safeguarding children and adults at risk.

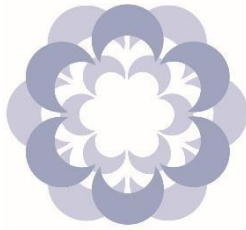
2.1.2. Enable Directors and contracted trainers and facilitators who receive disclosures of, witness or suspect abuse, neglect or other safeguarding concerns to make informed and confident responses.

2.1.3. Ensure that prompt and appropriate action is taken to safeguard children and adults at risk and minimise the risk of further harm.

2.1.4. Ensure that safeguarding information is recorded appropriately, kept securely and shared appropriately and on a need-to-know basis.

3. Scope

3.1. Safeguarding is about protecting the safety and wellbeing of children and adults at risk and is everybody's responsibility.



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3.2. This policy relates to all children, young people and adults who become known to The Ministry of Parenting through the course of its work and applies to all Directors, contracted trainers and facilitators and others undertaking work on behalf of the organisation.

3.3. The Ministry of Parenting's role is not to investigate or determine whether abuse or neglect has taken place. Its responsibility is to recognise and respond to safeguarding concerns, record and share relevant information appropriately, seek safeguarding advice where required and make or support referrals in accordance with the relevant child or adult safeguarding procedures.

3.4. For the purpose of this policy, a child is a person under the age of 18; a young person is a child aged 13 years and over; and an adult is a person aged 18 years or over.

3.5. For the purposes of adult safeguarding, an adult at risk is an adult who:

- a) has care and support needs;
- b) is experiencing, or is at risk of, abuse or neglect; and
- c) because of those needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

3.6. Where safeguarding concerns may affect other members of a family or household, consideration will be given to others who may also be at risk, including children and adults at risk.

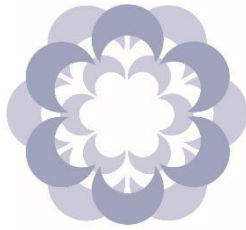
3.7. Where The Ministry of Parenting works outside Southend, Essex and Thurrock, safeguarding concerns will be referred or escalated through the appropriate safeguarding arrangements for the area concerned.

4. Responsibilities

4.1 Safeguarding Lead

4.1.1. The Ministry of Parenting will appoint a designated Safeguarding Lead with overall responsibility for overseeing safeguarding arrangements within the organisation.

4.1.2. The Safeguarding Lead will ensure that the Directors are kept appropriately informed of safeguarding matters and may request that an urgent meeting of the Directors is convened where a safeguarding matter requires immediate attention.



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4.1.3. The Safeguarding Lead is responsible for overseeing arrangements for safeguarding children and adults at risk within MoP's activities.

4.1.4. The Safeguarding Lead will provide advice and support in relation to safeguarding concerns and ensure that appropriate action, consultation, referral or escalation takes place in accordance with this policy and the relevant child or adult safeguarding procedures.

4.1.5. A Deputy Safeguarding Lead will be identified to undertake these responsibilities when the Safeguarding Lead is unavailable.

4.1.6. The current Safeguarding Lead and Deputy Safeguarding Lead and their contact details will be identified within the safeguarding contacts section of this policy.

4.2 Directors, Contracted Trainers and Facilitators

4.2.1. All Directors and contracted trainers and facilitators working on behalf of The Ministry of Parenting have a responsibility to safeguard and promote the welfare of children and adults at risk and to recognise and report safeguarding concerns that are seen, suspected, reported or disclosed during the course of their work.

4.2.2. Directors and contracted trainers and facilitators must respond appropriately to disclosures or safeguarding concerns and record and report concerns in accordance with this policy.

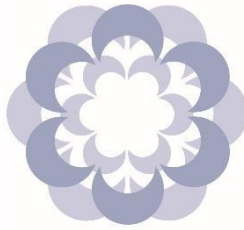
4.2.3. Directors and contracted trainers and facilitators must not investigate allegations of abuse or neglect themselves.

4.2.4. Safeguarding concerns should be reported promptly to the Safeguarding Lead or, where they are unavailable, the Deputy Safeguarding Lead.

4.2.5. The absence or unavailability of the Safeguarding Lead or Deputy Safeguarding Lead must not prevent necessary safeguarding action being taken where a Director, contracted trainer or facilitator believes that immediate action or a safeguarding referral is required.

