

ALBERT DOCK CHARITABLE FOUNDATION

Safeguarding Policy & Procedure

Adopted by the Trustees

December 2017

Review date December 2018

POLICY

1. Overview

1.1 Policy Overview

This policy seeks to ensure that the Albert Dock Charitable Foundation (ADCF) undertakes its responsibilities with regard to the protection of children and adults at risk and will respond to concerns appropriately. This is a priority for the organisation. All staff, trustees, volunteers and associates are expected to understand their obligations and duty to implement each aspect of this policy and the associated procedures when required.

The policy should be read alongside all other company policies and procedures and is in line with the procedures of both the Liverpool Local Safeguarding Children Board (LSCB) <https://liverpoolscb.org.uk/lscb> and Safeguarding Adults Board (SAB) <http://liverpool.gov.uk/council/strategies-plans-and-policies/adult-services-and-health/safeguarding-adults-procedure/>.

1.2 Safeguarding Overview

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and adults at risk, 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 circumstances or situations by those in a position of power. 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
- Neglect or acts of omission
- Discriminatory
- Financial (or material) abuse

This can also include child sexual exploitation, trafficking, forced marriage, bullying, and honour based violence.

For further information on signs and indicators of abuse refer to the following links:

- Child Abuse: <https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

- Adult Abuse: <http://www.scie.org.uk/publications/ata glance/69-adults-safeguarding-types-and-indicators-of-abuse.asp>

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 an adult at risk

An adult at risk 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.

For example:

- Not having mental capacity to make decisions about their own safety – including having fluctuating mental capacity associated with mental illness, dementia, substances abuse
- Communication difficulties
- Physical dependency – being dependent on others for personal care and activities of daily life
- Low self-esteem
- Experience of abuse
- Childhood experience of abuse

2. Aim

Through this policy, we aim to safeguard and promote the welfare of children and adults with whom the organisation engages across its operational activities. The aims of this policy are set out in accordance with the commitments the ADCF makes within their Equality and Diversity Policy.

3. Scope

The policy establishes a framework to support employees and volunteers in their practice and clarifies the organisation's expectations, including the obligation of employees to take immediate action where any concern regarding the safety, protection and wellbeing of children or adults is noted.

4. Responsibilities

This policy identifies the overall responsibilities of the Board of Trustees and operational employees (staff, volunteers and associates) for ensuring the safety, health, wellbeing, reduction of risks, safeguarding and protection of children and adults with whom the ADCF engages in its operational activities.

All staff, volunteers and associates 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 employees to promote good practice by being an excellent role model, contribute to discussions about safeguarding, and to positively involve people in developing safe practices.

4.1 Additional Specific Responsibilities

Trustees have primary responsibility for safeguarding in their charity. This means:

- Acting in the best interests of children and adults at risk
- Taking all reasonable steps to prevent any harm to them
- Assessing and managing risk
- Putting safeguarding policies and procedures in place
- Undertaking ongoing monitoring and review to ensure that safeguards are being implemented and are effective
- Responding appropriately to allegations of abuse
- Liaison with the Designated Person and monitoring their work

Trustees may delegate authority to staff to ensure effective operational implementation of the policy.

Designated Person/s

In accordance with best practice, the ADCF has nominated a Senior Manager as the 'Designated Person.'

Betty Boner is the Designated Person. If Betty is not available then any safeguarding concerns should be taken directly to the Chair of the Trustees, the Revd Crispin Pailing.

Their responsibilities include:

- Ensuring the policy is monitored and reviewed
- Promoting the welfare of children and vulnerable adults
- Ensuring staff and volunteers have access to appropriate training and information
- Receiving staff concerns about safeguarding and responding to all seriously, swiftly and appropriately
- Keeping up to date with local arrangements for safeguarding and DBS
- Developing and maintaining effective links with relevant agencies, including Local Safeguarding Children's Board, Safeguarding Adults Board, and Local Authority Designated Officer
- Taking forward concerns about responses

Staff have responsibility to ensure that they:

- Are familiar with, and adhere to, the policies and procedures of the organisation
- Know who the Designated Person(s) are
- Know how to report concerns
- Undertake appropriate safeguarding training and access appropriate additional learning opportunities. All safeguarding training should be refreshed every 3 years as a minimum and completion of training should be recorded on staff files.

