

## Sherford Community Land Trust

Policy:	Safeguarding Children & Vulnerable Adults Procedures and Guidance
Last Review Date:	21/07/2023
Next Review Date:	21/07/2028
Lead:	Judy Talbot

### Safeguarding Children and Vulnerable Adults Procedures and Guidance

Safeguarding is everyone's responsibility and all staff/volunteers who, during their employment have direct or indirect contact with children and vulnerable adults, or who have access to information about them, have a responsibility to safeguard and promote the welfare of children and vulnerable adults.

There is a duty on organisations to make appropriate arrangements to safeguard and promote the welfare of children and vulnerable adults. Also, government guidance makes it clear that it is a shared responsibility and depends upon effective joint working between agencies and professionals that have different roles and expertise.

### Safeguarding Children and Young People - definition

A child is "anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change their status or entitlement to services or protection under the Children Act 1989. (See Children's Act 2004).

"Safeguarding and promoting the welfare of children" means:

- protecting children from maltreatment
- preventing impairment of their health or development
- ensuring that they grow up in circumstances consistent with the provision of safe and effective care
- enabling them to have optimum life chances and to enter adulthood successfully

Staff will be able to recognise the 4 main types of abuse and that children/ young people may be suffering from more than 1 type of abuse and know the correct protocols for responding to disclosures or concerns.

- Physical abuse
- Emotional Abuse
- Neglect
- Sexual abuse

## **Legislative Background**

Sherford Community Land Trust (SCLT) recognises that, under the Children Act 2004, it has a duty to ensure all its functions are discharged having regard to safeguarding, preventing radicalisation (Prevent duty April 2015) and promoting the welfare of children/ vulnerable adults (Care Act 2014) – this includes all services directly provided and those commissioned by the SCLT. It also recognises legislative requirements and guidance arising from Children and Families Act 2014, Education act 2002, counter Terrorism and Security Act March 2015, Changes to Female Genital Mutilation Act 2003 (arising from Serious Crime Act 2015), UN Rights of the child (UK law from 1992), Disqualification by Association February 2015, Keeping children Safe in Education March 2015, working together to safeguard children March 2015 and Information sharing March 2015.

### **Safeguarding vulnerable adults – applies to an adult whom:**

- has needs for care and support (whether the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- because of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

### **What do we want to achieve?**

- stop abuse or neglect wherever possible.
- prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.
- safeguard adults in a way that supports them in making choices and having control about how they want to live;
- promote an approach that concentrates on improving life for the adults concerned;
- address what has caused the abuse or neglect.

SCLT will ensure that all staff/volunteers across the whole organisation know or can easily find out what they need to do if they have a concern about the abuse of vulnerable adults.

### **What does this mean?**

Staff will be able to recognise abuse. The main forms of abuse are divided into the following categories:

- Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
- Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing

sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Modern slavery– encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice because of the structure, policies, processes and practices within an organisation.
- Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Staff will respond appropriately when they see or are concerned about abuse, or a vulnerable adult discloses information.

This means that staff will report and record their concerns about abuse following SCLT protocols.

Staff will have guidance and training to support them and will also be able to get advice from colleagues about how to do this.

## **Legislative background**

Real Ideas acknowledges that Safeguarding Adults is recognised in law under the Care Act April 2014 and replaces 'No Secrets' DH 2000.

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances. (Care Act Guidance 14.7).

## Safeguarding children and young people principles

The following principles will underpin all our work with children and young people. Our approach will be:

- Child centred – seeing and listening to children and young people
- Rooted in understanding child development
- Support the achievement of best possible outcomes for children
- Holistic in approach – seeing the whole of the child and not just aspects of their lives
- Understand diversity, the impact of discrimination and how to ensure equality of opportunity
- Respect for the views of parents/carers and actively involve them in assessment and care planning
- Identify and build on strengths and protective factors, as well as identifying and addressing difficulties and risks
- Work collaboratively between agencies, sharing information as appropriate
- Provide support as a continuing process not for brief periods in relation to events
- Monitor and review the impact of intervention on a child's welfare and overall developmental progress
- Achieve good standards in safeguarding practice consistently and be informed by evidence
- SCLT subscribes to the South West Safeguarding and Child Protection Procedures, <https://www.proceduresonline.com/swcpp/> and range of supplementary instructions issued from time to time on the basis of multi-agency agreements to policy, procedures and guidance.

## Safeguarding vulnerable adults' principles

The following principles will underpin all our work with vulnerable adults:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
  - “I am asked what I want as the outcomes from the safeguarding process, and these directly inform what happens.”
- **Prevention** – It is better to act before harm occurs.
  - “I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”
- **Proportionality** – The least intrusive response appropriate to the risk presented.
  - “I am sure that the professionals will work in my interest, as I see them, and they will only get involved as much as needed.”
- **Protection** – Support and representation for those in greatest need.
  - “I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- “I know that staff treat any personal and Special Category Data in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”
- **Accountability** – Accountability and transparency in delivering safeguarding.
- “I understand the role of everyone involved in my life and so do they.”

### **Prevent duties: legislative background**

Section 26 of the Counterterrorism and Security Act 2015 (the Act) places a duty on certain bodies (“specified authorities” listed in Schedule 6 to the Act), in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This guidance is issued under section 29 of the Act. The Act states that the authorities subject to the provisions must have regard to this guidance when carrying out the duty.

### **The 2011 Prevent strategy has 3 strategic objectives:**

- respond to the ideological challenge of terrorism and the threat we face from those who promote it;
- prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support; and
- work with sectors and institutions where there are risks of radicalisation that we need to address.

The Government has defined extremism in the Prevent strategy as: “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces”.

### **What does this mean?**

SCLT staff and volunteers will be able to recognise the signs and symptoms of radicalisation and follow procedures as laid out for reporting allegations or concerns for a volunteer or board member, member of staff or volunteer following the same process as required for safeguarding allegations.

SCLT will ensure that all staff and volunteers are made aware of their duties under Prevent to report concerns regarding staff or students to single point of contact (SPOC) or deputy SPOC:

SPOC: Drew Powell

Email: [drew.powell@swdevon.gov.uk](mailto:drew.powell@swdevon.gov.uk)

SPOC deputy: Judy Talbot  
Email: info@sherfordtrust.org.uk  
mobile: 07855 332329

Single Point of Contact (SPOC) and deputy SPOC are responsible for a Prevent strategy Action Plan and its communication with all staff and volunteers.

## **Responsibilities for safeguarding**

### **Designated officer**

SCLT Designated Officers have a responsibility to ensure Child Protection and Vulnerable Adult and Prevent policies and procedures are reviewed and kept up to date and that all relevant staff access appropriate levels of child protection and vulnerable adult training.

SCLT designated officers have a duty to record and store securely all allegations/ concerns regarding safeguarding or Prevent securely, whether proven founded or not.

SCLT Designated Officers are:

Drew Powell  
Judy Talbot

### **SCLT will ensure that:**

All staff and volunteers are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and that they are informed about and take full responsibility for their actions at all levels.

This means:

- Ensuring the highest standards of safe recruitment, supervision and management oversight of SCLT staff, particularly but not exclusively those working directly with children and young people.
- Advising and supporting schools and governing bodies to take full responsibility for monitoring the actions school- based staff/activity to safeguard and promote the welfare of children, young people and vulnerable adults.
- Ensuring that children, young people and vulnerable adults are seen and listened to and that their views are taken fully into account when making decisions.
- Taking appropriate action regarding any concerns expressed about their welfare, commensurate with their rights to privacy and wherever possible based on informed consent.

- All members of staff and volunteers who are employed by or on behalf of SCLT, and who have contact with children, young people, vulnerable adults and their families or carers, will have a clear understanding of SCLT responsibilities for safeguarding.
- Regularly refreshing our policies and procedures about safeguarding considering lessons from research and serious case reviews and maintaining an action plan for continuous improvement.
- Promoting the highest standards of safeguarding practice across SCLT, including robust standards for safe recruitment and ongoing checks.
- SCLT teams have clear lines of accountability in relation to its work in safeguarding children, young people and vulnerable adults and appropriate job descriptions to reflect this.

SCLT Coordinators have day to day operational responsibility for receiving concerns about the safety and welfare of children and young people, they will make decisions about what action needs to be taken and liaise with other agencies involved in safeguarding children, especially children's social care. They will also decide whether to escalate concerns directly to the SCLT Designated Officers.

If staff/volunteers have concerns about a child but are not sure if it is a safeguarding concern, then they should complete the **Reporting Concerns** form and forward it to the Coordinator or Chair. Files are then automatically moved to a secure folder and an alert is sent to the Coordinator and Designated Officers who will decide on the next step. This will include:

- Risk managers discussing the concerns directly with the member of staff and either
- Agreeing next steps including the requirement for a **risk map** (if appropriate)
- or Escalating to the Real Ideas Designated officers if appropriate.

**It is important that all staff notify the relevant Manager or a Designated Officer as soon as a file is added so that they know to check the secure folder and take appropriate action.**

### **Staff awareness**

SCLT considers that safeguarding is everyone's responsibility. In particular SCLT will ensure that all staff/volunteers in contact with children, young people or vulnerable adults or staff who have access to Special Category Data about children, young people or vulnerable adults, know what to do and how best to share information in order to ensure that children, young people, vulnerable adults and their families or carers receive necessary services - especially when they are concerned that a child, young person or vulnerable adult may be suffering or at risk of suffering harm – and that all staff have access to support and appropriately expert advice in this context.

### **This means:**

That all staff employed by Real Ideas or volunteers who have access to children, young people, vulnerable adults and their families or carers, and those who have access to Special Category Data, will have induction and on-going training so that they know of the appropriate procedures and

personnel in place, and of their role in responding to concerns about children, young people, vulnerable adults and safeguarding matters and duties under Prevent. Additionally, line management and/or supervision is in place to appropriately support staff.

All members of staff and volunteers (who are working unsupervised) will undertake online safeguarding training for children and adults and Prevent training as part of induction.

SCLT will require that all members of staff with direct and ongoing contact with children and vulnerable adults attend L2 equivalent training every 2 years as a minimum.

## **Safe employment**

Robust procedures are in place to ensure that staff and volunteers who have access to children, young people and vulnerable adults or Staff with access to Special Category Data about children, young people and vulnerable adults are employed safely.

### **This means:**

- There is a culture throughout SCLT that enables safeguarding issues to be addressed.
- Recruitment and vetting procedures prevent unsuitable people from having contact with children, young people and vulnerable adults. <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.
- Staff who work or have contact with children, young people, vulnerable adults and their families or carers have appropriate safeguarding and safe working practices training, including induction, consistent with their role and function. This training will reflect the necessity for effective multi-agency and inter-professional working – both within SCLT and with other organisations.

## **Safe recruitment**

SCLT recognises that anyone may have the potential to abuse young people in some way. All reasonable steps are taken to ensure suitable people are recruited.

### **Interview and induction:**

- A Disclosure and Barring Service (DBS) Enhanced Disclosure check will need to be present before a candidate can begin work for or volunteer with SCLT, if deemed necessary for the role.
- Two confidential references will be required, of which one should be regarding previous work with young people (for posts in which there will be direct contact with children and young people or vulnerable adults).

- Evidence of identity (passport or driving license with photo) will be required.
- All staff will be required to undergo a face-to-face interview carried out by senior management.
- All staff should receive formal induction, during which:
  - A check will be made that qualifications can be substantiated
  - The job requirements and responsibilities will be clarified
  - They should receive a copy of and sign up to SCLT's Safeguarding Policy and Procedures.
  - Safeguarding procedures are explained, and training needs are identified
  - Training is undertaken for safeguarding children and adults as part of induction.
  - Training is undertaken for safeguarding children and adults and Prevent training as part of induction.

## **Training**

### **Staff/volunteers will receive training to:**

- Analyse their own practice against established good practice and to ensure their practice is likely to protect them against false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child, young person or vulnerable adult.
- Work safely and effectively with child, young person or vulnerable adult
- Understand their right to confidentiality if they have concerns about another member of staff/volunteer
- Be part of regular reviews with a focus on embedding safeguarding and Equality and diversity in their practice.
- Be part of regular reviews with a focus on embedding safeguarding, prevent duties and Equality and diversity in their practice.

SCLT requires staff to participate in at least one internal safeguarding training event every 2 years, online training for safeguarding children and vulnerable adults as part of induction and if necessary additional external training from the appropriate bodies.

## Disclosure and Barring Service (DBS) Enhance Disclosure

From December 1st, 2012, the Criminal Records Bureau (CRB) merged with the Independent Safeguarding Authority (ISA) to become the Disclosure and Barring Service (DBS). From this date DBS certificates replace the older CRB certificates.

The DBS's aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children, young people or other vulnerable members of society. Real Ideas insists that any member of staff or volunteers over the age of 18 working with young people must have a DBS check within the following terms:

DBS checks are required, and can only be obtained, for those working in roles that involve working directly and regularly with, or being in sole charge of, children, young people and vulnerable adults.

For more information, please see Disclosure and Barring Service website <https://www.gov.uk/government/organisations/disclosure-and-barring-service> DBS checks are processed by SCLT Coordinator. For further information contact:

Judy Talbot

Email: [info@sherfordtrust.org.uk](mailto:info@sherfordtrust.org.uk)

Contact Number: 07855 332329

## Disclosure procedure

What to do if someone makes a disclosure to a member of SCLT staff/volunteer:

It is possible that a child, young person or vulnerable adult who is suffering, or has suffered, abuse will disclose to a SCLT member of staff/volunteer. This is something that everyone should be prepared for and must handle carefully.

The following action should be taken:

- Remain calm and in control but don't delay acting
- Listen carefully to what is said. Allow the person to tell the story at their own pace and ask questions only for clarification. **Don't ask questions that suggest a particular answer.**
- **Don't promise to 'keep it a secret'**. The first opportunity should be taken to say that this information will have to be shared with others. It should be made clear that only people who need to know will be told and they should be able to help.
- The child, young person or vulnerable adult should be reassured that they 'did the right thing' in telling someone.
- The child, young person or vulnerable adult should be told what is going to happen next, i.e. that you are going to contact a SCLT Designated Person.

- Notify the SCLT Designated Person. It is that person's responsibility to provide you with support and guidance and to steer you through the referral process. If the SCLT Designated Person is unavailable, do not hesitate to contact the relevant Children's Social Agency (for Children/ vulnerable adults living in Devon, the Multi-Agency Safeguarding Hub – MASH - can be contacted [here](#)). If this is the case, you must notify the SCLT Designated Person as soon as possible.
- If any allegation is related to the conduct of a SCLT Designated Officer, notification must be made to a SCLT Chair of Directors. If it involves a SCLT Chair of Director, notification must be made to the relevant Local Authority Designated Officer (LADO).
- As soon as possible, complete the online [Multi-Agency Referral Form \(Devon\)](#) or [Multi Agency Referral Form \(Plymouth\)](#).
- If the child, young person or vulnerable adult is still involved with working with SCLT, they would continue to be supported by us (or appropriate member of staff if allegation is related to someone they have previously worked with), and additional advice would be sought from the appropriate local safeguarding board/ LADO.
- You should follow up any referral with a copy of the notes that you have made following your conversation with the child, young person or vulnerable adult, using the child, young person or vulnerable adults' own words. These can then be passed on to the appropriate organisations.

### **Exceptional circumstances**

Where staff are working unsociable hours, they may need to contact Social Services or the Police direct, depending on the level of perceived risk. They will then decide on the action that will be required. Should this circumstance arise, staff should contact the Designated Person at the first opportunity to report the actions that have been taken.

Incidents when disclosed may have a disturbing effect on staff, they are encouraged to ensure that where appropriate you seek support from a SCLT Mental Health First Aider, or manager/Lead. Professional supervision will be sought if requested.

### **Allegations against staff**

Allegations or concerns about staff relating to children or young people are handled effectively and in accordance with Devon Making allegations against adults working with children policy.

<https://www.devon.gov.uk/educationandfamilies/child-protection/managing-allegations-against-adults-working-with-children/>

Allegations or concerns about staff relating to vulnerable adults are handled in accordance with the Devon and Torbay Safeguarding Adults Partnership, allegations against people in position of trust (PiPoT) protocol. <https://www.devonsafeguardingadultspartnership.org.uk/document/allegations-against-people-in-position-of-trust/>

In the event of an accusation of abuse being made against any member of SCLT's staff/volunteer, the individual accused will be automatically suspended pending further investigations. The temporary suspension of a member of staff in no way implies guilt or innocence. It is a measure intended to protect and reassure both staff and child, young person or vulnerable adult.

All cases will be assessed in accordance with SCLT **Disciplinary Policy and procedures**.

The member of staff/volunteer against whom an accusation of abuse has been made will be summoned to a Disciplinary meeting as early as possible. They are entitled to be accompanied to this meeting. Minutes will be taken of the meeting. The task of the Disciplinary Committee is to decide whether the accused member of staff/volunteer should be allowed to continue to work with children, young person or vulnerable adults. At all times the welfare of child, young person or vulnerable adult should be of paramount importance.

In all cases where the accusation of abuse is found to be true SCLT will normally terminate the employment, contract or agreement with the individual. Lesser measures may be taken at the discretion of the Disciplinary lead.

This is an internal procedure and will be in addition to any external procedures necessitated and under advisement by the relevant authorities.

Who to contact if you have concerns about a member of staff or volunteer:

Designated officers:

Drew Powell

Email: [drew.powell@swdevon.gov.uk](mailto:drew.powell@swdevon.gov.uk)

Judy Talbot

Email: [info@sherfordtrust.org](mailto:info@sherfordtrust.org)

Contact Number: 07855 332329

If you have concerns regarding the Designated officers, contact:

Chair of Directors

Email: As above – Drew Powell

### Useful Contacts

Area	Contact
Devon	Devon Children and Young Person's Referral via the Multi-Agency Safeguarding Hub (MASH): 0345 155 1071  Devon Children's Services Emergency/out of hours: 0845 6000 388  Devon Local Authority Designated Officers: 01392 384964

	Local police, central referral unit: 101
<b>Plymouth</b>	<p>Plymouth Children and Young Person's Referral via the Multi-Agency Safeguarding Hub (MASH): 01752 668000</p> <p>Plymouth Out of Hours Service on 01752 346984.</p> <p>The Plymouth Lead LADO Jane Parmenter can be contacted in Children's Social Care on Plymouth 01752 304769.</p> <p>Local police, central referral unit: 101</p>