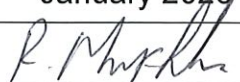


# YEMENI COMMUNITY ASSOCIATION (YCA) in SANDWELL LIMITED



## YCA SAFEGUARDING POLICY

Revised January 2024

Version	01/24
Name of Policy Writer	Ragih Muflihi
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Next Review Due	January 2026
Signature	

# Safeguarding Policy

## 1. Introduction

The YCA is committed to the safety and well-being of all individuals, particularly children and vulnerable adults, who participate in our programmes and activities. This safeguarding policy outlines our dedication to creating a safe environment, preventing harm and responding effectively to any safeguarding concerns that may arise.

## 2. Definition of Abuse

Abuse is a violation of an individual's human and civil rights by any other person(s) or group of people. Abuse can be a single act or a repeated pattern of behaviour. It encompasses various forms, including but not limited to:

- **Physical:** Such as hitting, slapping, burning, pushing, restraining or administering the wrong medication.
- **Psychological and Emotional:** Including shouting, swearing, frightening, blaming, ignoring, humiliating, threats of harm or abandonment, intimidation and verbal abuse.
- **Financial:** Encompassing the illegal or unauthorised use of a person's property, money, pension book, or other valuables. This also involves undue pressure in relation to wills, property or inheritance.
- **Sexual:** Involving forcing a person to participate in any sexual activity without their informed consent. This can occur in any relationship.
- **Discriminatory:** Encompassing racist or sexist remarks, comments based on a person's disability, age, or illness, and other forms of harassment, slurs, or similar treatment. This includes preventing someone from engaging in religious or cultural activities, services or support networks.
- **Institutional:** Referring to the collective failure of an organisation to provide appropriate and professional service to vulnerable individuals. This includes the failure to establish necessary safeguards to protect vulnerable adults, maintain high standards of care, ensure staff training and supervision, proper record keeping and collaboration with other care providers.
- **Neglect and Acts of Omission:** Encompassing both deliberate and unintentional acts, such as ignoring medical or physical care needs. This includes self-neglect by the vulnerable person, where they are deprived of essential necessities like food, heat, clothing, comfort, or medication, or not provided access to necessary health or social care services.

This comprehensive definition underscores the various forms that abuse can take and underscores the importance of vigilance and prompt action to prevent and address any instances of abuse within our organisation.

## 3. Scope

This policy applies to all staff, volunteers, and participants involved in the YCA's activities and programmes.

#### 4. Principles

- We believe that **SAFEGUARDING IS EVERYBODY'S BUSINESS**. Safeguarding is the responsibility of everyone. We will work together to prevent and minimise abuse. If we have concerns that someone is being abused, our loyalty to the vulnerable person comes before anything else – our group, other service users, our colleagues, and the person's friends and family.
- We are firm that **DOING NOTHING IS NOT AN OPTION**. If we know or suspect that a vulnerable adult is being abused, we will act and ensure our work is properly recorded. We will work within the boundaries of the Multi-Agency Safeguarding Adults Procedures.
- We prioritise the welfare and best interests of children and vulnerable adults above all else.
- We ensure that all individuals are treated with respect, dignity and kindness, regardless of age, gender, race, religion or background.
- We promote a culture of openness, where safeguarding concerns can be reported without fear of reprisal.
- We conduct appropriate checks, including DBS (Disclosure and Barring Service) checks, for all staff and volunteers who have access to children or vulnerable adults.

#### 5. Responsibilities

- **Designated Safeguarding Lead (DSL):** Ragih Muflihi, Chief Executive Officer, 07778 332 029, who is responsible for overseeing the implementation of this policy, providing support and escalating concerns.
- **Deputy Designated Safeguarding Lead (DSL):** Ahmed Salem, Board Member, 07790 665 283, is responsible for assisting the DSL in their duties and stepping in when the DSL is unavailable.
- **All Staff and Volunteers:** Responsible for recognising and reporting any safeguarding concerns promptly to the DSL.
- **Participants and Families:** Encouraged to voice concerns, report suspicions and seek assistance if needed.

#### 6. Procedures

##### Initial Response:

- If you suspect abuse has occurred or may be happening, take immediate action.
- Ensure the safety of the individual and provide urgent medical treatment if needed.
- Do NOT discuss the allegation with the alleged perpetrator.
- Do NOT tamper with potential evidence.

### **Inform and Record:**

- Immediately inform your DSL. If unavailable or implicated, contact the police if a crime is suspected.
- Record details of the allegation securely, including date, time, circumstances, victim's account, appearance, behaviour, and observed injuries.

### **Responsibilities of the Designated Safeguarding Lead (DSL):**

- Swiftly determine the appropriate course of action.
- Address immediate needs: victim's safety, medical treatment, preserving evidence and support for alleged perpetrator if needed.
- Clarify facts without discussing with alleged perpetrator or victim.
- Verify alignment with safeguarding adults' procedures.
- Address consent and confidentiality matters.
- Make formal referral on the same day in certain cases.

### **Making Referrals:**

#### **Referrals should be made to the following authorities:**

- Sandwell Adult Safeguarding Board - Sandwell Council ASSIST:  
Phone: 0845 352 2266 (8am-8pm Mon-Fri)  
Email: [Sandwell\\_assist@sandwell.gov.uk](mailto:Sandwell_assist@sandwell.gov.uk)
- Police (if a crime is suspected): Phone: 101 (safeguarding) or 999 (emergency)
- Children's Services (if a child is also at risk):  
Phone: 0121 569 3100 - Emergency Duty Team (outside office hours, weekends, or holidays): 0121 569 2355

#### **Referrers should ideally provide the following information:**

- Vulnerable person's name, date of birth, age, address and contact details.
- Reason for referral.
- Consent status for the referral.
- Concerns about mental capacity.
- Awareness of police involvement and ongoing investigations.

If you have safeguarding or child protection concerns about a child or young person please speak to the DSL. When making a referral please use Sandwell's [Multi Agency Request Form](#) (MARF) to report your concerns to the Multi Agency Safeguarding Hub (MASH).

## **7. Preventing Abuse**

- We provide annual safeguarding training for all staff and volunteers to recognise signs of abuse and understand reporting procedures.
- We maintain clear boundaries and professional behaviour when interacting with participants.
- We ensure that activities are appropriately supervised and risk-assessed to prevent harm.

## **8. Reporting**

- Anyone with a safeguarding concern should immediately report it to the DSL.
- If the DSL is unavailable, concerns should be reported to Ahmed Salem, Board Member, 07790 665 283
- If there is an immediate risk of harm, contact the local authorities or emergency services.

## **9. Confidentiality**

- Safeguarding concerns are treated with the utmost confidentiality, shared only with those who need to know for the purpose of addressing the concern.

## **10. Review**

- This policy will be reviewed annually to ensure it remains current and effective.

## **11. Contact Information**

- Designated Safeguarding Lead:  
Ragih Muflihi, Chief Executive Officer, 07778 332 029, [ragih@yca-sandwell.org.uk](mailto:ragih@yca-sandwell.org.uk)
- Local Authority Designated Officer (LADO): 0121 569 4770  
[sandwell\\_lado@sandwellchildrenstrust.org](mailto:sandwell_lado@sandwellchildrenstrust.org)
- Sandwell Children's Safeguarding Partnership: 0121 569 3100

This safeguarding policy reflects our dedication to ensuring the safety and well-being of everyone involved in YCA's activities. It is essential that all staff, volunteers, participants and families understand and adhere to this policy.