5. Monitoring & Review

The policy and practices of the organisation will be formally reviewed annually to ensure that they remain current and compliant with the law and best practice. The Designated Person will report to the ADCF Board of Trustees on matters of significance relating to this safeguarding policy, as appropriate or at the request of the Board.

6. Procedure

This procedure outlines the stages involved in raising and reporting a safeguarding concern at the ADCF.

All information relating to the following areas should be recorded on the **Information Sharing form** (see Appendix 1):

- Welfare concerns that do not meet a safeguarding referral threshold but about which staff have had a professional discussion.
- When information has been shared with another agency in relation to welfare matters, including where actions have been agreed.
- Where information has been shared to support a safeguarding referral on which a partner agency is leading.

Using this recording process enables us to govern the sharing of information and also monitor concerns which may progress to safeguarding concerns

Where it is deemed the concern meets a safeguarding referral threshold and a formal referral to social services is required the **Safeguarding Children and Adults Reporting Form** should be completed (see Appendix 2).

The decision to refer will be taken by the Designated Person.

If the person reporting the concern feels that the issue should be managed differently, they have the right to refer directly to Social Services or if appropriate escalate the concern to the LSCB or SAB inline with each Boards escalation procedures. In either of these instances, the referrer should inform the Designated Person of their intended action.

It is **not** the role of employees within the ADCF to investigate concerns or disclosures of abuse, doing so could adversely affect future investigations.

The following links provide information on the appropriate processes for making a referral. If a referral needs to be made, the Designated Person will support in this process being followed.

6.1 Safeguarding Children Referral: Direct page which links to referral forms and process: <http://liverpool.gov.uk/council/strategies-plans-and-policies/children-and-families/safeguarding-childrens-procedure/>

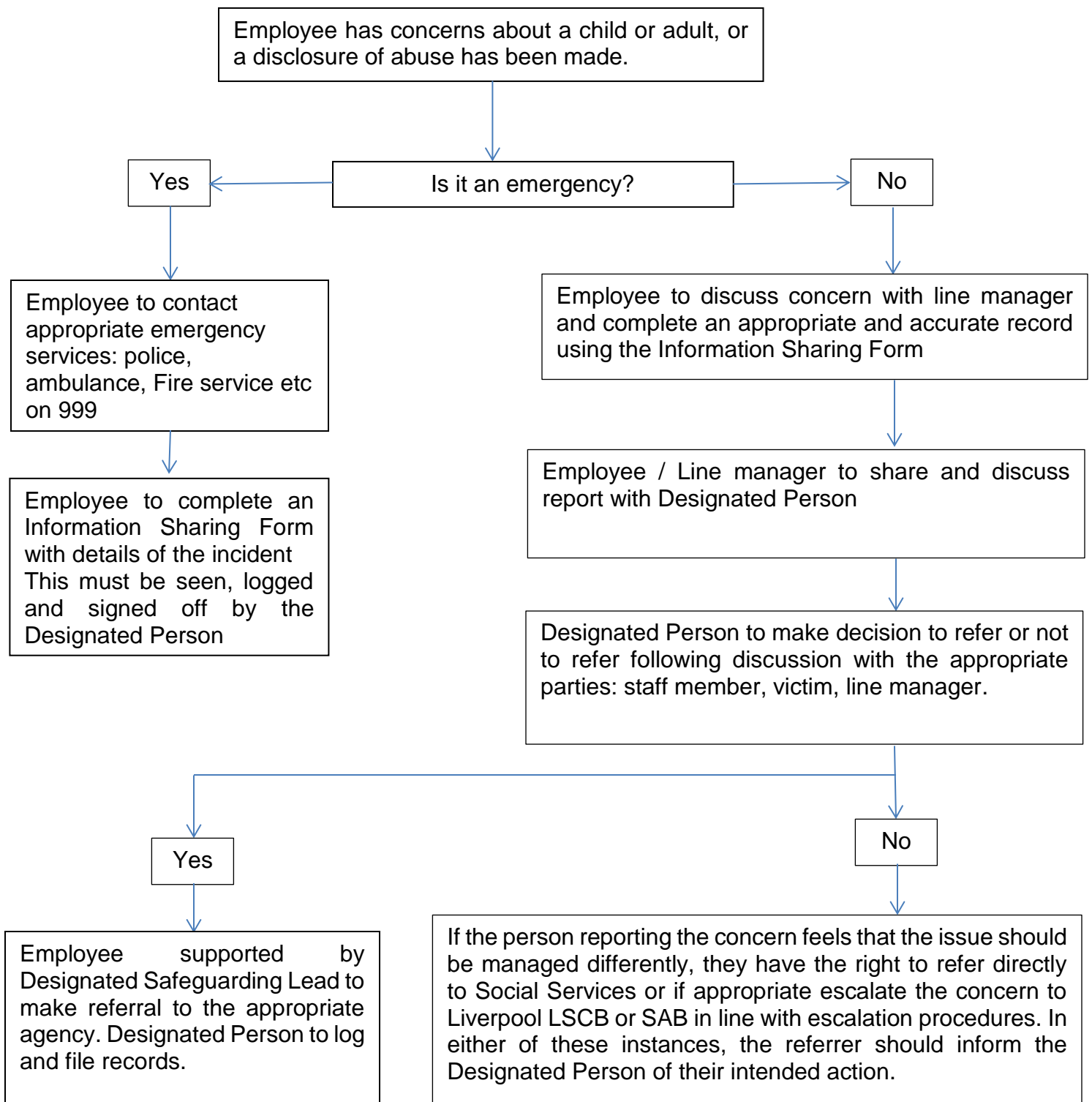
If you are worried that a child has suffered harm, neglect or abuse or, you are worried that a child may be at risk if suffering harm should contact CARELINE 0151 233 3700
If you think a child is in immediate danger call for police assistance.

