

**&**

**Royal Albert Dock Liverpool Charitable Foundation**

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**Safeguarding Policy & Procedure**

***Other relevant CVS policies:***

*Safer Recruitment Policy & Procedure*

*DBS Policy & Procedure*

*Recruitment of Ex-Offenders Policy*

*Equality & Diversity Policy*

*Whistleblowing Policy*

*Electronic Communications Policy*

*Staff Handbook (Disciplinary Policy and Procedure)*

*Confidentiality Policy / Code of Conduct*

*Data Management Policy*

**Version:** v3

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**POLICY**

1. **Overview**
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This policy seeks to ensure that Sefton Council for Voluntary Services (CVS) & Royal Albert Dock Liverpool Charitable Foundation 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 Sefton Local Safeguarding Children Board (LSCB) <http://www.seftonlscb.co.uk/> and Safeguarding Adults Board (SAB) <https://www.sefton.gov.uk/safeguardingadults>

* 1. **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 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
  + 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/ataglance/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

1. **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 Sefton CVS & The Royal Albert Dock Liverpool Charitable Foundation makes within their Equality and Diversity Policy.

1. **Scope**

The policy establishes a framework to support employees 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.

1. **Responsibilities**

This policy identifies the overall responsibilities of the Board of Trustees, Chief Executive Officer, Senior Management, operational employees (staff, volunteers and associates) for ensuring the safety, health, wellbeing, reduction of risks, safeguarding and protection of children and adults with whom Sefton CVS & The Royal Albert Dock Liverpool Charitable Foundation engages in its operational activities.

All employees (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 Persons and monitoring their work

Trustees may delegate authority to the Senior Management Team (SMT) to ensure effective operational implementation of the policy.

**SMT** have responsibility to ensure:

* The policy is accessible
* The policy is implemented
* Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented

**Designated Person/s**

In accordance with best practice, Sefton CVS & The Royal Albert Dock Liverpool Charitable Foundation has nominated a Senior Manager as the ‘Designated Person.’

***Nigel Bellamy (Deputy CEO) is the Designated Person and, in his absence, his deputies are Simone McCaskill and Lynn Loughran (Children) and Jan Campbell (Adults).***

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

**Employees** 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

1. **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 persons will report to the Sefton CVS Board of Trustee’s on matters of significance relating to this safeguarding policy, as appropriate or at the request of the Board.

1. **PROCEDURE**

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

All information relating to the following areas should be recorded on the **Information Sharing** **form**:

* 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.



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.

  
The decision to refer will be taken by the Designated Person in line with Sefton LSCB’s Thresholds for Intervention or Sefton guidelines on Safeguarding Adults, as applicable.

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 Sefton 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 Sefton CVS or The Royal Albert Dock Liverpool Charitable Foundation 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 Safeguarding lead will support in this process being followed.

**6.1 Safeguarding Children Referral**: Direct page which links to referral forms and process: <https://www.sefton.gov.uk/1924>

This link can also be accessed through the Sefton Council Home Page [www.sefton.gov.uk](http://www.sefton.gov.uk) > I want to > Concerned about a child.

For referrals specifically in relation to concerns about Child Sexual Exploitation, there are two additional forms that are required to be completed in addition to the Child Referral form. These forms should be sent securely to [SocialCareCustomerAccessTeam@sefton.gcsx.gov.uk](mailto:SocialCareCustomerAccessTeam@sefton.gcsx.gov.uk)

The general enquiries line is 0345 140 0845 for between 8am and 6pm. If you need to have a consultation with a social worker prior to making a referral through to Children’s Social Care call the MASH (Multiagency Safeguarding Hub) Team on 0151 934 4388. If, after referring to this example, you still require further assistance you can speak to a MASH Contact Officer on the following numbers 0151 934 3801/2533/4200/3596.

**6.2 Safeguarding Adults Referral:** Direct page link: <https://www.sefton.gov.uk/social-care/care-and-support-for-adults/worried-about-someone.aspx>

The adult social care help line is **0151 934 3737.**  For urgent advice/response outside of office hours (from 5.30pm Mon to Thurs, 4pm Friday and weekends) contact the emergency duty team on 0151 920 8234.

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

*\*This information regarding referrals is relevant when raising a concern about a child / adult living in Sefton. If the child / adult lives in another borough, that Authority’s procedure must be followed.*

**6.3 Safeguarding Concern Reporting Process**

Employee has concerns about a child or adult, or a disclosure of abuse has been made.

**Contact information for Royal Albert Dock Liverpool Charitable Foundation & Sefton CVS Designated Safeguarding Leads:**

**Initial Contact: Betty Boner Project Co-ordinator 0796 6698062**

Designated Safeguarding Lead (Children & Adults): Nigel Bellamy Tel: 07711845742

Designated Deputy (Children) Simone McCaskill 07872468918 & Lynn Loughran 07759 727286

Designated Deputy (Adults) Jan Campbell 0151 920 0726 ext 218

Is it an emergency?

Employee to contact appropriate emergency services: police, ambulance, Fire service etc on 999

Yes

Employee supported by Designated Safeguarding Lead or Deputy to make referral to the appropriate agency. Designated person to log and file records.

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 Sefton LSCB or SAB inline with escalation procedures. In either of these instances, the referrer should inform the Designated Person of their intended action.

