

Safeguarding Policy

Alice Charity is committed to safeguarding and promoting the welfare, both physical and emotional, of everyone (young people, adult, vulnerable adult) who participates in activities either directly organised by Alice Charity or through a third party working collaboratively with us. Alice Charity service users, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse.

This Policy sets out a clear and consistent framework for paid and unpaid staff and third parties working on behalf of Alice Charity to deliver this commitment, in line with safeguarding legislation and statutory guidance.

It is always unacceptable for anyone to experience abuse, harm and neglect of any kind and Alice Charity recognises its responsibility to safeguard the welfare of our service users, particularly children and vulnerable adults, by a commitment to practice which protects them. We will carry out our responsibilities through adhering to, amongst other policies, our Safeguarding Policy, which aims to provide a caring, supportive and safe environment and values individuals for their unique talents and abilities – an environment in which all service users can learn, develop and grow to their full potential.

All members of Alice Charity are required to commit to this policy. They will be required to complete Safeguarding Training and are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

It is understandable that when a member of Alice Charity is faced with a safeguarding incident it can, in that moment, feel stressful and personally challenging. It is important that any member of the team who become involved in reporting and escalating safeguarding incidents feel suitably equipped and able to support our service users and act in their best interest.

This guidance has been prepared to support the members of staff to navigate their way through what can feel like a daunting and difficult process. Alice Charity has in place a Designated Safeguarding Lead, Kelly Dunning, who is on hand to provide 1-2-1 support as well as a Deputy Designated Safeguarding Lead, Heather Sheldon, who can provide further support.

This guidance will be shared with all members of the Alice Charity during their onboarding and all service users during their induction.

The Safeguarding Policy and supporting procedures will be widely promoted and mandatory for all team members within Alice Charity. Failure to comply with the Safeguarding Policy and procedures will be addressed without delay and dismissal/exclusion from the organisation may be the result.

If printed this document cannot be guaranteed to be the most recent. The most recent are stored in the central drives

Purpose

The purpose of this policy is:

- To provide a framework for protecting people from abuse, harm and neglect.
- To provide a safe environment for people to live, learn and work in safety, free from abuse, harm and neglect.
- To ensure all team members recognise their responsibilities (through guidance, support and training), minimise risk and avoid situations where abuse or neglect might be alleged.
- To ensure all are clear that they are responsible for their own actions and behaviour and avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- To provide all with guidance on procedures to adopt in the event that they suspect an service user may be experiencing, or be at risk of, harm.

Scope

We believe that all members of Alice Charity have a collective and individual duty to provide a caring, safe and supportive environment that positively promotes the health and wellbeing of each individual service user along with their social, physical and moral development.

- Recognise that all team members have a responsibility to protect our service users from harm. Ensuring a consistent service-centred approach to coaching and supporting, based on a clear understanding of service users' individual needs and views and of the Alice Charity Safeguarding Procedures.
- This policy applies to all members of Alice charity
- All team members have access to this policy, the referral procedure and any supporting documentation.

Statutory Framework, Regulations & Guidance

This policy covers the legislative requirements and recommendations pertaining to the protection of children, young people and adults at risk in the UK, in accordance with statutory guidance on safeguarding and promoting the welfare of learners in education.

This policy has been created in line with:

- The Children Act 1989 provides the legal framework for the protection of people under 18 in the UK.
- The Protection of Children Act 1999 requires employers such as Alice Charity to apply for a Standard disclosure from the Criminal Records Bureau (now known as DBS checks) for all staff working with service users.
- Working Together to Safeguard Children 2018 is a document which sets out how all agencies and professionals should work together to promote the welfare of children and vulnerable adults
- Modern Slavery Act 2015, which is designed to combat modern slavery in the United Kingdom and consolidates previous offences relating to trafficking and slavery.
- Section 26 of the Counter-Terrorism and Security Act 2015 the Act places a duty on certain bodies, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism".
- The Prevent strategy, published by the Government in 2011, is part of the overall counterterrorism strategy, CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. The Prevent strategy has three specific strategic objectives:
 - o Respond to the ideological challenges of terrorism and the threat we face from those who promote it.
 - o Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support.

If printed this document cannot be guaranteed to be the most recent. The most recent are stored in the central drives

o Work with sectors and institutions where there are risks of radicalisation that we need to address.

