

# **Transcript for Gateway to Safeguarding – Easy English Version**

## **Introduction**

### **Welcome**

Hello and welcome to this Gateway to Safeguarding course. This course is designed to give you a basic awareness of keeping people safe. If you are over the age of 16 and want to have an introduction to keeping people safe and to know what to do if you are worried about someone in your community, then this course is for you.

### **Navigating this course**

As you'll see from the video above, you'll need to click through various parts of this course to move on. The course might take you 1 or 2 hours to complete.

Go at a pace that allows you to understand the material – feel free to take breaks or complete the course in bitesize chunks.

There are interactive tasks to help you check your understanding. Some of these only appear once you've completed the section you're on. If reading or writing are a challenge for you, you have the option of talking

the topics through with someone from your organisation instead. There is a resource sheet with these questions available in the course material.

### **Please take care of yourself**

Some parts of this course might make you feel a bit sad or worried. That's okay. You can take a break anytime. If you feel upset, talk to someone you trust. Your safety and feelings are very important. This course helps you learn how to keep people safe. If you work with children or adults who need extra help, there **is other, more helpful training** you can do. Ask us if you want to learn more.

### **Those around you**

Think about who is around you.

When you are doing this course, other people might see your screen or hear the sound. That's okay, but be careful—some parts might not be right for children.

If anything in this course makes you feel worried about yourself or someone else:

Tell your Safeguarding Lead (the person who helps keep people safe in your group).

You are not alone. There are people who can help.

## Unit 1: Recognise

In this section we will:

Recognise what keeping people safe is and why it's so important.

Recognise different forms of harm and being hurt or treated badly

Recognise the signs and clues that tell us that someone may need keeping safe.

### What is safeguarding?

So, what is safeguarding? If someone asked you that question, what would you say? Don't worry about getting the answer wrong, but think about what you already know and understand, use the box below to type some thoughts:

### Safeguarding is:

- About preventing harm
- Involves tell people when you're worried
- Is about children and adults
- Is something the law tells us we have to do

### Safeguarding is not:

- Only something schools and hospitals have to do
- Nothing to do with me

## **Who are we safeguarding?**

The short answer is everyone!

Organisations must help keep people safe.

Groups like schools, churches, and clubs must look after the people they help, and also their staff and volunteers. Some people need more help to stay safe. This might be because: They are sick or not feeling well; they are going through something hard in life; they are very young or very old.

At different times, we all might need extra care. We all need help sometimes.

The law says we must help two main groups of people stay safe: Children (anyone under 18 years old) and Adults who might be in danger or need extra help. These are the people we must look out for and protect.

### **Children**

A child is anyone who is under 18 years old.

Children need help to stay safe because:

- Babies need adults to care for them.
- Older children and teenagers are still learning and growing.

- Some children have disabilities or find it harder to talk or learn.  
They might need even more help.

Keeping children safe means:

- Stopping them from getting hurt.
- Protecting them from people who might treat them badly.
- Getting help if we are worried about them.

## **Adults**

Adult safeguarding means:

Some adults need help to stay safe. This might be because:

- They find it hard to look after themselves.
- They can't stop someone from hurting or using them.

The rules about keeping adults safe can be a bit complicated but the important thing is that if you are worried about an adult, you should tell your Safeguarding Lead. They will know what to do next to help.

## **Things that increase risk**

Some people go through hard times in life. These things can make it easier for them to get hurt or treated badly. For example:

- Not having a home
- Moving to a new country to stay safe

- Using drugs or alcohol
- Being very lonely
- Being very poor
- Being sick or having memory problems
- Having bad things happen in the past

These things don't always mean someone is being hurt, but they can make it more likely. So, if you notice something that worries you, tell your Safeguarding Lead. It's always better to speak up.

### **Categories of Harm and Abuse**

Remember your wellbeing takes priority - take a break and seek support if you need to.

Four Main Types of Harm – Remember “PENS”

We use the word PENS to help us remember the four main ways someone can be hurt:

**Physical Harm:** This means someone is hurt on their body. Examples: hitting, shaking, burning, or rough handling.

**Emotional Harm:** This means someone is hurt in their feelings.

Examples: shouting, scaring, bullying, or making someone feel bad about themselves.

**Neglect:** This means not giving someone the care they need. Examples: not giving food, warmth, love, or medicine.

**Sexual Harm:** This means touching someone in a way that is not okay. It includes any kind of sexual contact that someone doesn't understand, doesn't want, or can't say yes to.

