

# **Keeping Safe from Abuse**

## **Easy Read Book**

This book has been produced in consultation with Calderdale Safeguarding Adult Board's Engagement Network. Special thanks to Calderdale Self-Advocacy Network and Memory Lane Café.

It has been adapted from North Yorkshire Safeguarding Adults Board.

# Contents Page

|  |    |
|--|----|
| Word Bank .....                                      | 3  |
| What is this book about? .....                       | 4  |
| Types of Abuse .....                                 | 5  |
| What is abuse? .....                                 | 5  |
| Physical abuse.....                                  | 6  |
| Sexual abuse .....                                   | 8  |
| Emotional abuse .....                                | 9  |
| Financial abuse.....                                 | 10 |
| Neglect .....  | 11 |
| Self-neglect.....                                    | 12 |
| Discrimination .....                                 | 13 |
| Modern Slavery.....                                  | 14 |
| Organisational abuse .....                           | 15 |
| Domestic abuse .....                                 | 16 |
| Other types of abuse .....                           | 17 |
| Hate Crime .....                                     | 17 |
| Mate Crime .....                                     | 17 |
| How to report abuse.....                             | 18 |
| Tell someone you trust .....                         | 19 |
| What if you don't have a person you can trust? ..... | 21 |
| Anyone can report abuse if they are worried .....    | 22 |
| Making safeguarding personal for you.....            | 23 |
| Is this a safeguarding issue? .....                  | 23 |
| What happens next? .....                             | 24 |
| What is an enquiry? .....                            | 24 |
| Who else is involved? .....                          | 26 |
| Your Safeguarding Action Plan.....                   | 26 |
| The end of the Enquiry .....                         | 27 |
| Your information is Private.....                     | 27 |
| Tell Someone and Be Safe Form.....                   | 28 |

# Word Bank

This word bank will help you to understand what some of the big words used in this book mean.

**Safeguarding** – means protecting an adult’s right to live in safety, free from abuse and neglect. Safeguarding is about everyone working together to make sure people are safe.



**Psychological** – means it can affect a person’s emotions and how they feel. They may feel bad or scared.



**Financial** – things to do with money and finances



**Consent** – giving someone permission to do something



**Embarrassed** - When you feel silly or ashamed after doing something.



# What is this book about?



This book will help you to understand abuse and how to stay safe.

This book has information about different types of abuse.

This book has information about how to speak up and tell someone about abuse.

This book has information about what happens when you report abuse.

You can read it alone or with someone to support you

# Types of Abuse

## What is abuse?

This part of the book tells you what abuse is.

- Abuse is when someone hurts you or treats you badly.
- Abuse can be done on purpose or by accident.
- Abuse is never your fault and is never OK.



There are different types of abuse.

This book has information about some of the different types of abuse listed in the Care Act.

The Care Act is a law that says how organisations must work together so people are safe from abuse.



If you or someone you know is being abused, tell someone you trust.

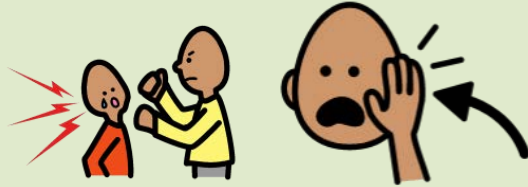
There are details of people you can talk to at the back of this book.

# Physical abuse

Physical abuse is when someone hurts you or part of your body.

Physical abuse could be:

- Punching, hitting or slapping



- Biting, scratching or kicking



- Grabbing roughly or pushing



- Pulling hair



## Signs of physical abuse:

This could be:

- Cuts



- Bruises



- burns
- broken bones



- It can also be if you are given the wrong medication, too much medication or not enough medication



# Sexual abuse

**Sexual abuse is when someone forces you to have sex or touches you or speaks to you in a sexual way when you do not want them to.**

Examples of sexual abuse

- Someone touches your body or private parts in a sexual way when you do not want them to.



- Someone makes you touch their private parts.
- Someone makes comments about you or your body that make you feel uncomfortable or scared.



- Someone makes you have sex or do a sexual thing when you do not want to.
- Shows you pictures or videos about sex that you don't want to see.



The other person might be a stranger or it might be someone you know, including your partner. It is still not OK.



# Emotional abuse

Emotional abuse is when people do or say things which make you feel bad or scared.