5. Information, Training and Safeguarding Checks

5.1. The Ministry of Parenting will ensure that all Directors and contracted trainers and facilitators have access to this Safeguarding Policy and understand the safeguarding procedures relevant to their role.



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5.2. Directors and contracted trainers and facilitators will receive safeguarding information and training appropriate to their role and responsibilities.

5.3. The Safeguarding Lead will undertake safeguarding children and adults training at least every two years.

5.4. The Ministry of Parenting will maintain appropriate records of safeguarding training undertaken by Directors and contracted trainers and facilitators.

5.5. As an organisational safeguarding requirement, The Ministry of Parenting requires all Directors and contracted trainers and facilitators undertaking work on behalf of MoP to hold a current Enhanced Disclosure and Barring Service (DBS) check.

5.6. The Ministry of Parenting will maintain appropriate records of DBS checks undertaken in accordance with its organisational safeguarding arrangements.

5.7. Contracted trainers and facilitators are required to follow The Ministry of Parenting's safeguarding policy and procedures when undertaking work on behalf of the organisation.

5.8. The Ministry of Parenting's Safeguarding Policy will be available to children, young people, adults, parents, carers, professionals and members of the public through the organisation's website and/or on request.

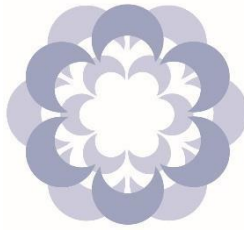
6. Safeguarding within the context of The Ministry of Parenting's work

6.1. The Ministry of Parenting provides services and activities involving children, young people, parents, carers, families and professionals. Safeguarding concerns may become known through any area of the organisation's work.

6.2. Safeguarding concerns may arise through information disclosed or reported by a child, young person or adult; through direct observation; through information provided by another person or organisation; or through concerns about the conduct of a person working for or on behalf of The Ministry of Parenting.

6.3. Where a concern relates to an adult, consideration will be given to whether the circumstances meet the criteria for an adult safeguarding concern. Adult safeguarding practice will take account of the adult's views and wishes and, where relevant, their mental capacity.

6.4. The Ministry of Parenting will take a Think Family approach where appropriate, recognising that safeguarding concerns relating to an adult may also have implications for children or other adults within the family or household. Consideration will similarly be given to others who may be at risk where concerns arise in relation to a child.



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6.5. Directors and contracted trainers and facilitators must take safeguarding concerns and disclosures seriously, respond in accordance with this policy, and must not investigate allegations of abuse or neglect themselves.

6.6. Where a safeguarding concern arises, appropriate action will be taken in accordance with the relevant child or adult safeguarding procedures.

7. Confidentiality and Information Sharing

7.1. Directors and contracted trainers and facilitators working on behalf of The Ministry of Parenting have a responsibility to share information about children and adults at risk where that information may indicate a safeguarding concern.

7.2. If a disclosure is made to a Director, contracted trainer or facilitator, or if they have a concern about the welfare of a child or adult at risk, they should follow The Ministry of Parenting's procedure in the event of a disclosure or safeguarding concern (Appendix 1). This includes ensuring that the person making a disclosure is aware that the information may need to be shared and that confidentiality cannot be promised.

7.3. Information should only be shared on a need-to-know basis. This means:

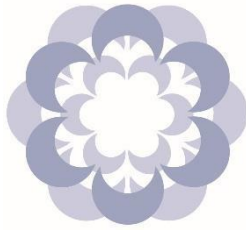
7.3.1. The person who receives the information should inform the Safeguarding Lead on the same working day. If the person receiving the information is the Safeguarding Lead, they should inform the Deputy Safeguarding Lead.

7.3.2. The Safeguarding Lead and the person who received the information will discuss the concern and consider what action is required in accordance with the relevant child or adult safeguarding procedures.

7.3.3. It is not the role of The Ministry of Parenting to investigate whether abuse or neglect has taken place. Where information indicates a safeguarding concern, appropriate action should be taken in accordance with the relevant child or adult safeguarding procedures.

7.3.4. Where the concern relates to an adult, consideration will be given to the adult's wishes and views, consent and, where relevant, mental capacity. The response will take account of the current adult safeguarding criteria and the appropriate safeguarding pathway. Decisions and the rationale for them should be recorded.

