

Safeguarding Policy

Introduction

The Making of Mashamshire makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

The Making of Mashamshire comes into contact with children and / or vulnerable adults through a range of community activities including school-based education programmes, delivering activities through partner organisations such as workshops and reminiscence sessions, social inclusion projects, events and research groups.

The types of contact with children and / or vulnerable adults will be regulated.

This policy seeks to ensure that The Making of Mashamshire 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.

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

Key responsibilities at various levels are:

- The policy is in place and appropriate (trustee responsibility)
- The policy is accessible (delegated to Project Manager by trustees)
- The policy is implemented (delegated to Project Manager by trustees)
- The policy is monitored and reviewed (trustee responsibility)
- Liaison with and monitoring the Activity Leads (Project Manager)
- Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented (trustees through overall budget process and Project Manager on allocation of those resources)
- Promoting the welfare of children and vulnerable adults (Project Manager)
- Ensure staff (paid and unpaid) have access to appropriate training/information (delegated to Project Manager by trustees)
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately (Project Manager)
- Keep up to date with local arrangements for safeguarding and CRB (Project Manager)
- Develop and maintain effective links with relevant agencies. (Project Manager)
- Take forward concerns about responses (Project Manager)

Implementation Stages

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: Child Protection, Working with Vulnerable Adults, Health and Safety, Equal Opportunities & Complaints Policies.

Safe recruitment

The Making of Mashamshire ensures safe recruitment throughout the recruitment of staff and volunteers and is supported in this by the North Yorkshire County Council Disclosure and Barring Service.

- 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.
- No formal job offers are made until after checks for suitability are completed (including DBS and 2 references).

Disclosure and Barring and Criminal Record Management

The organisation commits resources to providing DBS 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 ensure 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.

Service delivery contracting and sub contracting

There will be systematic checking of safeguarding arrangements of partner organisations

Safeguarding will be a fixed agenda item on any partnership reporting meetings.

Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non compliance procedures'

Communication, Training and Support for Staff

Training

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

All staff and volunteers who, through their role, are in contact with children and /or vulnerable adults will have access to induction and refresh safeguarding training at an appropriate level as identified in their regular supervision with the Project Manager

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 the Activity Lead, Project Manager and Trustees
- Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and adult safeguarding
- New staff and volunteer's competence in applying safe practices will be assessed during a probation period

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice through team meetings and individual staff and volunteer supervision sessions (clinical as appropriate)

In addition the organisation will;

- Participate in multi agency safeguarding procedures and meetings when requested
- Provide a clear and effective reporting procedure which encourages reporting of concerns.
- Encourage open discussion (e.g. during supervision and team meetings) to identify and barriers to reporting so that they can be addressed.
- Include of safeguarding as a discussion prompt during supervision meetings/ appraisals to encourage reflection

Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff (paid and unpaid) 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 Project Manager within 24 hours

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.

The Making of Mashamshire expects staff to protect the professional integrity of themselves and the organisation.

The following professional boundaries must be adhered to:

Giving and receiving gifts from clients: The Making of Mashamshire 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.

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.

The following behaviours are unacceptable in all dealings with MOM staff, volunteers or participants:

- Use of abusive language
- Unprofessional response to inappropriate behaviour / language
- Use of punishment or chastisement
- Passing on service users' 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
- Personally accepting money as a gift/ borrowing money from or lending money to service users. This does not include the organization accepting gifts of heritage objects directed specifically to The Making of Mashamshire Heritage Collection.
- 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

If the professional boundaries and/or policies are breached this could result in disciplinary procedures and reporting to the statutory authorities.

Reporting

Raising and reporting safeguarding concerns at The Making of Mashamshire.

Communicate your concerns with your immediate manager (Activity Lead or Project Manager, Activity Lead to immediately contact PM)



Seek medical attention for the vulnerable person if needed



Discuss with parents or carer of child or vulnerable person.
Obtain permission to make referral if safe and appropriate

If needed (or directed by PM) seek advice from the NYCC Children and Young People or Adult helpdesk



(in conjunction with PM & Trustees) Provide required incident reporting to the Local Authority within 24 hours of making a contact



(in conjunction with PM & Trustees) Ensure that feedback from the Local Authority is received and their response recorded

If the Activity Lead or Project Manager is implicated, then refer directly to the Chair of Trustees

Allegation Management

The Making of Mashamshire 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 related to safeguarding is as follows:

First step: Any member of staff (paid or unpaid) from The Making of Mashamshire is required to report any concerns in the first instance to the Project Manager (if the allegation involves the Project Manager the concern be reported directly to the Chair of Trustees. A written record of the concern will be completed.

Second step -The manager or Chair contacted must contact local authority for advice via the Safeguarding teams at North Yorkshire County Council.

Third step – follow the advice provided

Monitoring

The organisation 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 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.

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Conflict Resolution and Complaints

The Making of Mashamshire is aware of the need for resolution of professional disagreements in work relating to the safety of children and vulnerable adults and if necessary this will be taken forward by the Project Manager and / or Chair of Trustees as outlined in the MOM Complaints Procedure.

Communicating and Reviewing Safeguarding Policy

The Making of Mashamshire will make clients aware of the Safeguarding Policy through the following means;

a statement about safeguarding arrangements be produced and displayed on the website.

During initial meetings with vulnerable users safeguarding arrangements will be explained, as appropriate to the individual. The Complaints Policy/Procedure will also be referred to which outlines how clients can make complaint about the organisation.

This policy will be reviewed by the Trustees annually and when there are changes in legislation.