6.2 Safeguarding Adults Referral: Direct page link: <http://liverpool.gov.uk/council/strategies-plans-and-policies/adult-services-and-health/safeguarding-adults-procedure/>

You can report your concerns by calling Careline on 0151 233 3800 or contact the police on 0151 709 6010 or dial 999 in an emergency.

If you think a child or adult is in immediate danger or it is an emergency call 999

6.3 ADCF Safeguarding Concern Reporting Process



7. Professional Boundaries

ADCF expects staff and volunteers to protect their own professional integrity and that of the organisation.

Professional boundaries must be adhered to.

Staff ***will***:

- Remember they are a role model and provide an example for those they work with to follow
- Bear in mind that some actions, no matter how well-intentioned, may be easily misinterpreted and so leave all parties vulnerable
- Be alert to any potential harm to children and adults at risk
- Respect the right to privacy
- Provide opportunities for children and adults at risk to discuss any concerns they may have
- Speak to the Designated Person if concerned about the safety or welfare of an individual
- Speak to the Designated Person if they suspect a child or adult at risk is developing or has developed an infatuation with them, or has inappropriate feelings towards any member of staff or volunteer.
- Contact the Chair of Trustees if concerns arise about the suitability of a member of staff or volunteer in relation to working with children or adults at risk, or if an allegation is raised by another member of staff, service user or third party, such as an external organisation or community member.

Employees ***will not***:

- Be left alone for substantial periods of time with any child or adult at risk, except where one-to-one work is necessary. In which case, they should inform another staff member where they are going, with whom and for how long
- Permit abusive behaviour by others or engage in it themselves
- Show favouritism to, or become too closely associated with, an individual. Nor should they get drawn into inappropriate, attention-seeking behaviour (e.g. crushes)
- Allow or engage in suggestive remarks, gestures or touching of any kind which could be misunderstood
- Do anything which might undermine a good reputation for providing a safe environment

If a child or adult at risk shares worrying or sensitive information with you, ***do not***

- Promise to keep secrets
- Hesitate to share concerns on any of these matters with the Designated Person(s)

Further guidance on recognition of abuse and appropriate responses can be found at <http://www.scie.org.uk/>

8. Information Sharing, Consent and Recording

When considering the appropriateness of sharing information The General Data Protection Regulation should not be considered as a barrier. It simply sets out a framework to ensure that personal information is shared appropriately.

