



Safeguarding Policy

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SAFEGUARDING POLICY

PURPOSE AND AIM

The Company's safeguarding policy aims to provide clear direction to staff and others about expected codes of behaviour in dealing with Safeguarding issues. The policy also aims to make explicit the commitment to the development of good practice and sound procedures. The purpose of the policy is, therefore, to ensure that Safeguarding concerns and referrals are handled sensitively, professionally and in ways that support the needs of the child, young person (under the age of 18) or vulnerable adult's wellbeing.

WHAT THIS POLICY COVERS

The Company is committed to protecting you, contractors, clients/service users and anyone working for it against all forms of abuse. You have a responsibility to ensure that they are protected from abuse.

This policy sets out the Company's obligations on handling situations that involve working with vulnerable people and on monitoring and reporting information you received during the course of your employment/engagement in those roles.

It also sets out your responsibilities for reporting abuse and the procedure for doing so.

INTRODUCTION

The Company fully recognises the contribution it can make to safeguard and support the children, young person (under the age of 18) and or vulnerable adult working with it. There are three main elements to the Company's safeguarding policy:

Prevention (positive atmosphere, careful and vigilant working, support to children and young people, providing good adult role models).

Protection (following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Safeguarding concerns).

Support (to children and young and vulnerable people).

YOUR ENTITLEMENT AND RESPONSIBILITIES

All adults working with or on behalf of children and vulnerable people have a responsibility to protect them.

Their role is to co-ordinate all matters relating to safeguarding issues. These will include:

- Dealing with reports of abuse against children.
- Dealing with complaints against staff/volunteers.

- Making referrals to appropriate authorities (if relevant).
- Ensuring all staff/volunteers receive training in Safeguarding every 3 years.
- Ensuring that those responsible for safeguarding receive training in Safeguarding every 2 years.
- Ensuring that all new staff/volunteers are properly inducted in safeguarding issues within the first month.

WHAT IS “ABUSE”?

Abuse is a violation of an individual’s human or civil rights by another person and may consist of a single act or multiple acts. As well as physical and psychological abuse, it includes financial abuse and acts of neglect or an omission to act may amount to abuse. Abuse may also occur when a child or vulnerable adult is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent.

RECRUITMENT

The Company will make it clear when advertising “jobs” whether the work will involve “regulated activity” as defined by the Safeguarding Vulnerable Groups Act 2006 (as amended).

Before an applicant can be employed/engaged in a regulated activity, the Company will require you to provide a satisfactory disclosure with a barred list check from the Disclosure and Barring Service to confirm your suitability to carry out regulated activity.

WORK THAT BECOMES A REGULATED ACTIVITY

If your work either becomes a regulated activity or where you are asked to perform work that is a regulated activity, the Company will require you to provide a satisfactory disclosure with a Barred List check from the Disclosure and Barring Service to confirm your suitability to carry out regulated activity.

If you refuse to undertake this check, or if you appear on the Barred List, the Company will investigate whether you can continue to be employed/engaged in activities that are not regulated activities, but the Company reserves the right to dismiss you/terminate your engagement.

IF YOU ARE ADDED TO A BARRED LIST DURING YOUR EMPLOYMENT/ENGAGEMENT

If you are added to a barred list during your current employment, the Company will be legally obliged not to allow you to continue to engage in regulated activity. This may mean that the Company cannot continue to employ/engage you.

If the Company receives notification that you have been barred, the Company will investigate whether you can continue to be employed in activities that are not regulated activities, but in these circumstances the Company reserves the right to terminate your employment/engagement without notice.

THE COMPANY'S DUTY TO REFER INFORMATION

The Company may refer certain information to the Disclosure and Barring Service and/or the police. This includes:

- If the Company has dismissed an individual because he or she has harmed, or may harm, a vulnerable adult or child.
- If an individual has resigned from employment/engagement with the Company in circumstances where there is a suspicion that he or she was harmed, or may harm, a vulnerable adult or child (this will apply where an allegation has been made and the employee resigns before the Company can take disciplinary action).

- If the Company has suspended an individual and has reason to think the individual has harmed, or may harm, a vulnerable adult or child, or has received a caution or a conviction for, a relevant offence.

PROCEDURE

You must remain vigilant at all times of the risk to clients/service users, contractors or anyone who works for us of abusive behaviour from different sources including members of their family, other clients and employees.

If you believe that any individual has been subjected to abuse, you should refer those circumstances to your manager (or another manager if appropriate) for full investigation.

If necessary and appropriate, the Company will refer details of the circumstances to the Disclosure and Barring Service.

WHISTLEBLOWING

The Company has a Whistle Blowing Policy which provides guidance to staff and volunteers on how they can raise concerns and receive appropriate feedback on action taken.

COMPLAINTS AGAINST EMPLOYEES

A Safeguarding complaint involving a member of staff must be reported to the Senior Manager immediately. If the complaint involves the Senior Manager, then the next most senior member of staff must be informed.