7.3.5. Where information is shared without an adult's consent, the decision and reasoning should be recorded in accordance with the relevant adult safeguarding procedures.



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7.4. Information should not be shared with other Directors, contracted trainers or facilitators as a matter of course. Any information shared should be on a strictly need-to-know basis and kept to a minimum. It is not necessary or appropriate for everyone working on behalf of The Ministry of Parenting to be informed of the details of safeguarding concerns.

7.5. Where appropriate, the person to whom the safeguarding concern relates should be kept informed about what information has been shared and with whom.

8. Record Keeping

8.1. Safeguarding records must be accurate, clear and factual and should be completed as soon as possible following a safeguarding concern or disclosure.

8.2. A record should be made of the safeguarding concern or disclosure, any action taken, decisions made and the reasons for those decisions. Where appropriate, this should include relevant consultation, information shared, referrals made and the outcome of any action taken.

8.3. Where the concern relates to an adult, the record should include, where relevant, the adult's views and wishes, consent, and any considerations relating to mental capacity. Decisions relating to the sharing of information, including where information is shared without consent, and the reasons for those decisions should be recorded.

8.4. Safeguarding records must be stored securely and separately from other records. Access to safeguarding records will be restricted to those who have a legitimate need to access the information.

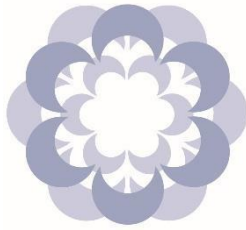
8.5. Safeguarding records will be retained in accordance with The Ministry of Parenting's arrangements for the retention of safeguarding information.

9. Reviewing this Policy

9.1. The Safeguarding Lead will monitor the implementation of this policy and the safeguarding procedures of The Ministry of Parenting.

9.2. This policy will be formally reviewed every two years, or earlier where there are relevant changes to legislation, statutory guidance, safeguarding procedures or The Ministry of Parenting's organisational arrangements.

9.3. Amendments to this policy will be approved by the Directors of The Ministry of Parenting.



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Appendices

Appendix 1 – Procedure in the event of a disclosure or safeguarding concern

The Ministry of Parenting recognises that it can be difficult for a child or adult to disclose abuse or neglect. A person may feel afraid, ashamed, concerned that they will not be believed, or worried about what may happen as a result of telling someone.

Where a disclosure is made, or a safeguarding concern arises, the following procedure should be followed.

1. Respond to the disclosure or concern

The person receiving the disclosure or identifying the concern should:

- listen carefully and remain calm;
- take the person seriously;
- allow the person to explain what has happened in their own words and at their own pace;
- reassure the person that they have done the right thing by telling someone;
- not investigate the concern or ask unnecessary, leading or suggestive questions;
- not make judgements about the person alleged to have caused harm;
- not promise confidentiality or secrecy;
- explain, where appropriate, that information may need to be shared with people who need to know in order to respond appropriately and help keep them or others safe; and
- explain, as far as possible, what will happen next.

2. Ensure immediate safety

Consider whether the child, young person or adult, or anybody else, is in immediate danger and whether immediate action is required to protect them from harm.

Where there is an immediate risk of serious harm or a medical emergency, contact the appropriate emergency service by calling 999.

Do not confront the person alleged to have caused harm or take action which could place the person making the disclosure, another person or yourself at increased risk.

3. Record and report

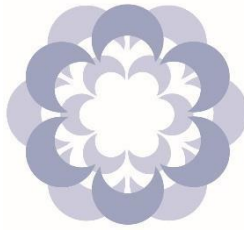
A written record of the disclosure or concern should be made as soon as possible and on the same working day, in accordance with Appendix 2 – Recording concerns and disclosures.

The concern should be reported to the Safeguarding Lead on the same working day. If the Safeguarding Lead is unavailable, it should be reported to a Deputy Safeguarding Lead.

If the concern relates to the Safeguarding Lead, it should be reported to a Deputy Safeguarding Lead/Director who is not implicated in the concern.

The absence or unavailability of the Safeguarding Lead or Deputy Safeguarding Lead must not delay necessary safeguarding action.

