



## **Saffires Safeguarding Policy for Children and Adults at Risk**

### **Principles**

The welfare of children and adults at risk is everyone's responsibility, particularly when it comes to protecting them from abuse. All Saffires service users may potentially be at risk at some point in their lives. It is likely that, through the normal working practices of Saffires, our volunteers or staff will come into contact with children and adults who may require protection, referral or assistance. Saffires is committed to ensuring that vulnerable people who use our services can seek help if they have been abused, and the organisation will work to prevent the occurrence of or minimise the risk of abuse and respond well to disclosures of abuse. As an organisation, Saffires promotes an open and transparent approach through the application of our safer recruitment process, confidentiality policy and whistleblowing policy. Safeguarding is part of Saffires ministry, teaching and mission and as an organisation we are concerned about justice and restoration for survivors of abuse. Saffires' Trustees, management committee, staff and volunteers have a duty to identify abuse and report it. Saffires will uphold its duty to offer such protection and assistance and to ensure its safeguarding practice reflects statutory responsibilities, government guidance and best practice.

This Policy and these Procedures are based on the following principles:

- The welfare of children and adults at risk is of paramount concern.
- All children and adults at risk, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse – as outlined within the Saffires Equality, Diversity and Inclusivity policy
- It is everyone's responsibility to report any concerns about abuse according to internal procedure and the responsibility of the statutory authorities (e.g., Children's Social Services Adults Social Care and/or the Police) to conduct, where appropriate a safeguarding investigation.
- all volunteers and staff will have clear roles and accountability, and are expected to understand their role in regard to safeguarding
- volunteers and staff will be equipped to have the confidence and skills necessary to promote healthy and safe working practices, prevent abuse and respond well to those who have been abused or may pose a risk to others. This will be achieved through casework, briefing and debriefing procedures, policy and executive support, learning and engagement
- records and documentation will be timely and accurate, and kept securely
- survivors of abuse are at the heart of our response and consent for any referral will be sought where it is possible and safe to do so
- multi-agency collaboration, relationships and training partnerships will be prioritised as best practice in safeguarding
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

## **Definition**

For the purposes of prostitution, a child is defined as a boy or girl under the age of 18. Children involved in prostitution should be treated primarily as the victims of abuse, and their needs require careful assessment (refer to DOH Safeguarding Children in Prostitution Guidance). The identification of a child involved in prostitution should always trigger the agreed local police and LSCB procedures to ensure the child's safety and welfare, and to enable the police to gather evidence about abusers and coercers.

An adult is a person who is over 18 years of age. An adult at risk is defined as anyone over 18 who is or who may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation. This may be as a result of mental health, learning disability, substance misuse, disability or ill health.

Abuse is defined as 'a violation of an individual's human and civil rights by another person or persons.' (Human Rights Act 1998, Care Standards Act 2000, The Children's Act 1989 and the Vulnerable Groups Act 2006).

## **Abuse can include**

- physical abuse
- financial abuse
- sexual abuse
- discriminatory abuse
- emotional abuse
- neglect abuse
- radicalisation
- trafficking
- forced marriage
- female genital mutilation

Abuse can take place in any setting, public or private, and can be perpetrated by anyone. Full definitions of these categories can be found in '*Appendix A – definitions of abuse.*'

Any assessment of risk needs to consider the vulnerability of the individual, nature and extent of the abuse, length of time it has been occurring, its impact on the individual and the risk of repeated or increasingly serious acts.

## **Rights and Responsibilities**

### **Responsibilities of Saffires Project Coordinator(s), designated lead for safeguarding, management committee and trustees**

- to uphold the Saffires Safer Recruitment Policy
- to ensure staff and volunteers are aware of adults at risk and children need for protection
- the designated lead will attend relevant multi-agency training appropriate to their role and provide suitable training opportunities for staff and volunteers
- project coordinator(s)/designated lead will provide safeguarding training to all volunteers as part of their induction process which will be relevant to the contexts in which Saffires operates
- Project coordinator(s) will report to the management committee on a regular basis
- Project coordinator (s) will ensure staff and volunteers understand the competency level of their role in regard to safeguarding through the competency grouping documents
- to DBS check volunteers that have access to or work with adults at risk- according to Regulated Activity guidelines

- to notify the appropriate agencies if abuse is identified or suspected according to the referral mechanisms agreed with the local safeguarding board and Leicestershire police
- to support and where possible secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability
- to recruit, train, support and supervise its volunteers and staff to adopt best practice to safeguard and protect children and vulnerable adults from abuse and to minimise risk to themselves
- to require volunteers to adopt and abide by this Safeguarding Policy for Children and Adults and these Procedures.
- Project coordinator(s) will liaise with statutory and all other appropriate agencies in safeguarding everyone that Saffires come into contact with in carrying out its work.