These types of harm can happen to children or adults.

If you think someone might be hurt in any of these ways, tell your Safeguarding Lead.

### **Other types of harm**

For other types of harm and abuse, the four UK nations have slightly different ways of defining these in law. Click on the nation(s) in which you work for more information. However, the main thing to remember is that if you think someone might not be safe, tell your Safeguarding Lead.

#### **England:**

There are also other ways adults can be hurt or treated badly. These are written in the law called the Care Act 2014.

They are:

- **Financial Abuse:** Someone takes or controls another person's money when they shouldn't. Examples: stealing money, not

giving someone their benefits, or pressuring them to change their will.

- Domestic Abuse: Someone is hurt or scared by someone they live with or love. This can include: Controlling what they do, hurting them physically or emotionally, taking their money, forcing them to do things they don't want to do.
- Institutional Abuse: This happens in places like care homes or hospitals. It means people are not looked after properly because of bad rules or poor care.
- Modern Slavery: Someone is forced to work or live in bad conditions and can't leave. They may be treated like they are not a person.
- Self-Neglect: Someone doesn't look after themselves or their home. This can be dangerous if: Their home becomes unsafe, they don't eat, wash, or take care of their health, they collect too many things and can't move around safely (this is called hoarding)
- Discrimination: Someone is treated unfairly because of: Their skin colour, their gender or identity, their age, a disability, their religion, who they love.

If you see or hear anything that makes you feel worried, tell your Safeguarding Lead. It's always okay to ask for help.

### **Northern Ireland:**

The four main categories apply to both children and adults. In Northern Ireland, the law says adults can be harmed in different ways. These include:

- Financial abuse – when someone takes or controls another person's money or belongings
- Domestic abuse – when someone is hurt or scared by someone they live with
- Modern slavery – when someone is forced to work or live in bad conditions
- Institutional abuse – when someone is not cared for properly in a care home or hospital

These are all part of something called exploitation, which means someone is being used or treated badly. In Northern Ireland, the law focuses on the person who is causing the harm. Some things, like self-harm or not looking after yourself, are not called abuse in the law here. But they are still serious. If you are worried about someone, tell your Safeguarding Lead. They might ask for help from a group called the HSC Trust, who support people in Northern Ireland.

## Scotland

For adults, the law also includes:

- Financial abuse – when someone takes or controls another person's money
- Self-neglect – when someone doesn't look after themselves or their home

The law in Scotland uses the word “harm” instead of “abuse.” It says that harm can be caused by someone else or by the person themselves. It can happen by accident or on purpose.

The law also says that all types of harm matter, even if they are not listed by name. If someone is being hurt or is not safe, it should still be taken seriously. **If you are worried about someone, tell your**

**Safeguarding Lead.**

## Wales:

In Wales, the law does not separate children and adults when it comes to keeping people safe. The same rules apply to both.

Wales follows the four main types of harm, just like the other parts of the UK. But it also includes **financial abuse** as a type of harm for both children and adults. The law in Wales also understands that harm can

happen in different ways. For example, **domestic abuse** might include someone being scared, controlled, or having their money taken away.

If you are worried about someone, always tell your Safeguarding Lead.

## **Recognising the signs and clues that someone might have been**

### **harmed**

How might we recognise that someone needs safeguarding - what are the signs and clues?

It can include:

- Things that you have seen or heard; called signs or indicators of abuse
- Sometimes, a person might come to you and say they are being hurt or treated badly. They might ask for help or tell you what has happened to them. This is called a disclosure. It means they are trusting you with something very serious.

### **Indicators of abuse**

There are different ways to notice if someone might be getting hurt.

These signs can be: Physical (things you can see on their body),

Behavioural (how they act) or Emotional (how they feel)

This list doesn't cover everything. Just because you notice something doesn't always mean someone is being hurt. People live different lives, and what's normal for one person might not be for another.

This isn't about judging anyone. It's about paying attention and trusting your feelings when something doesn't seem right. If you're worried that someone might not be safe, talk to your Safeguarding Lead. It's better to share your worry than to keep it to yourself or make a mistake by acting too quickly.