4. Local safeguarding arrangements



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Where a safeguarding concern or risk is identified in the course of The Ministry of Parenting's work, action will be taken in accordance with this policy and the safeguarding policies, procedures and referral pathways of the relevant local authority area.

This applies whether MoP is delivering services within Southend, Essex and Thurrock or elsewhere.

5. Adults – wishes, consent and capacity

Where a concern relates to an adult, their views and wishes should be established wherever possible. Consideration should be given to their consent and, where relevant, mental capacity.

Where an adult does not consent to information being shared or safeguarding action being taken, consideration must be given to whether information nevertheless needs to be shared in accordance with the relevant adult safeguarding procedures. The decision and reasons for it must be recorded.

6. Children – consent and information sharing

Where a concern relates to a child, decisions regarding consent, information sharing and referral will be made in accordance with the safeguarding and child protection procedures applicable to the relevant local authority area.

Appendix 2 – Recording Concerns and Disclosures

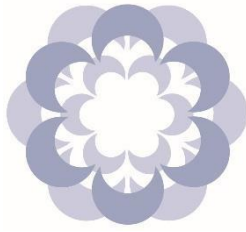
It is important to establish the basic facts based upon what is seen, heard, reported or otherwise observed and to make careful records which clearly distinguish fact from opinion or professional judgement.

A full record of a disclosure, allegation, incident or safeguarding concern should be made as soon as possible and on the same working day.

Records should be clear, accurate and factual. Where a disclosure has been made, the person's own words should be recorded wherever possible.

The record should include, where known and relevant:

- the name of the child, young person or adult to whom the concern relates;
- the name of the person making the disclosure, where different;
- the date, time and location of the disclosure, incident or concern;
- exactly what the person said, using their own words wherever possible;
- exactly what was witnessed or observed;
- details of any injuries observed and their location;
- the names of others present or who may have relevant information;
- relevant information about the person alleged to have caused harm, where known;
- any immediate action taken to reduce risk or ensure safety;
- who the concern was reported to and when;
- any safeguarding consultation or advice sought;
- information shared and with whom;
- any referral made;



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- advice received;
- decisions made and the reasons for those decisions;
- any identified risks and action taken to manage those risks; and
- the outcome of any action or referral, where known.

Where relevant to an adult safeguarding concern, the record should also include the adult's views and wishes, consent and any consideration of mental capacity.

Where a decision is made that no safeguarding referral or intervention is required, the decision and rationale should still be recorded. This reflects the current SET adult Decision Support Framework.

Safeguarding records must be stored securely and access restricted to those who have a legitimate need to know.

Appendix 3 – Reporting and Referring Safeguarding Concerns

The Ministry of Parenting's role is to recognise, respond to and appropriately report safeguarding concerns. It is not MoP's role to investigate or determine whether abuse or neglect has taken place.

Where a safeguarding concern or risk is identified, the Safeguarding Lead, Deputy Safeguarding Lead or person responding to an urgent concern should establish the appropriate safeguarding arrangements for the local authority area relevant to the concern.

Child safeguarding concerns

Where a concern relates to a child or young person, the current safeguarding and child protection procedures and referral pathways of the relevant local authority area must be followed.

Where there is concern that a child is suffering or is likely to suffer significant harm, appropriate safeguarding action must not be delayed while Early Help or other support is being considered. For work undertaken in Essex, the current *Effective Support for Children and Families in Essex* guidance expressly states that an Early Help assessment is not a prerequisite for referral where there are concerns that a child is suffering or likely to suffer significant harm.

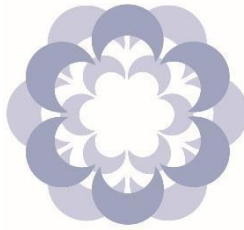
Adult safeguarding concerns

Where a concern relates to an adult, consideration should be given to whether the adult:

- a) has care and support needs;
- b) is experiencing, or is at risk of, abuse or neglect; and
- c) because of those needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

The adult's views and wishes should be established wherever possible, with consideration given to consent and, where relevant, mental capacity.

The applicable adult safeguarding procedures for the relevant local authority area should then be followed.



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Where MoP is working in Southend, Essex or Thurrock

The current SET Safeguarding Adults Guidelines and relevant SET safeguarding procedures should be followed.