- General Data Protection Regulation (GDPR)
- Data Protection Legislation (2018)
- Safeguarding Vulnerable Groups Act 2006
- Children Act 2004
- Education Act 2011
- Human Rights Act 1998
- Offender Rehabilitation Act 2014

Procedure

Recognise

The ability to recognise possible indicators of abuse is of fundamental importance. Whether the abuse may occur on the premises or in any other setting. All those playing a role in meeting the individuals needs should be aware and informed so that possible abuse can be recognised, investigated and acted on seamlessly and effectively.

Signs and symptoms of abuse may include direct disclosure. Other people in a position to identify concerns include Family Support Workers, all staff, immediate colleagues and peers. All of these persons will be trained to understand the signs of abuse and know how where and who to report concerns to.

Respond

An appropriate response is vital. No report of, or concern about, possible abuse should be ignored. To determine the most appropriate response, find out whether you are dealing with an allegation from a service user against a member of staff, a fellow service user or AN other. Is this a disclosure from an individual alleging abuse to themselves or to another? Is the reporting of concern or suspicion? What precisely is alleged to have happened? **Clarity is vital.**

- Do not lead or probe with questions, remain calm and demonstrate interest and concern while investigating.
- Listen well. Inform the person sharing a concern with you that what they have raised must be recorded and passed on so that possible abuse can be dealt with, and this will be done on a limited “need to know” basis with as few others as possible knowing the identity of the complainant and all in the chain of reporting will respect confidentiality.
- Reassure them that they have done the right thing in reporting their concerns and that you will do everything you can to help. Do not make unrealistic promises. Ensure that testimony is recorded and reported, and that the complaint and the subject of the complaint are treated in line with Alice Charity safeguarding policy and procedures.

Report

Report your concerns to your Designated Safeguarding Lead in the first instance. Should this be inappropriate you should report directly to the Chief Executive Officer.

Record

You should record precisely what has been alleged, using the words of the complainant. Your record should use accurate quotation. It should also, if felt appropriate, include factual observations about the physical and emotional state of the individual sharing their concerns with you. This information should be recorded and stored securely, in line with Alice Charity Privacy Notice and GDPR

If printed this document cannot be guaranteed to be the most recent. The most recent are stored in the central drives

Statement and should be accessible only to those who need to access it as part of the action taken.

Refer

It is the Designated Safeguarding Lead or their Deputies who can make decisions to refer a complaint or allegation, having gathered and examined all relevant testimony and information.

- However, in exceptional circumstances where people are at immediate risk of harm OR where the DSL/ deputy is acting inappropriately, anyone can make this referral. If a member staff does make the referral, then they need to ensure they still report this to the DSL.

Responsibilities

All members of the team have a duty to:

- Understand and fulfil their safeguarding responsibilities as outlined in this policy, policy guidelines, referral procedure and any supporting documents
- Ensure that all data is kept confidential in line with the Alice Charity Privacy Notice and GDPR Statement
- Report any safeguarding concerns or disclosures immediately to their Designated Safeguarding Lead.
- Follow the formal safeguarding referral procedure implemented in support of this policy.
- Maintain strict confidentiality in line with this policy and guidance from the Designated Safeguarding Lead(s)
- Engage in all safeguarding training and complete safeguarding assessments and qualifications as required.
- Act on the basis that the welfare of service users is of paramount concern and if in doubt, to immediately seek advice from the Designated Safeguarding Lead(s)
- Undertake safeguarding training every two years as a minimum, with regular attendance at update briefings as appropriate.

Designated Safeguarding Lead (DSL):

- Hold a Level 4 qualification in safeguarding.
- Being available for all staff to discuss any safeguarding issues or concerns
- Ensuring that safeguarding concerns are referred to the appropriate agencies.
- Ensuring that all staff are fully trained in safeguarding and know how to spot and raise concerns.
- Undergoing regular refresher training themselves to ensure their safeguarding knowledge is as up to date as possible and in line with new guidance
- Ensuring that adequate reporting and recording systems are in place for safeguarding procedures
- Ensuring that the safeguarding policies and procedures are up to date with the most recent statutory guidance, and that everyone who has safeguarding duties are familiar with any updates
- Communicating policies and procedures, as well as any concerns or referrals where appropriate
- Complying with any Local Authority requirements
- Being aware of any individuals who may require specific safeguarding needs and have specific vulnerabilities.