This can also be called psychological abuse.

Examples of emotional abuse:

- Bullying, calling names or laughing at you.



- Being treated like a child.
- Being threatened or made to do things you don't want to do.



- Being left alone or ignored on purpose



# Financial abuse

Financial abuse is when someone uses your money or your things without your permission.



Examples of financial abuse:

- Stealing your money or your things.



- Borrowing your money or things but not giving them back.



- Someone makes you pay for their things - like lunch or drinks.
- Someone taking control of your money without your permission.
- This includes taking your benefits or changing your will.



# Neglect

**Neglect is when someone who is meant to support you does not support you properly.**

Examples of neglect:

- Not giving you enough food or drink



- Not supporting you to stay warm or cool.



- Giving you the wrong medication, even if it is an accident.



- Leaving you on your own for a long time when you need support.

# Self-neglect

**Self-neglect is when you do not look after yourself properly and this causes you harm.**

Examples of self-neglect:

- Not eating enough food or eating too much of the wrong kind of food.



- When you don't have a wash, shower or a bath or brush your teeth regularly.



- Living in a very dirty home and never cleaning or tidying up. This includes people who have pets and do not clean up their poo.



- Not going to the doctors or dentist when you need to go

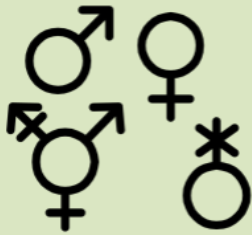


# Discrimination

**Discrimination is when someone treats you differently or unfairly because you are different to them.**

People may treat you differently because of your:

- Age
- gender or sexuality



- disability or health condition

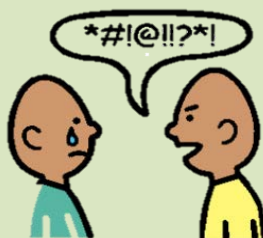


- race or religion



Examples of discrimination:

- People calling you names or saying nasty things about you because of who you are. This might be in person or behind your back or on the internet.



- Not getting the support you need to do things like everyone else, for example use of a ramp. Or a communication aid.

# Modern Slavery

**Modern Slavery is when someone has control over you and makes you work for them without pay.**



Examples of modern slavery:

- Having no control about your life, where you live and what you can do.



- Having to work long days in bad conditions



- Being punished if you don't work.
- Being too scared to leave or tell anyone.



# Organisational abuse

**Organisational abuse is when people or services paid to look after you do not do their job properly.**

This can also be called institutional abuse.

Examples of organisational abuse:

- When staff make all the rules and you have no choice about:
  - where you live and who you live with
  - when you get up or go to bed



- what you can eat and when



- When staff don't know how to support you properly or do their job



- When there are no social, recreation and entertainment activities or when you have to do the same activities all the time with no choice

# Domestic abuse

**Domestic abuse is when you are abused in your home by someone who is a family member or someone you are or have been in a relationship with.**

The law says that the person abusing you must be aged 16 or over for it to be called domestic abuse.

Domestic abuse can include lots of the other types of abuse in this book including emotional, physical and financial.

Examples of Domestic Abuse:

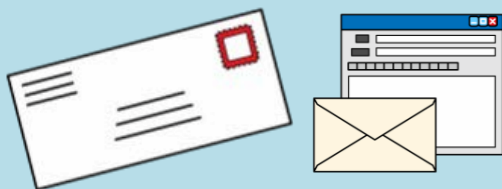
- Someone controlling your money and what you can buy.



- Someone might stop you from seeing your friends, family, pets or other people outside your home.



- Someone might open your mail and read your private letters including your emails and social media without your permission





## Other types of abuse

There are also other types of abuse that you might have heard about

### Hate Crime

This is when someone does something to you or attacks you because of who you are.



They might attack you because of your gender, your race, your disability or something else.



### Mate Crime

This is when someone pretends to be your friend so they can take advantage of you.

This includes stealing your money, eating your food or using your home.



# How to report abuse

This part of the book tells you information about how to report abuse. Speaking up about abuse is not easy.