### **Physical things you might see in children**

Sometimes, you might see marks or injuries on a child that make you feel worried. These could be:

- Bruises, cuts, or scars that don't have a clear reason
- Injuries in places that are usually covered by clothes, like the chest, back, or thighs
- A child who is very thin or gaining a lot of weight quickly

It's normal for children to get small injuries from playing or falling. These usually happen on places like knees, elbows, or shins. But if you see injuries in places that are harder to hurt by accident, or if the story about how it happened doesn't make sense, it's okay to feel unsure.

Also, remember that things like scars and bruises can look different on different skin colours. If you're worried, talk to your safeguarding lead. It's always better to ask for help.

### **Behavioural indicators in children**

Sometimes, a child's behaviour can show that something is wrong. This might include:

- Not going to school often
- Struggling to make or keep friends
- Using drugs or alcohol
- Acting in ways that seem too grown-up or not right for their age
- Being too affectionate or too unkind with others
- Talking about things that are not suitable for their age

Children who have been hurt or treated badly might act differently now or even later in life. These early bad experiences are called Adverse Childhood Experiences, or ACEs.

An ACE is something very upsetting or scary that happens to a child. It could be one big event or something that happens over a long time. These experiences can affect how a child feels, thinks, and grows—even when they get older.

Like we keep saying, if you notice something that worries you, talk to your Safeguarding Lead.

### **Emotional indicators in children**

Sometimes, a child's feelings or emotions can show that something is wrong. These signs might include:

- Feeling very bad about themselves
- Finding it hard to trust or connect with others
- Feeling very sad or hopeless
- Hurting themselves on purpose
- Not eating properly
- Crying a lot, getting angry easily, or not wanting to be alone with a certain person

Children might show these signs for many different reasons—not just because of abuse. But if you notice something that worries you, it's still important to tell your Safeguarding Lead.

### **Who might hurt a child?**

People who hurt children can be anyone—men or women, people in charge, or even someone the child knows well. Often, the person hurting the child is someone close, like a parent or family friend.

Children who are being hurt might feel scared, confused, or think it's their fault. That's why it's so important to listen and get help if you're worried.

### **Indicators of abuse in adults**

The signs we talked about for children can also happen with adults. But there are some extra signs that are more common in adults. These are important to notice too.

### **Physical indicators**

As well as the signs we see in children, adults might also show other signs, like:

- Not eating enough or not drinking enough water
- Looking very unclean or messy, like they haven't washed or changed clothes in a long time.

These signs might mean the person needs help. If you notice something like this, talk to your safeguarding lead.

### **Behavioural indicators**

Sometimes, the way an adult acts can show they might be in trouble.

These signs can include:

- Using alcohol or drugs a lot

- Not having access to their own money
- Money going missing or being taken without a clear reason
- Living in a home that is very dirty or unsafe
- Keeping too many things in a way that makes it hard to live safely (this is called hoarding)
- Not having basic things like heating, water, or electricity
- Being alone a lot, not seeing friends or family, or being stopped from having visitors

If you notice any of these things and feel worried, talk to your Safeguarding Lead.

### **Emotional indicators**

Some adults might feel scared about getting help from outside people.

They might:

- Keep to themselves
- Avoid talking to others
- Stay away from friends or family

Just because someone shows these signs doesn't always mean they are being hurt. Sometimes, adults have had bad experiences before and feel nervous about getting help. Also, adults are allowed to make their own choices—even if others don't agree with them.

That's why it's important to think carefully about what you've seen or heard. If you're worried, talk to your Safeguarding Lead. They will know what to do.

## **Unit 2: Respond**

### **How to respond well when someone tells you something serious**

When someone tells you they are being hurt or treated badly, this is called a **disclosure**. It means they are trusting you with something very important.

You might be the only person they feel safe talking to. It takes a lot of courage to speak up, so it's really important to listen and take them seriously.

Sadly, in the past, many people who told someone about being hurt were not believed or helped. This made them feel even worse.

That's why, if someone tells you something like this, you must listen carefully and get help from your Safeguarding Lead. What you do next really matters.

### **Responding well do / don't**

#### **Don't:**

- show you are feeling shocked

- talk about stories from your own life
- ask them why they haven't told you this before
- tell them not to tell anyone else
- promise to keep the disclosure a secret

**Do:**

- keep calm
- listen well
- show acceptance
- tell them that you're taking this seriously
- reassure they have done the right thing by telling you
- explain that you may have to pass on what they have told you to keep them or others safe

When someone tells you something very serious, it can make you feel shocked or upset. That's normal. It's important to talk to someone and get support for yourself too. You don't have to deal with it alone.