The current Greater Essex adult Decision Support Framework identifies four possible pathways:

- Local Management
- Quality Concern
- Requires Consultation
- Reportable Safeguarding Concern

The framework should be used alongside professional judgement and discussion with the Safeguarding Lead. Decisions and rationale should be recorded.

Where MoP is working elsewhere

The safeguarding procedures, consultation arrangements, thresholds and referral pathways of the relevant local authority area should be followed.

Local contact details and referral routes should be checked at the time they are required rather than relying upon historic contact information contained within this policy.

Appendix 4 – Dealing with Allegations or Concerns Relating to a Director, Contracted Trainer or Facilitator

Any allegation or safeguarding concern about a Director, contracted trainer or facilitator working for or on behalf of The Ministry of Parenting must be taken seriously and acted upon promptly.

Internal reporting

The concern should normally be reported immediately to the Safeguarding Lead.

Where the concern relates to the Safeguarding Lead, it should be reported to a Deputy Safeguarding Lead and another Director who is not implicated in the concern.

Where the concern relates to a Deputy Safeguarding Lead, it should be reported to the Safeguarding Lead and another Director who is not implicated.

The person receiving the concern must:

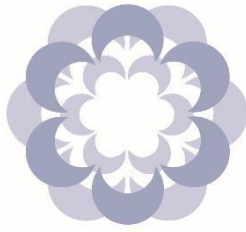
- make a clear and factual record;
- not investigate the allegation themselves;
- not unnecessarily question the child, young person or adult;
- consider whether immediate action is necessary to protect anybody from further harm; and
- maintain confidentiality on a need-to-know basis.

External safeguarding action

Where the allegation or concern relates to a person's conduct towards a child, the allegations/LADO arrangements of the relevant local authority area must be followed.

Where the concern relates to an adult at risk or a person in a position of trust, the relevant local adult safeguarding procedures must be followed.

Where the relevant criteria are met, consideration must also be given to any responsibility to



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make a referral to the Disclosure and Barring Service and, where applicable, a relevant professional or regulatory body.

Where a criminal offence may have occurred and urgent Police involvement is required, the Police should be contacted.

All decisions, advice received, actions taken and the reasons for those actions should be recorded.

Appendix 5 – Types and Indicators of Abuse and Neglect

Abuse and neglect can consist of a single act or repeated acts and may be active or passive. It may occur within a family, community, organisation or other setting and may be carried out by somebody known to the person or by a stranger.

Indicators do not, by themselves, prove that abuse or neglect has occurred. They should be considered alongside the person's circumstances and any other information known.

Directors and contracted trainers and facilitators should recognise and report concerns in accordance with this policy. They should not attempt to investigate or determine whether abuse or neglect has occurred.

Children and young people

The principal categories of abuse and neglect include:

Physical abuse – physical harm to a child.

Emotional abuse – persistent emotional maltreatment which causes severe and adverse effects on a child's emotional development.

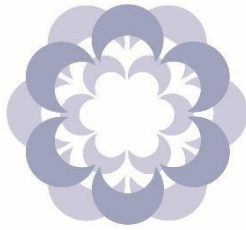
Sexual abuse – forcing or enticing a child or young person to take part in sexual activities, including contact and non-contact activity.

Neglect – persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of health or development.

Possible indicators

There is no single sign that confirms that a child is being abused or neglected. Indicators may include, for example:

- unexplained injuries, burns, bruising or injuries for which explanations appear inconsistent;
- changes in behaviour, mood or emotional presentation;
- becoming unusually withdrawn, anxious, fearful or distressed;
- sexual behaviour, language or knowledge which appears inappropriate for the child's



THE MINISTRY OF PARENTING (A Community Interest Company)
Promoting Creativity in Parenting Support

The Ministry of Parenting (CIC)
Building 4, Nags Corner,
Wiston Road, Nayland
Nr Colchester , C06 4LT

t: 01206 562626
e: administration@theministryofparenting.com w:
www.theministryofparenting.com

age or development;

- changes in relationships or interactions with particular people;
- poor hygiene, persistent hunger or inappropriate clothing;
- health or medical needs which appear not to be being met;
- persistent tiredness or difficulties with attendance or engagement;
- concerning changes in online behaviour or relationships; or
- a child telling somebody directly or indirectly that something has happened to them.

