

Safeguarding Policy

Introduction

Sompting Big Local makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

Sompting Big Local comes into contact with children and / or vulnerable adults through the following activities:

- delivery of services at the Big Local Hub, Clubs and projects run by Sompting Big Local namely but not exclusively, Krafy Kids, Fun For Seniors and Millfield project.

The types of contact with children and / or vulnerable adults will be regulated activities such as weekly clubs.

This policy seeks to ensure that Sompting Big Local undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

Legislation

The principal pieces of legislation governing this policy are:

- Working together to safeguard Children 2010
- The Children Act 1989
- The Adoption and Children Act 2002:
- The Children act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

Definitions

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.

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

Definition of a child

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

Definition of Vulnerable Adults

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

Responsibilities

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

Partnership have responsibility to ensure:

- The policy is in place and appropriate to activities carried out by Sompting Big Local
- The Policy is accessible both within the Sompting Big Local Hub and on the Sompting Big Local Website.
- Sufficient resources are allocated to effectively implement this policy
- Ensure staff (paid and unpaid) have access to appropriate training concerning safeguard of children and/or vulnerably adults.
- The policy is monitored and reviewed annually, or sooner if appropriate.

The paid employee responsibilities are:

- Develop and maintain effective links to relevant agencies
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately.
- Promote the welfare of Children and Vulnerable adults.
- Keep up to date with local arrangements for safeguarding and CRB
- The policy is implemented

Criminal Bureau Records Gap Management

The organisation commits resources to providing Criminal Bureau Records check on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.

In order to avoid CRB gaps, the organisation will maintain and review a list of roles across the organisation which involve contact with children/ vulnerable adults. This review will be undertaken annually.

In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place:

- No carry over/portable CRB's are acceptable.
- 3 year rolling review of all current CRB holders.

Communications, Training and Support

Sompting Big Local 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 roles of line manager and Designated Senior Manager (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

Communications and discussion of safeguarding issues

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

- Volunteer meetings
- Partnership meetings
- One to one meetings (formal or informal),
- Participation in multi agency safeguarding procedures and meetings in order to be involved in child/ adult protection procedures
- Provision of a clear and effective reporting procedure which encourages reporting of concerns.
- Encouraging open discussion 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
- How staff are reminded about policies and procedures (refresh sessions etc)

Support

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 line manager within a week.

Professional Boundaries

Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

Sompting Big Local expects staff (paid and unpaid) to protect the professional integrity of themselves and the organisation.

The following professional boundaries must be adhered to:

- Use of abusive language
- Response to inappropriate behaviour / language
- Use of punishment or chastisement
- Passing on service users' personal contact details
- Degree of accessibility to service users (e.g. not providing personal contact details)
- Taking family members to a client's home
- Selling to or buying items from a service user
- Accepting responsibility for any valuables on behalf of a client
- Accepting money as a gift/ Borrowing money from or lending money to service users
- Personal relationships with a third party related to or known to service users
- Accepting gifts/ rewards or hospitality from organisation as an inducement for either doing/ not doing something in their official capacity
- Cautious or avoidance of personal contact with clients

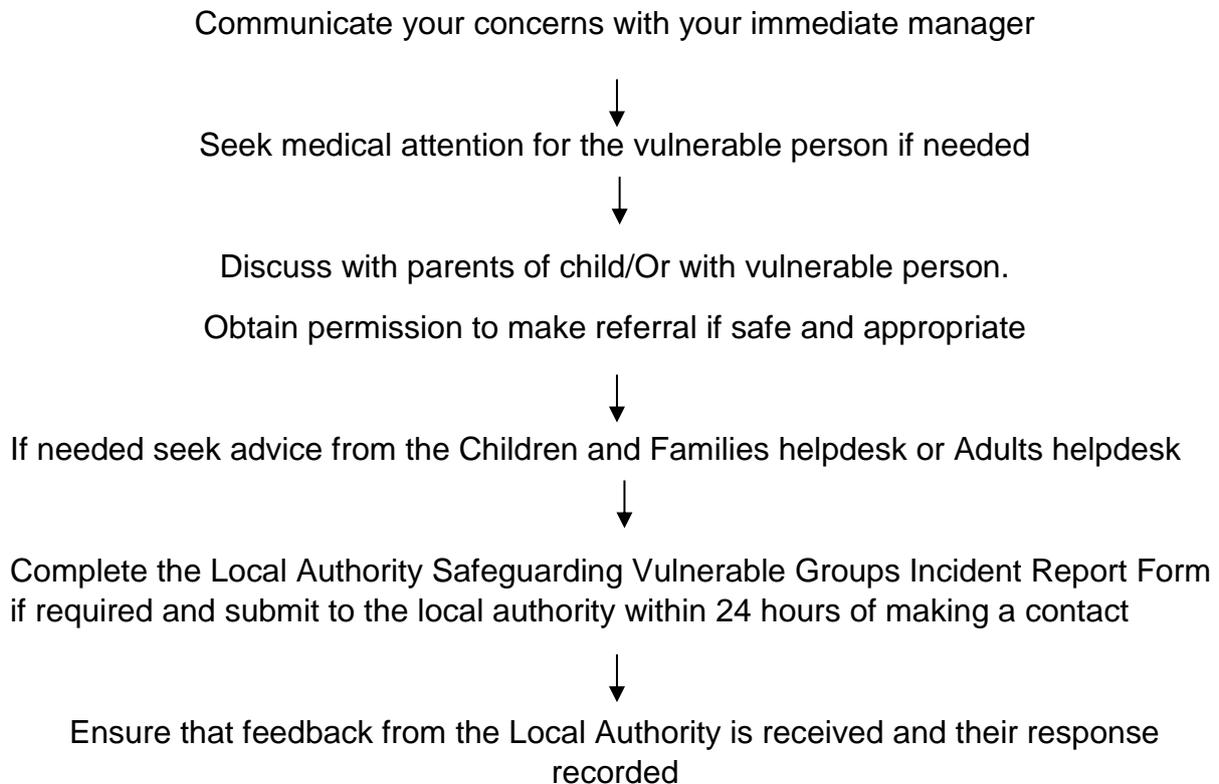
The following policies also contain guidance on staff (paid or unpaid) conduct:

- Hub Code of conduct

If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures

Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Sompting Big Local.



Allegations Management

Sompting Big Local 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 Sompting Big Local is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer.

Second step- contact local authority for advice.

Third step – follow the advice provided

Sompting Big Local 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), according to the ISA referral guidance document <http://www.isa.gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf>

Monitoring

The organisation will monitor the following Safeguarding aspects:

- Safe recruitment practices
- CRB 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

Managing Information

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

- Data Protection Policy,
- Confidentiality 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 Designated Senior Manager.

All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.

1. Conflict resolution and complaints

Sompting Big Local is aware of the West Sussex Child Board policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy (at www.westsussexscb.org.uk)

2. Communicating and reviewing the policy

Sompting Big Local will make clients aware of the Safeguarding Policy through the following means:

- [Accessibility of policy in Sompting Big Local Hub](#)
- [Policy of Sompting Big Local Website](#)

This policy will be reviewed by [Sompting Big Local Partnership](#), every year and when there are changes in legislation.

Signed..... *SBL Parntership*Date..... [06/03/2017](#)

Review: March 20.¹⁸.....