If printed this document cannot be guaranteed to be the most recent. The most recent are stored in the central drives

Safeguarding Concern Identified

- Ensure person is safe – if there is immediate risk, contact the emergency services.
- Find a suitable safe and secure place to discuss the concern with the person.
- Complete a safeguarding report form, detailing all safeguarding concerns.
- Inform the person that the concern may be referred to external agencies where required.
- Reassure the person that they have done the right thing in raising concern, share written record.
- Notify and seek IAG from your Designated Safeguarding Lead
- Confirm follow up actions to be carried out.

Safeguarding Lead

- Ensure person and the person reporting the concern is safe and well.
- Collate detailed reports on the concern.
- Information should be logged on the safeguarding tracking sheet document.
- Ensure policy has been followed.
- Ensure support has been provided for the safeguarding officer if relevant.
- Appropriate agencies to be informed where appropriate.
- HR to be informed where appropriate.
- Feedback provided to safeguarding officer.
- Review of case and actions.
- Close case

Safer Recruitment

Alice Charity will undertake safe recruitment to ensure that all members of the members of staff / volunteers / trustees are fit to work in a charitable setting with potentially vulnerable families. It also reserves the right to refuse to employ staff / recruit volunteers / trustees whom it has a reasonable belief may pose a risk to its service users.

Alice Charity has systems in place to prevent unsuitable people from working with children or vulnerable adults and to promote safe practice. These systems apply to all new members of staff and require the following checks to be made prior to appointment:

- A minimum of two references, satisfactory to Alice Charity, one of which should be from a previous employer.
- Documentary evidence checks of identify, nationality, residency and “right to work” status.
- Standard internet search on the name
- DBS checks of at least a Standard disclosure (Disclosure & Barring Service).
- Satisfactory completion of the probationary period.

If a DBS check is delayed for any reason the member of the members of staff will not be subject to lone working with service users. They must always have a member of staff present who is fully DBS checked until the point they receive a full DBS check. Should the DBS check be considered unsatisfactory by the DSL, the staff member may be moved into a non-contact role with service users, or their position may be terminated.

If printed this document cannot be guaranteed to be the most recent. The most recent are stored in the central drives

Allegations Against Staff

Alice Charity take allegations against any member of staff seriously and believe it is essential that all cases of suspected maltreatment or significant harm are investigated quickly and professionally whatever the validity.

Members of staff should take care not to place themselves in a vulnerable position with a service user or a situation which could be misconstrued.

As our team, can regularly work alone with people, it is important that the Designated Safeguarding Lead is made aware of any potential concerns that arise.

If a member of staff suspects any other member of the team of safeguarding malpractice, it is their responsibility to immediately bring these concerns to the Designated Safeguarding Lead.

If the DSL is unavailable, then this concern should be immediately reported to the Chief Executive Officer

The Designated Safeguarding Lead will:

- Provide support and advice to the reporting member of the delivery team including referring to and adhering to Alice Charity Whistleblowing Policy. Ask the reporting member of the delivery team to provide a written record of their concern following procedures for reporting concerns, which will be housed in the secure safeguarding single central file.
- Consult with the CEO as appropriate.
- In the interest of the business and the service user, immediately seek advice from the relevant Local Authority and/or the Designated Officer from the relevant Local Safeguarding Children's Partnership or Adult Safeguarding Partnership.
- Efficiently act on advice, whether this is to take further investigative action or not.

Any allegation made against a Designated Safeguarding Lead should be reported directly to the Chief Executive Officer, who will act as above, without notifying the Designated Safeguarding Lead.

All members of staff should be aware of their responsibility to immediately raise concerns, where they exist, about any member of the members of staff, including the Designated Safeguarding Leads.

We recognise that our service users cannot be expected to raise concerns in an environment where members of the members of staff fail to do so.

Confidentiality & Information Sharing

Alice Charity recognise that all matters relating to safeguarding are confidential, but all members of staff must act on the basis that the safety of the service user is the overriding concern. The degree of confidentiality will be governed by the need to protect the service user.

The Designated Safeguarding Lead will disclose any information about a service user or concern to other members of the members of staff, the service user's employer or other external agencies on a need-to-know basis only.

All members of staff must be aware that they have a responsibility to immediately disclose information which if not shared, may compromise a service user's safety or welfare; all members of staff will be fully supported by their Designated Safeguarding Lead