The presence of one or more indicators does not necessarily mean that abuse or neglect has occurred. Equally, the absence of recognised indicators does not mean that a child is not experiencing harm.

Safeguarding concerns may also arise through other forms and contexts of harm, including exploitation, domestic abuse, online harm, abuse outside the home and other circumstances identified within the applicable child safeguarding procedures.

Where a child safeguarding concern arises, the current safeguarding and child protection procedures for the relevant local authority area should be followed rather than relying solely upon a list of indicators within this policy.

Adults at risk

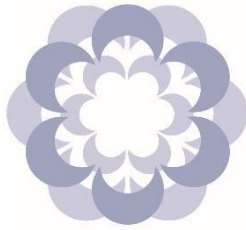
The SET Safeguarding Adults Guidelines identify the following categories of abuse and neglect:

- physical abuse;
- domestic abuse;
- sexual abuse;
- psychological or emotional abuse;
- financial or material abuse;
- modern slavery;
- discriminatory abuse;
- organisational abuse;
- neglect and acts of omission; and
- self-neglect.
-

Possible indicators

Indicators of abuse or neglect in an adult may include, depending upon the circumstances:

- unexplained injuries or repeated injuries;
- signs of restraint or inappropriate physical intervention;
- fear, anxiety, withdrawal or changes in behaviour or emotional presentation;
- unexplained changes in finances, missing money or possessions, or unusual financial activity;



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- deterioration in personal hygiene, health or living conditions;
- inadequate food, clothing, medication, care or support;
- unexplained sexually transmitted infections, injuries or other signs of possible sexual abuse;
- appearing fearful of, controlled by or unusually dependent upon another person;
- isolation from family, friends or usual sources of support;
- discriminatory, degrading or humiliating treatment;
- patterns of poor care or unsafe practice within a service or organisation; or
- self-neglect, including significant neglect of personal hygiene, health or surroundings and, where relevant, hoarding.

Again, an indicator does not in itself establish that abuse or neglect has occurred or determine which safeguarding pathway should be followed.

Where an adult safeguarding concern arises, consideration should be given to the adult's individual circumstances and the relevant adult safeguarding criteria, and the applicable local safeguarding procedures should be followed.

The SET guidance also contains relevant procedures and guidance relating to areas including domestic abuse, honour-based abuse and forced marriage, female genital mutilation, modern slavery, self-neglect and hoarding, PREVENT/CHANNEL and safeguarding concerns involving people in positions of trust.

Where MoP is working outside the SET area, the relevant local adult safeguarding procedures should be used.

Appendix 6 – Local Safeguarding Arrangements and Operational Resources

This appendix identifies the local resources most frequently applicable to The Ministry of Parenting's work. It does not replace the requirement to establish and follow the appropriate safeguarding arrangements for the area in which a concern arises.

Southend, Essex and Thurrock

Where work is undertaken within the SET area, the current:

- Southend, Essex and Thurrock (SET) Safeguarding and Child Protection Procedures; and
- Southend, Essex and Thurrock Safeguarding Adults Guidelines

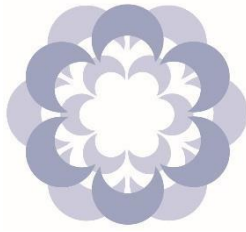
should be followed as applicable.

Essex – Effective Support

For work undertaken in Essex, the current Effective Support for Children and Families in Essex guidance provides the local framework for understanding levels of need and support.

It includes the Effective Support Windscreen, covering:

- Level 1 – Universal Needs;
- Level 2 – Additional Needs;



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- Level 3 – Intensive Needs; and
- Level 4 – Specialist Needs.

The framework supports professional judgement and is not intended to operate as a tick-box threshold system.

The current Concern for a Child or Young Person and their Family flowchart should also be used as an operational resource for consultation and referral pathways in Essex.

Important

Local safeguarding arrangements, contact details, referral forms and pathways may change. Directors and contracted trainers and facilitators must therefore check and follow the current safeguarding arrangements for the relevant local authority area at the time a safeguarding concern arises.

Where MoP is commissioned or contracted to work in another area, relevant local safeguarding information should be identified as part of the arrangements for that work.