Employee / Line manager to share and discuss report with Designated Safeguarding Lead or Deputy

Designated Person or Deputy to make decision to refer or not to refer following discussion with the appropriate parties: staff member, victim, line manager.

Employee to discuss concern with line manager and complete an appropriate and accurate record using the Information Sharing Form

No

Employee to complete an Information Sharing Form with details of the incident

This must be seen, logged and signed off by a Designated Safeguarding lead or Deputy.

Yes

No

1. **Training and Support for Tenants/Businesses**

The Royal Albert Dock Liverpool Charitable Foundation/ *Sefton CVS* is able to provide additional support and training in relation to Safeguarding if this will support you in hosting a Student Placement

**7.1 Communications and Discussion of Safeguarding Issues**

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice, including utilisation of local safeguarding thresholds for referral where they are in existence.

* A minimum of quarterly Strategic Safeguarding group meetings comprising of attendance from the Designated Person, Safeguarding Deputies and Human Resources
* Quarterly Safeguarding development meetings for representatives from each staff team within Sefton CVS, led by the Designated Person(s)
* Relevant policy briefings and updates provided to staff and volunteers as required

**7.2 Support**

We recognise that involvement in situations where there is risk or actual harm can be stressful. All those making a complaint or allegation, or expressing concern, whether they are staff, service users, carers or members of the general public should be reassured that:

* They will be taken seriously
* Their comments will be treated confidentially, but their concerns may be shared if they or others are at significant risk
* Service users will be given immediate protection from the risk of reprisals or intimidation

Staff will be given support by their line manager and the Designated Person(s) and afforded protection if necessary. The Board of Trustees and Senior Management team are responsible for ensuring that external support is provided, if necessary and appropriate.

1. **Professional Boundaries**

Sefton CVS & The Royal Albert Dock Liverpool Charitable Foundation expects employees (staff, volunteers and associates) to protect their own professional integrity and that of the organisation.

Professional boundaries must be adhered to.

Employees ***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(s) 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;
* Refer to the Sefton CVS Whistleblowing policy 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.
* Follow guidance in relation to the use of electronic communication as set out in the Sefton CVS Electronic Communication Policy and seek further guidance as required when considering the development and use of project-based social networking sites

Employees ***will not*:**

* Arrange to see or communicate with service users in circumstances unconnected with their work, including the use of texting and personal social media accounts such as Facebook and Twitter
* 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/>

1. **Allegations Management**

Sefton CVS & The Royal Albert Dock Liverpool Charitable Foundation recognises its duty to report concerns or allegations made against its employees (staff, volunteers and associates) within the organisation or by a professional from another organisation.

An allegation or concern could come from an employee, trustee, volunteer or associate within the organisation. Any concerns or allegations should be immediately reported to the Designated Person(s) in accordance with the Sefton CVS Whistleblowing Policy.

The Designated Person must refer any allegations relating to children to the Designated Officer (DO) for Sefton Local Authority (Pauline Trubshaw) **within one working day** of the allegation being made, in accordance with the procedures set out in Working Together to Safeguard Children. The DO will advise on any action that must be taken to keep service users and the organisation safe. The DO will pursue the allegation and offer support, help and advice to the organisation throughout the investigation. See the following link for further information <http://www.seftonlscb.co.uk/managing-allegations/>

If the allegation refers to an adult suffering or at risk of suffering significant harm, a referral must be made to Sefton Adult Services. See the following link for further information:

<https://www.sefton.gov.uk/media/196508/sefton-safeguarding-adults-protocol-to-deal-with-allegations-against-professionals-nov2011.pdf>

The alleged individual has the right to seek representation and Sefton CVS /Royal Albert Dock Liverpool Charitable Foundation will support any member of staff or volunteer who is subject to such a complaint. However, irrespective of the outcome of any Police or Social Care investigations, Sefton CVS will consider disciplinary action, in accordance with its Disciplinary Procedure, until the matter has been resolved.

If, following consideration and any consultation, the concern is clearly about bad practice rather than abuse, Sefton CVS/Royal Albert Dock Liverpool Charitable Foundation will take the necessary action to advise, manage or instigate disciplinary action against the member of staff or volunteer about whom the allegation has been made.

Where a member of staff or volunteer is dismissed, or removed from working in a regulated activity because they harmed a child or adult, or might have harmed them, or if they resigned before being dismissed for one of these reasons, Sefton CVS/Royal Albert Dock Liverpool Charitable Foundation must inform the Disclosure and Barring Service. Guidance and a referral form can be downloaded at: <https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

1. **Information Sharing, Consent and Recording**

When considering the appropriateness of sharing information The Data Protection Act 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

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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(s).

Information will only be shared with other agencies that have a need to know, in accordance with Sefton 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 and in line with the Sefton CVS Data Management Policy. Records will be destroyed in line with the Sefton CVS Data Retention Schedule guidelines. If other employees hold records in relation to referrals discussed with the Designated Person these guidelines should also be followed.

1. **Safeguarding Monitoring**

The organisation will monitor the following safeguarding aspects:

* Safer recruitment practices
* DBS checks undertaken
* References applied for new staff
* Records made and kept of staff and volunteer supervision and appraisal
* Register/ record of staff training on child/ vulnerable adult protection
* 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

**To be signed by Tenant/Business**

*I have read and understood this Policy:*

***Name***  *…………………………………………… Date: …………….*

**Signature: ……………………**