

Salford Safeguarding Standards for the Voluntary, Community and Social Enterprise Sector

Updated December 2016



Keeping vulnerable adults safe

IN Salford

20 Salford Safeguarding Standards

The standards require that the organisation:	
Accountability & sharing information	
1	Has a clear written statement that sets out the responsibilities and duties of the organisation and individual trustees, staff and volunteers in relation to safeguarding children, young people and adults at risk.
2	Has appropriate arrangements in place for effective information sharing between organisations to safeguard and promote the welfare of children, young people and adults at risk.
3	Has two safeguarding leads for safeguarding children, young people and adults at risk who are responsible for: <ul style="list-style-type: none"> • Updating and implementing policies and procedures • Ensuring that the voice of children and young people and adults at risk is heard throughout the organisation • Promoting safeguarding across the organisation, keeping staff, volunteers and trustees informed of good practice, new legislation and guidance including learning from Serious Case Reviews/Serious Adult Reviews/ Domestic Homicide Reviews.
4.	Is aware of the SSCB's and SSAB's current priorities and campaigns and can provide evidence of how they respond to these.
5.	Can demonstrate that they encourage the participation of children, young people and adults at risk and how their services have been shaped by their views.
Organisations policies and procedures	
6	Has up to date safeguarding policies and procedures in place which demonstrate the organisation's commitment (including senior management commitment) to keeping all children, young people and adults at risk safe and which include and promote equality and diversity.

7	Can demonstrate how they embed appropriate standards of behaviour/conduct by staff, volunteers, trustees and people using the service. This should include: <ul style="list-style-type: none"> • Anti-bullying/harassment policies • Equality and diversity • Code of conduct
8	Has a complaints policy and procedure in place.
9	Has a Whistle Blowing policy in place.
Reporting concerns, suspicions and allegations	
10	Has a procedure in place for the response to a disclosure from a child, young person or adult at risk, which includes information sharing, confidentiality and consent.
11	Sets out clear procedures for recording, monitoring and reviewing concerns, suspicions and allegations of abuse or harm, and reporting these to designated safeguarding lead persons and external agencies.
Safe recruitment and selection	
12	Sets out a policy and procedure which ensures that all potential paid staff and volunteers are subject to a safe recruitment and selection process.
Management and support of paid staff and volunteers	
13	Ensures that all Staff and Volunteers have a current job description/role profile as appropriate which outlines their main responsibilities including safeguarding and codes of conduct for behaviour.
14	Implements an induction programme for all Staff, Volunteers and Trustees which includes information about all the organisation's mandatory policies and procedures and completes a role review at the end of the induction and probationary period before individuals are confirmed in post.
15	Has an appropriate process in place for the supervision and appraisal of Staff, Volunteers and Trustees within the organisation.

16	Implements disciplinary and grievance procedures for all paid staff which comply with the ACAS ⁱ Code of Practice and has a system in place to enable volunteers to raise concerns regarding the organisation and for the organisation to address any concerns regarding volunteers.
17	Ensures that all paid staff, volunteers and trustees have child or adult safeguarding training as appropriate to the service provided which should be renewed <u>at a minimum every 3 years</u> as appropriate to their role.
Providing safer services and activities	
18	Ensures that all services and activities being provided are properly planned, organised and risk assessed to ensure that all reasonable steps are taken to prevent children, young people and adults at risk being harmed whilst participating in the organisation's activities.
19	Actively promotes the safety of children, young people and adults including personal and online safety.
Capacity and Consent	
20	Can demonstrate that the necessary skills and knowledge exist within the organisation to deal with issues of capacity and consent.

ⁱ ACAS – Advisory, Conciliation and Arbitration Service