In the next parts of this course, we'll learn what to do next and who to tell if you see or hear something worrying.

### **Challenges to responding well**

Sometimes, it can feel difficult to tell someone when you're worried about a person being hurt. You might:

- Find it hard to believe what you've been told
- Know and like the person who might have hurt someone
- Feel confused because the person is someone you look up to
- Want to believe there's another reason for what you've seen
- Worry about making a mistake or getting someone into trouble

These feelings are normal. But it's still important to speak up.

Everyone—children, teenagers, and adults—has the right to be safe and free from harm. We all have a job to help protect others.

If you're worried, even just a little, tell your Safeguarding Lead. They will know what to do.

### **Why people don't tell**

You might think that if someone is being hurt, they would just tell someone. But that's not always easy. There are many reasons why a person might stay quiet, like:

- They are scared of what will happen if they tell
- The person hurting them is someone in their family
- They're afraid no one will believe them
- They don't want people to think badly of them
- They've been told this behaviour is normal
- They feel embarrassed or think it's their fault

- They don't know how to explain what's happening
- They might be too young or speak a different language

Because of all these reasons, it's really important to speak up if you notice something that worries you—even if it seems small. It could help keep someone safe.

### **Unit 3: Record**

If someone tells you something serious, or you see something that worries you, the next step is to write it down. If writing is hard for you, ask your Safeguarding Lead to help. You can tell them what happened, and they can write it down for you.

Try to do this as soon as you can. You or your Safeguarding Lead need to write down:

- What you saw or heard
- Where it happened
- When it happened (the date and time)
- Who was there
- What the person said (use their exact words if you can)

Only write down the facts. Don't guess or add your own thoughts.

For example, write:

“Person A hit Person B with an open hand.”

Not: “I think Person A was a bit angry and Person B annoyed them, so they slapped them but not too hard.”

When you’re finished, sign it, put the date on it, and give it to your Safeguarding Lead within 24 hours. Don’t leave it where other people can see it and read it.

## **Unit 4: Report**

In this unit, we will learn why it’s important to tell someone when we’re worried, and who we should tell.

### **Why we report concerns**

Some people need extra help to stay safe. We all have a job to help look after them. Groups like churches and charities must also help keep people safe. This is part of the law. You don’t need to know all the rules. The leaders in your group will know what to do. Your group will have a plan that says:

- How to tell someone if you are worried
- Who you should tell

## **Who we report to**

If you have any worries that someone isn't safe, tell your Safeguarding Lead. Tell them even if your worry seems quite small or you are not sure what it means. They will decide what to do next. If it is an emergency, you can call 999 or ask someone else who is with you to do that. Tell your Safeguarding Lead about it afterwards.

## **What is a safeguarding lead and what do they do?**

Every group should have someone in charge of keeping people safe. This person is called the Safeguarding Lead. Sometimes they may have a different name, like Safeguarding Coordinator or Safeguarding Champion. They are trained to know what to do if someone is worried about safety. If you are worried about someone, this person is who you should tell.

Don't talk about it with other people in the group. This helps keep the information private and safe. Even if your worry feels small, it might be part of a bigger problem. The Safeguarding Lead can see the full picture and decide what to do next. They might talk to the police, social workers, or the person's parents or carers. You don't have to decide what to do — just tell the Safeguarding Lead.

If you don't know who your safeguarding lead is, now is a good time to find out. Their name and contact details should be easy to find — maybe on your group's website or on a poster at your building. Make sure you know how to contact them if you ever need to.

### **Safeguarding is everyone's responsibility**

If you see or hear something that worries you:

- Tell your Safeguarding Lead as soon as you can.
- Don't keep it to yourself.
- Don't try to fix it on your own.
- Don't talk to the person you are worried about.

The most important thing to remember is: If you are worried about a child or an adult, tell your Safeguarding Lead. If someone is in danger right now, call 999 straight away.

### **Whistleblowing**

This is a plan that tells you what to do if you are still worried after telling your Safeguarding Lead. It helps you know how to speak up again if you feel the problem hasn't been taken seriously or fixed.

## **Unit 5: Reflect**

Reflection means thinking about what happened, so we can learn from it. It's important to reflect when we are trying to keep people safe.

### **Why do we reflect?**

When things go well, we can learn what worked and do it again. When something nearly goes wrong, or does go wrong, we can learn how to stop it from happening again.