### **Responsibilities of Saffires staff and volunteers:**

- to be familiar with the safeguarding policy
- to fully recognise responsibilities for safeguarding children and adults at risk
- to understand the required competency of their role in relationship to safeguarding via the competency grids
- to declare any existing or subsequent convictions
- to respect and promote the rights, wishes and feelings of children and adults at risk in line with the policy of Saffires
- to promote and implement appropriate procedures to safeguard the wellbeing of children and adults at risk and protect them from abuse in line with Saffires safeguarding policy and government legislation
- to adopt best practice to safeguard and protect children and adults at risk from abuse and to minimise risk to themselves
- to respond to all allegations of misconduct or abuse of children and/or adults at risk in line with this Policy and these Procedures.

### **Support for those who report abuse**

All those making a complaint or allegation or expressing concern, whether they are Saffires staff, volunteers or service users or members of the public should be reassured that

- they will be taken seriously
- their comments will usually be treated confidentially but their concerns may be shared with the appropriate authorities if they or others are at significant risk

### **The adult/child at risk has the right:**

- to be made aware of this policy
- to give their consent, wherever possible, to concerns being raised or referred to other agencies
- to have alleged incidents recognised and taken seriously
- to receive fair and respectful treatment throughout and referral process
- to be involved in any process as appropriate
- to receive information about the outcome

### **Those receiving an allegation or disclosure of abuse should**

- listen to the child/ adult's account, if it can be given, of what has happened and how any injuries occurred.
- record the nature of the allegation or disclosure with the designated lead using the disclosure form within 1 hour of the disclosure (include all of the information obtained during the initial account e.g. time, date, location of alleged incident).

- write a description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not examine the child/vulnerable adult).
- record details of any witnesses to the incident.
- confirm with the designated lead whether the child/adult's parents/guardians/carers have been contacted and whether this is appropriate and safe to do
- record details of anyone else who has been consulted and the information obtained from him or her
- If it is not the child/vulnerable adult making the report, confirm whether the child/vulnerable adult has been spoken to, if so what was said.
- Record, sign and date on the day what they have seen, heard or been told.

**Those needing to share concerns about a client where there is no disclosure or allegation:**

- concerns should be shared during visiting or befriending debrief sessions with coordinators who will inform the Project coordinator(s)
- concerns will be logged using the client care diaries
- project coordinator(s) will adopt information sharing procedures with Leicestershire Police where concerns need to be referred
- wherever possible, the consent of the client should be sought before referring intelligence.

**Review**

We are committed to reviewing our policy and good practice annually and/or

- In accordance with changes in legislation and guidance on the protection of children and adults at risk or any changes within the Saffires organisation
- Following any issues or concerns raised about the protection of children or adults at risk within Saffires.

In Summary:

**Report, record and inform the Project Co-ordinator(s).**

- Where the Safeguarding Lead or Project Co-ordinator(s) are unsure what action to take, or is unavailable, advice can be sought from Leicestershire Police Adult Safeguarding Team or nominated officers, the **Leicester City Adult and Social Care team**: 0116 305 0004, **Emergency Adult Duty Team** can be reached on 0116 255 1606, **Leicester Children's Duty and Advice team** 0116 454 1004, **The Leicestershire and Rutland Adults Safeguarding Board sensitive business referral line**:0116 305 7130, or the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. CCPAS operate a helpline, available outside of office hours.
- It is not the responsibility of anyone from Saffires to decide whether or not a child or adult at risk has been abused. It is however everyone's responsibility to report concerns.

Project Coordinator signature \_\_\_\_\_

Assistant Project Coordinator signature \_\_\_\_\_

Adopted on \_\_\_\_\_ 01/09/17 \_\_\_\_\_

Review date \_\_\_\_\_ 01/09/18 \_\_\_\_\_