

Safeguarding policy

NEW GDPR is going LIVE on the 25th of May 2018!!

Please make sure you have read the GPDR 2018 page containing all the relevant updates

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

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Definitions

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

Responsibility of staff

All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Additional specific responsibilities

The CEO (Mark Rayner) or the Clinical Director has a responsibility to ensure:

- The policy is in place and appropriate
- The policy is accessible
- The policy is implemented
- The policy is monitored and reviewed
- Ensure staff (paid and unpaid) have access to appropriate training/information
- Promoting the welfare of children and vulnerable adults
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately

Implementation

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:

- Complaint procedure and Disciplinary procedure - to address breaches of procedures/ policies
- Health and safety policy, including lone working procedures, mitigating risk to staff and clients
- Equal opportunities policy - ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory
- Data Privacy policy (how records are stored and access to those records)
- Privacy, Dignity and Respect Policy (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose
- Staff induction policy
- Staff training policy

Safe recruitment

EASE Wellbeing ensures safe recruitment through the following processes:

- Providing the following safeguarding statement in recruitment adverts or application details -recruitment is done in line with safe recruitment practices.
- Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities.
- There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding
- Shortlisting is based on formal application processes/forms and not on provision of CVs
- Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification
- DBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. Portable/ carry over DBS checks from another employer will not be deemed to be sufficient. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts.
- No formal job offers are made until after checks for suitability are completed (including DBS and 2 references).

Disclosure and Barring Service Gap Management

EASE Wellbeing commits resources to providing Disclosure and Barring Service check on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.

In order to avoid DBS gaps, EASE will ensure that established staff and roles are regularly reviewed through:

- **A 3 year rolling programme** of re-checking DBS's is in place for holders of all identified posts.
- Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children / vulnerable adults will be subject to a DBS check.

Induction and Training

EASE commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding

Induction will include:

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, the role of the MD (and who acts in their absence)
- Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding

Training. All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include:

- Safeguarding Children and Young People
- Safeguarding Vulnerable Adults

Communications and discussion of safeguarding issues Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- Team meetings
- One to one meetings (formal or informal),
- Clinical supervision

Other aspects of communications may where appropriate include:

- Participation in multi-agency safeguarding procedures and meetings in order to be involved in child/ adult protection procedures
- Participation in joint client visits
- Provision of a clear and effective reporting procedure which encourages reporting of concerns.
- Encouraging open discussion (e.g. during supervision and team meetings) to identify and barriers to reporting so that they can be addressed.
- Inclusion of safeguarding as a discussion prompt during supervision meetings/ appraisals to encourage reflection

Support for staff

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

- Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.
- Seeking further support as appropriate e.g. access to counselling.

- Staff who have initiated protection concerns will be contacted by a GP within a timescale of week.

EASE expects staff to protect the professional integrity of themselves and the organisation.

Professional Boundaries

The following professional boundaries must be adhered to:

1. Giving and receiving gifts from clients:
 - EASE does not allow paid or unpaid staff to give gifts to or receive gifts from clients. However, gifts may be provided by the organisation as part of a planned activity.
1. Staff contact with user groups.
 - Personal relationships between a member of staff (paid or unpaid) and a client who is a current service user is prohibited. This includes relationships through social networking sites such as facebook and twitter
 - It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.
 - EASE prohibits passing on service users' personal contact details
 - Taking family members to a client's home is not allowed
 - Selling to or buying items from a service user/client is not allowed
 - Accepting responsibility for any valuables on behalf of a client is prohibited
 - Accepting money as a gift/ Borrowing money from or lending money to service users in prohibited
 - Personal relationships with a third party related to or known to service users is not allowed
 - EASE prohibits accepting gifts/ rewards or hospitality from organisation as an inducement for either doing/ not doing something in their official capacity
 - Be cautious of, or avoid personal contact with clients

Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns at EASE Wellbeing.

1. Communicate your concerns with your lead clinician or your direct superior
2. Seek medical attention for the vulnerable person if needed
3. Discuss with parents of child Or with vulnerable person. Obtain permission to make referral if safe and appropriate
4. if needed seek advice from the Children and Families helpdesk or Adults helpdesk
5. Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact
6. Ensure that feedback from the Local Authority is received and their response recorded

Allegations Management

EASE recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation. The process for raising and dealing with allegations is as follows:

First step

Any member of staff (paid or unpaid) from EASE Wellbeing is required to report any concerns in the first instance to their lead clinician or to a peer.

Second step

contact local authority for advice. [Add local contact details]

Third step

follow the advice provided. EASE Wellbeing recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA).

Monitoring

EASE will monitor the following Safeguarding aspects:

- Safe recruitment practices
- DBS checks undertaken
- References applied for new staff
- Records made and kept of supervision sessions
- Training – register/ record of staff training on child/ vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
- Presence and action of Designated senior manager responsible for Safeguarding is in post

Managing Information

Information will be gathered, recorded and stored in accordance with the following policies:

- Data Privacy Policy
- Privacy, Dignity and Respect Policy

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests.

However, information will be shared on a need to know basis only, as judged by the Managing Director (CEO). **All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.**

EASE Wellbeing will make clients aware of the Safeguarding Policy through the following means:

- Displayed on Website
- Highlighted in Training Session
- This policy will be reviewed every 2 years and when there are changes in legislati

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