Some rules about safeguarding were made after very serious mistakes. People looked back at what went wrong and made new rules to help keep others safe in the future. We can do the same in our own groups. By thinking about what we do and how we do it, we can make our group safer.

If staff and volunteers feel safe to talk and learn together, we can all do better and help each other.

### **Preventative Safeguarding**

We can also think about the things we do every day that help keep people safe. This is called preventative safeguarding — stopping problems before they happen.

Some examples of preventative safeguarding are:

Code of conduct = clear information about what is ok and not ok when you are doing your role

Training = opportunities to learn, like the course you are doing now

Teamwork = working together with others in the same role

Policies = documents that give information about your group's work

### **Reflection exercise**

Reflect on the course. What have you learned or been reminded of through this training? Name one thing you will do next because of what you learned.

## **Important Safeguarding Rules in the UK for Families from Other Countries**

If you have moved to the UK from another country, some rules about keeping children and adults safe may be different from what you are used to. Here are some important things to know:

### **1. Hitting Children is Not Allowed**

In the UK, it is not okay to hit or smack children. This is true even if you are doing it to teach them to behave well. In Scotland and Wales, hitting a child is always illegal. In England and Northern Ireland, if it leaves a mark or causes pain, it is against the law. Smacking, slapping, or hitting

with your hand or an object such as a belt or cane can be seen as abuse. No adult should hit a child. This includes parents, carers, teachers, and others.

## **2. Forced Marriage is a Crime**

In the UK, people must choose who they marry. Everyone has the right to say yes or no to marriage. Forced marriage is:

- Being told you have to marry someone even if you don't want to
- Being made to get married by being frightened, hurt, or pressured
- Against the law.

Forced marriage is always illegal, even if:

- A person is taken to another country to get married.
- They are under 18 years old.
- There is no physical violence.

If you or someone else is being forced to marry, contact the police or the Forced Marriage Unit. There are ways the law can stop a forced marriage and help someone who has been forced to marry.

### **3. FGM (Female Genital Mutilation) is Illegal**

FGM means cutting or harming a girl's private parts for cultural or religious reasons. It does not have medical reasons and can cause serious health problems and trauma. In the UK:

- FGM is a serious crime.
- It is illegal to do it or to take someone abroad to have it done.

Even if it is part of tradition in some countries, it is not allowed in the UK.

### **4. Children Must Be Supervised**

In the UK, children must be watched and cared for by their parents and carers. The age that a child is considered old enough to be left alone or to look after younger children may be different from what you are used to. There is not a particular age given in the law so if you are not sure what seems right, ask your school, health visitor, or Safeguarding Lead.

Some helpful things to know are:

- Young children should not be left home alone.
- Older children should not be left to care for younger ones.
- If a child is left alone and something goes wrong, it may be seen as neglect.

- In a community space like a church or community centre, parents and carers need to look after their own children unless it is a set group time when they are under the care of their group leaders.

## **5. Domestic Abuse Laws include more than physical violence**

In the UK, as in many other countries around the world, domestic abuse is illegal. What is included in the law may be different though. In the UK, domestic abuse is harm between people who are 16 years old and over and who are in a relationship or used to be in a relationship. In England, Northern Ireland and Wales, it also includes family members. Domestic abuse laws include:

- Physical abuse - harm to somebody's body
- Emotional abuse – harm to somebody's feelings
- Sexual abuse – people must be able to say 'yes' or 'no' to sex and touching, including when they are married or in a relationship.  
Being married doesn't mean someone has the right to have sex with you if you don't want to.
- Financial abuse – taking somebody's money or stopping them getting money or other things like food and clothes.
- Control – Taking away somebody's choices by making them frightened or putting pressure on them.

- Children – Children who live in a home where there is domestic abuse are harmed by the fear and worry that it creates.

If you are worried that you or someone else is experiencing domestic abuse, tell your Safeguarding Lead.

## Conclusion

Well done. You've now completed this Gateway to Safeguarding course.

### Next steps

- Download your certificate
- Fill in our feedback form if you want to
- Find out who your Safeguarding Lead is and how to contact them.
- Ask your Safeguarding Lead any questions you have about safeguarding in your group.

You may want to do more training. **Remember, if you work closely with children, young people or vulnerable adults, you may need more training to be able to do this safely. Talk to your Safeguarding Lead or group leader about this.**

Finally, talk about what you've learned to others. Talking about these things helps us create safer places together. Thank you.