



POLICY FOR THE PROTECTION AND SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

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Introduction

Hill Street Centre (HSC) makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

HSC comes into contact with vulnerable adults through the following activities:

The types of contact with children and / or vulnerable adults will be offering support and counselling to young people up to the age of 25 if they are registered as Not in Employment Education or Training (NEET) or have a disability, in small groups or one to one. Other staff including administrative and caretaking staff and Trustees may be present in the building and may interact with people attending the support sessions.

Services provided by agencies and organisations providing services to adults with learning disabilities or difficulties or issues in relation to mental health who make use of the Centre.

This policy seeks to ensure that HSC undertakes its responsibilities regarding protection of 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.

Confirmation of Reading

All staff and Trustees will be asked to sign to say that they have read the policy and agree to its requirements.

Legislation

The principal pieces of legislation governing this policy are:

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

Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection in this case of 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 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

Trustees have responsibility to ensure:

- The policy is in place and appropriate and monitored and reviewed at least annually.
- The policy is accessible
- Resources are allocated to ensure that the policy can be effectively implemented, and that appropriate training is provided for Trustees and paid and unpaid staff.

The Designated Trustee is Mark Gore. Lead Officers are Management Staff. The responsibilities are:

- To promote the welfare of children and vulnerable adults
- To organise and manage appropriate training for Staff and Trustees.
- To receive concerns from Staff or Trustees about safeguarding and to respond to all swiftly seriously and appropriately.
- To keep up to date with local arrangements in relation to safeguarding
- To develop and maintain effective links with relevant agencies
- To take forward concerns about responses
- To keep the Trustee responsible for safeguarding informed as appropriate

Implementation

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:

- The Safeguarding and protection of Children
- Health and Safety Policy
- Disciplinary and Grievance Policy
- Equal Opportunities Policy
- Data Protection

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.

Safer Recruitment

In order to avoid CRB gaps, the organisation will follow good practice in relation to safer recruitment including:

- having clear role and job descriptions which include reference to safeguarding
- shortlisting based on formal applications
- interviews carried out in line with equal opportunities principles
- the provision of reference
- appropriate DBS checks

In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff DBS checks will be carried out and reviewed at least every three years.

Service delivery contracting and sub-contracting

Any organisation which is contracted or commissioned to deliver services to children or vulnerable adults must have in place appropriate safe recruitment practices and safeguarding arrangements in line with those of HSC. Communications, training and support for staff.

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

Induction

Induction will include reference to the policies for the safeguarding and protection of children and vulnerable adults and will identify any future training needs.

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:

- Management meetings (including the Vice Chair of Trustees and senior staff)
- Trustees meetings
- One to one reviews/supervision meetings (as appropriate)

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:

- Access to an experienced professional working in a similar field and with experience and expertise in the area of safeguarding
- One to one supervision/review meetings with line manager

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.

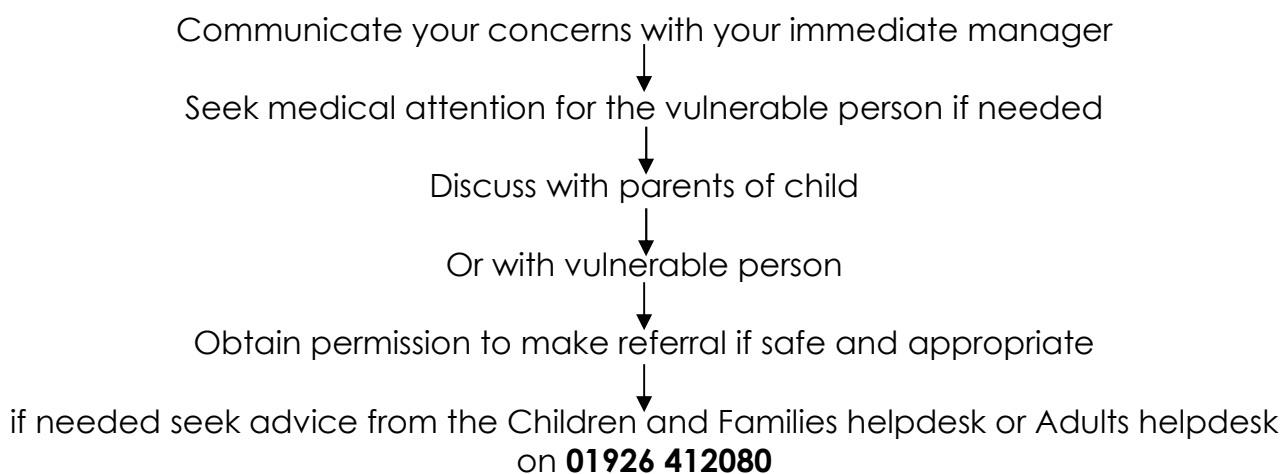
HSC expects staff to protect the professional integrity of themselves and the organisation.

The Trustees will provide information on the expectations of the organisation in relation to:

- giving and receiving gifts,
- contacts between staff and service users,
- use of appropriate language
- data protection
- The avoidance of physical contact

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

The process outlined below broadly shows the stages involved in raising and reporting safeguarding concerns:





In order to make a report contact Warwickshire Adult Social care and Support On **01926 412080** who will complete the appropriate report form.



Ensure that feedback from the Local Authority is received and their response recorded.

HSC 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 will be as set out in the recommendations of the local authority safeguarding board.

HSC 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.

The Trustee responsible for Safeguarding will monitor the following Safeguarding aspects:

- Safe Recruitment
- DBS checks
- Training in relation to Safeguarding
- Monitoring concerns in relation to any allegations or incidents
- Reviewing existing procedure and policy

Managing Information

Information will be gathered, recorded and stored in accordance with the Data Protection 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.

HSC will make users aware of the Safeguarding Policy by publishing our policies on the website. Organisations and agencies using the Centre will be made aware of HSC's policy in relation to safeguarding.

This policy will be reviewed by the Responsible Officer and the Trustee responsible.

for safeguarding), every year and when there are significant changes in legislation or regulation. The revised policy will be agreed by the Board of Trustees.

Document History

Revision	Date	Comments	Review Date	Signed
Rev1	July 2017	Policy in force	July 2018	
Rev2	May 2019	Policy in force	May 2020	
Rev3	January 2020	Policy in force	January 2021	