You might feel:

- Scared or stressed
- Ashamed or embarrassed

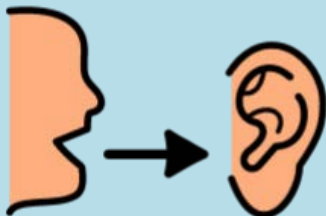


- That no one will believe you
- Worried about getting into trouble or getting other people into trouble

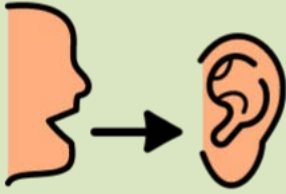
Abuse is never your fault.

It is always OK to speak up about abuse.

If you feel scared or worried and are not sure if it is abuse, still tell someone.



# Tell someone you trust



This could be:

- Someone in your family
- A friend



- A carer or support worker
- A social worker
- An advocate
- The police



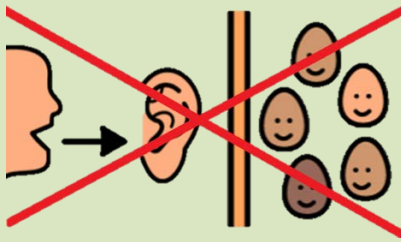
- A nurse or doctor



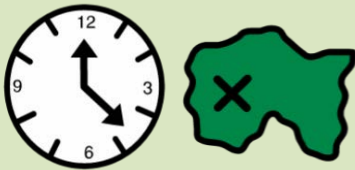
- Someone from a charity like Age UK, Mencap or Mind
- Someone from the Care Quality Commission
- Someone you work with

Think about when and where you could talk to someone. If possible:

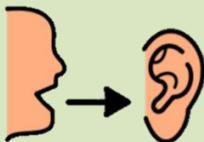
- Choose somewhere private where other people won't overhear you



- Choose a time and place where other people won't interrupt you



- Choose somewhere you feel safe and comfortable
- It might feel like there is never a good time - but it is still important that you speak up and tell someone.
- Sometimes it can be good to just talk to someone.
- It can help you think about what is happening and you can hear what another person thinks.



- They might be able to help you sort out whatever is wrong.

If you experience abuse it is important that you or someone you trust tell Calderdale Gateway to Care:



: 01422 393000 (during office hours)



: 01422 288000 (Emergency Duty Team - Evenings and Weekends only)



: [gatewaytocare@calderdale.gov.uk](mailto:gatewaytocare@calderdale.gov.uk)

# What if you don't have a person you can trust?

- If you are in danger, please call 999 to get help straight away.



- You can contact Calderdale Gateway to Care yourself and they can ask an advocacy organisation to support you - here is some more information about advocacy

## Gateway to Care Contact Details



: 01422 393000 (during office hours)



: 01422 288000 (Emergency Duty Team - Evenings and Weekends only)



: [gatewaytocare@calderdale.gov.uk](mailto:gatewaytocare@calderdale.gov.uk)

- Or you can fill out the Tell Someone and Be Safe form which is available on this website.

# Anyone can report abuse if they are worried

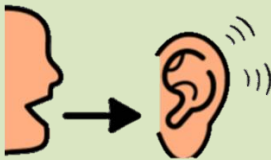
- You can report abuse if you think it is happening to someone else.
- You can ask someone you trust to report abuse for you.



- You can ask an advocate to help you report abuse.

If you tell Gateway to Care that abuse is happening:

- They will listen to you.



- They will take you seriously.
- They will ask questions to make sure that you or the person you are worried about are safe.



- They will ask questions to help everyone decide what needs to happen next.

## Gateway to Care Contact Details



: 01422 393000 (during office hours)



: 01422 288000 (Emergency Duty Team - Evenings and Weekends only)



: [gatewaytocare@calderdale.gov.uk](mailto:gatewaytocare@calderdale.gov.uk)

# Making safeguarding personal for you

Some things you might say to Calderdale Gateway to Care are:

- I want to feel safe
- I want the abuse to stop



- I want/need help to protect myself
- I want the abuser to stay away from me



- I want to feel more confident
- I want to be involved in what happens next

## Gateway to Care Contact Details:



: 01422 393000 (during office hours)



: 01422 288000 (Emergency Duty Team - Evenings and Weekends only)



: [gatewaytocare@calderdale.gov.uk](mailto:gatewaytocare@calderdale.gov.uk)

## Is this a safeguarding issue?

- The information you give will help Calderdale Gateway to Care to know if this is a safeguarding issue.
- If it is a safeguarding issue they will ask you what you want to happen next.



- If it isn't a safeguarding issue, they will still listen to you and help you

# What happens next?

This part of the book will tell you what happens after you report abuse.

Once the Council has enough information they may start an enquiry.

## What is an enquiry?

An enquiry is about:

- finding out what happened
- looking for information and evidence



- talking to people involved



- The enquiry helps the Council decide if anything can be done to support you and who will do it.



The Council will ask if it is okay to talk to other people about what has happened.

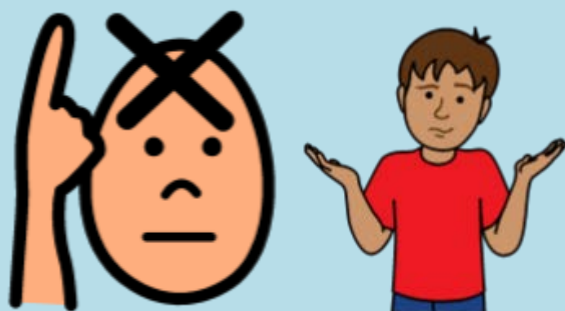
- They may talk to other people without asking you if it is okay if they are worried that other people may be unsafe.
- They might speak to the police and ask them for their help.



- Being involved in what happens next
- You decide how much you want to be involved in talking to people or going to meetings.
- You can bring someone with you – this could be someone from your family, or a friend or an advocate.



- You can ask at any time if you don't understand something.



- You can ask someone you trust to go to meetings instead of you

## Who else is involved?

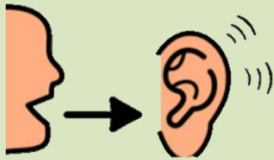
There may be other people there whose job it is to help you stay safe.

This might include:

- a social worker
- a support worker
- an advocate
- or a police officer.



Everyone will listen to you.



## Your Safeguarding Action Plan

When everyone agrees what needs to happen next it will be written down in an Action Plan. This is a list of things you would like to happen to help keep you safe.



The Plan lets everyone else know what you want to happen and make sure it is working.

It should be in a format you can use and understand.

You will be asked if you want to speak to someone about the support you are getting or might need

## The end of the Enquiry

When everything that was agreed has been done, the Enquiry will finish.



You can say if you are happy and feel safer, or if you think something else needs to happen.

If you have been abused, you might be given information and advice about other people and organisations who can help you.

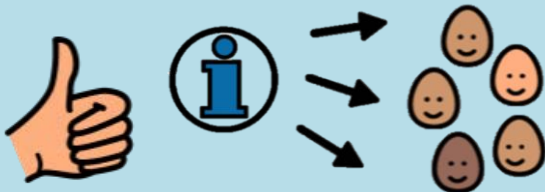
This might include talking to counsellors, doctors and other people so you feel better



## Your information is Private

Information about you is kept private and will not be shared with anyone who doesn't need to know.

If the Gateway to Care have to share private information with others to keep you safe they will ask you if it is okay first – this is called getting your consent.



There may be times when information about other people can't be shared with you to respect their privacy

# Tell Someone and Be Safe Form

The Tell Someone and Be Safe Form has been created to help you report concerns. If you are worried that someone may be hurting or controlling you, or someone else you can fill out the form and send it to Gateway to Care either by email or by post.

**You can also call Gateway to Care with this information on:**

Tel: 01422 393000 (office hours)  
01422 288000 (Emergency Duty Team - Evenings and Weekends)  
Email: gatewaytocare@calderdale.gov.uk

**TELL SOMEONE AND BE SAFE FORM**

This form is for you to fill out if you are worried that someone may be hurting or controlling you or someone else, and you would like some help about this and want it to stop.

Are you worried that you or someone you know is being hurt or controlled? Please circle

Yes No

Tell us what is happening?

Do you or they want it to stop? Please circle

Yes No

**What do you, or they want to happen about this?**

**Contact Details**

Name  
Address  
Home Phone  
Mobile Number  
Email Address

**Hand this leaflet in to someone that you trust**

This could be your:

Care Worker  
Family or Carer

**You can also post to, or hand this leaflet into**

Gateway to Care  
Halifax Customer First  
19 Horton Street  
Halifax HX1 1QE

Page 1 Page 2 Page 3 Page 4



You can download the form on this website.