Where there are concerns about the wellbeing of a child or adult at risk, it is best practice to gain consent to share information. However, if there are concerns relating to the parent/family in relation to the abuse, this may not be appropriate. If there are concerns that a child may be at risk of significant harm or an adult may be at risk of serious harm, then follow the relevant procedures without delay.

All information sharing or referrals of concerns need to be carefully recorded in full using the appropriate recording form as outlined in section 6 of this policy. When recording concerns, it is particularly important to:

- Be specific about the nature of concerns
- Provide accurate details
- Detail the time and date specific incidents were observed, if applicable

Records should be signed by the employee recording concerns and by the Designated Person who has provided guidance on the course of action. All records and witness statements relating to safeguarding concerns will be kept confidential. Access will only be via the Board of Trustees and the Designated Person. Information will only be shared with other agencies that have a need to know, in accordance with Liverpool LSCB and SAB procedures and Government guidance on information sharing.

Records will be held and stored securely in a central place by the Designated Person.

9. Safeguarding Monitoring

The organisation will monitor the following safeguarding aspects:

- Safer recruitment practices
- DBS checks undertaken
- References applied for new staff
- Whether safeguarding concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
- Presence and actions of Designated Person for Safeguarding

APPENDIX ONE

Albert Dock Charitable Foundation Adults and Children Information Sharing Record

This form should be used to record a log of welfare matters relating to children or adults. Instances where this form should be used include:

- Recording of welfare concerns that do not meet a safeguarding referral threshold but which staff have had a professional discussion about with their line manager or a designated safeguarding lead.
- When information has been shared with another agency in relation to welfare matters, including where actions have been agreed
- Where information has been shared to support a safeguarding referral which a partner agency is leading on.

This record should be handed to the Designated Person to log and file

1) Name of staff member completing this form:

2) Role Title:

3) Details of Child/Adult this welfare matter is in relation to:

Name:

Age:

D.O.B:

Address:

Postcode:

Tel:

4) Details of welfare concern. (This should be factual and include dates, times where appropriate, who information has been shared with, their contact details and any agreed actions **what, when, who, how**)

5) Has consent been obtained to share information and how was this obtained? (E.g. phone call, written consent, face to face discussion).

Staff signature

Date:

Designated person's signature:

Date filed:

APPENDIX 2

ALBERT DOCK CHARITABLE FOUNDATION

Safeguarding Children and Adults Safeguarding Recording Form

This form should be used to record concerns that are assessed as **safeguarding concerns**. Recorded information will be used for making a referral to children or adults social care. This form should be completed as fully as possible and discussed with the Designated Person who will take a lead on following the ADCF policy and procedures and referral processes. The Designated Person is also responsible for safely storing and logging his information. If additional copies are maintained by staff for reference, these policies and guidance should also be followed by staff holding this information.

1) Refer Details (person raising concern):

Name:
Job/Volunteer Role:
Tel:
Email:

2) Details of Child/Young Person/Adult you have concerns about:

Name:
Age:
D.O.B:
Address:
Postcode:
Tel:

3) Details of Parent(s)/Carer(s) and any other significant others in the household if known (including siblings is a child/young person concern):

Name(s)
Relationship:
Address:
Postcode:
Tel:
D.O.B.

Name(s)
Relationship:
Address:
Postcode:
Tel:
D.O.B.

**Include additional page if required*

- 4) Please provide a summary of your concerns which includes nature of concerns, dates and times of any specific incidents, what has been said if you have spoken to the child/young person/adult, and what actions have been taken (if any):

- 5) Are you aware if the child/young/person has a care plan of any sort or is working with other agencies?

If Yes, please provide details:

- 6) Is the child/young person/adult/or parent/carer aware you are sharing this concern?

- 7) Has consent been obtained, including to share information with other agencies?

- 8) If consent has not been obtained please explain why

- 9) To whom have you reported this concern to

- 10) Designated Person notes and agreed actions:

Reporting member of staff's signature:	Date:
Childs/Young Persons/Adults signature: (If consent gained)	Date:
Parent/Carers signature: (If consent gained)	Date:
Designated Person's name:	Date:
Designated Person's Signature:	Date: