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## Salford CVS Safeguarding Policy

Salford CVS Safeguarding Policy version 1 is a new policy which now includes Safeguarding Adults and Safe Children and Young People.

<b>Version</b>	<b>Date</b>
Version 1	09.11.2023

# 1. The Purpose and Scope of this Policy

The purpose of this policy is:-

- To protect children, young people and vulnerable adults who receive Salford CVS's services from harm
- To enable our staff and volunteers to raise safeguarding concerns and handle allegations or incidents
- To enable our designated safeguarding leads to respond to and report safeguarding concerns, allegations or incidents to the relevant authorities
- To provide people who use our services the overarching principles that guide our approach to safeguarding and promoting the welfare of children, young people and adults.

This policy applies to anyone working or volunteering on behalf of Salford CVS, including the executive leadership team, managers, the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

# 2. Legal Framework

This policy is based on legislation, policy and guidance that seeks to protect children, young people and vulnerable adults in England including:-

- The Children Act 1989 and 2004
- Working Together to Safeguard Children Guidance 2023
- UN Convention on Rights of the Child
- Equalities Act 2010
- Human Rights Act 1998
- Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Mental Health Act 1983 and 2007

# 3. Definitions

Safeguarding children is defined by [Working together to safeguard children](#) as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Safeguarding vulnerable adults is defined in the [Care and support statutory guidance](#) issued under the Care Act 2014 as:

- protecting the rights of adults to live in safety, free from abuse and neglect
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
- people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being

## 4. Safer Recruitment & Selection

Prior to recruitment Salford CVS develops job descriptions and person specifications, which are assessed for DBS, check requirements.

We have a recruitment and selection policy and volunteering policy, which ensure that, all potential staff and volunteers:-

- Prior to recruitment, Job Description and Person Specifications are developed and assessed for DBS check requirements
- Complete an application form (we do not accept CV's). This includes: address, evidence of relevant qualifications and how they meet the person the specification, the reasons why they want to work with children and young people, paid work and voluntary work experience and all criminal convictions.
- Provide two pieces of identification which confirm both identity and address
- Undergo an interview (formal or informal) involving at least two interviewers
- Provide at least two references, which are followed up before a post is offered, both from previous employers for staff. For volunteers, one reference is from the last employer or an organisation that has knowledge of the applicant's work or volunteering with children, young people or vulnerable adults
- Who will work directly with children, young people or vulnerable adults consent to a Disclosure and Barring Service check at the appropriate level (standard or enhanced) and agree to sign up to the DBS update service.

Salford CVS also complies with all other safeguarding regulations and understand that:

- A person who is barred from working with children and young people or vulnerable adults is breaking the law if they work or volunteer, or try to work or volunteer with these groups.
- An organisation, which knowingly employs someone who is barred to work with those groups, will also be breaking the law.
- If our organisation dismisses a member of staff or volunteer because they have harmed a child, young person or vulnerable adults, or would have done so if they had not left, we must complete a DBS referral form <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

## 5. Management & Support of Staff & Volunteers

All staff and volunteers are

- Provided with a job description (staff) or a role description (volunteers) outlining their main responsibilities. This includes a requirement to comply with our Safeguarding Policy and Procedures
- Supported through an Induction process during which safeguarding procedures are explained and training needs identified
- Have a probationary review before being confirmed in post which will be completed within 6 months.
- Provided with line management at least every 6 weeks by their line manager or regular volunteers support and supervision sessions which includes safeguarding for those staff or volunteers working with children, young people or vulnerable adults.
- We also have Codes of Conduct in place for trustees, staff and volunteers

## **6. Expectations of staff and volunteers**

Everyone working or volunteering for Salford CVS has a responsibility to familiarise themselves with this safeguarding policy and the procedures that go with it, and must maintain a proper focus on the safety and welfare of children, young people and vulnerable adults in all aspects of their work. There is also a responsibility for all staff and volunteers to clarify anything they are unsure of in relation to Safeguarding.

Anyone who works or volunteers for Salford CVS must inform their line manager if they or an adult living in the household become(s) the subject of an allegation involving a safeguarding concern or abuse against a child or vulnerable adult. If anyone is in doubt whether the situation or allegation is relevant, they should refer back to the definitions and seek advice from one of the Designated Safeguarding Leads.

Any allegations of misconduct towards children, young people or vulnerable adults by those working or volunteering for Salford CVs will be managed using our disciplinary and grievance procedures, which comply with the ACAS<sup>1</sup> Code of Practice.

## **7. Safeguarding Training**

Salford CVS is committed to ensuring that everyone who works or volunteers for us understand their safeguarding responsibilities and keeps their knowledge up to date.

Mandatory training for all staff includes Working Together to Safeguard Children and Introduction to Safeguarding Adults.

Those working or volunteering with children, young people or vulnerable adults will also be required to attend additional mandatory safeguarding training, which is included in our Learning & Development Policy and training matrix.

Our Safeguarding Designated Lead and Deputy will also attend relevant designated leads safeguarding courses at 2 yearly intervals

## **8. Delivering Safer Services/Activities with Children, Young People and Vulnerable Adults**

### **8.1 Necessary Arrangements**

- Staff and volunteers without a DBS check will not be allowed unsupervised contact with children, young people or vulnerable adults
- All staff and volunteers working or volunteering directly with children, young people or vulnerable adults are required to attend other mandatory safeguarding training.
- Salford CVS plans all services, events and activities to ensure that they are age appropriate, effectively supervised, take account of staff to child ratio and make reasonable adjustments for disabled people. This includes carrying out risk assessments to ensure that all reasonable steps are taken to prevent anyone from being harmed whilst participating in the organisation's activities.
- Employer's liability and/or public liability insurance is in place to ensure that all activities and services are covered.

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<sup>1</sup> ACAS – Advisory, Conciliation and Arbitration Service

- Salford CVS has a Photography & Filming Policy, which includes obtaining written consent for taking and using photographs of children, young people and vulnerable adults. It also ensures that images of children, young people and vulnerable adults are used only used for the purpose for which consent was given.

## **8.2 Providing Safer Activities and Trips**

We ensure that transport provision utilised by Salford CVS has:

- Appropriate insurance cover
- Tax
- MOT
- Appropriate seats (including booster seats and seatbelts)
- A first aid box
- Drivers who hold the correct driving license

## **8.3 Online safety when working with children, young people and vulnerable adults**

The use of information technology is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children, young people and vulnerable adults and is greatly beneficial to all.

However, it can present challenges in terms of how we use it responsibly and, if misused by either an adult or a young person, can be actually or potentially harmful to them. To mitigate this potential harm we will work in partnership with children, young people, vulnerable adults (and their parents, carers or other care agencies) by helping them to be responsible in their approach to e-safety;

### **We seek to promote e-safety by:**

- Having procedures in place that provide clear and specific directions to staff and volunteers on the acceptable use of ICT (see staff handbook).
- Using our policies and procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, cyberbullying, or use of ICT to groom or to perpetrate abuse)
- Supporting and encouraging the children, young people and vulnerable adults using our service to use the opportunities offered by mobile phone technology and the internet in a way that keeps themselves safe and shows respect for others. Including supporting and encouraging parents and carers to do what they can to keep those they care for to be safe online and when using their mobile phones
- Informing parents and carers of incidents of concern as appropriate.
- Incorporating statements about safe and acceptable ICT use into the codes of conduct both for staff and volunteers
- Reviewing and updating the security of our ICT systems
- Regularly, including ensuring that user names, logins and passwords are used effectively and staff and volunteers use only official email accounts provided via the organisation. Also

ensuring confidential information sent by emails is sent securely, and depending on the sensitivity of the data, it may need to be encrypted.

- Ensuring that the personal information of staff, volunteers and service users (including service users' names) are not published on our website.
- Providing effective management for staff and volunteers on ICT issues, through supervision, support and training including with the Data Protection Act (GDPR).
- Examining and risk assessing any emerging new technologies before they are used within the organisation.

#### **8.4 Ground rules**

Ground rules are used for any group activity involving Children, Young People and vulnerable adults. The Ground rules will be decided by the group and will state clearly what is appropriate behaviour for all participants and what the consequences of breaking the ground rules will be.

#### **8.5 Service User Bullying**

Bullying will not be accepted or condoned. Bullying can include:

- Physical pushing, kicking, hitting, pinching etc.
- Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals.
- Sectarian/racial taunts, graffiti, gestures.
- Sexual comments and/or suggestions.
- Unwanted physical contact.

All reports of incidents of bullying will be listened to carefully and be supported, whether it's the child, young person or vulnerable adults is being bullied or is the bullying. Reported incidents of bullying will be investigated objectively and will involve listening carefully to all those involved.

## **9. Acting on Safeguarding Concerns**

All staff and volunteers within Salford CVS have a responsibility to make sure that safeguarding concerns about children, young people and vulnerable adults are referred to the agency that can help them immediately.

Concerns about children, young people or vulnerable adults should be referred to the Designated Safeguarding Lead or Deputy using the "Safeguarding Concerns Record Template" (stored on Breathe HR).

If the issue is considered serious this should be referred the same day, if not, it should be referred within 2 days.

This written record should **not** be stored on individual computers or drives.

Anyone working or volunteering for Salford CVS who has concerns about the behaviour of a colleague must raise this with their line manager as soon as possible.

## 10. People Responsible for Safeguarding

Designated Safeguarding Lead	Kirsten Robinson 07854375708
Deputy Designated Safeguarding Lead	Michelle Warburton 07545 659 318

## 11. Learning and Improving

Salford CVS is determined to keep improving our knowledge and understanding of how best to protect children, young people and vulnerable adults. We will review our own practise regularly to check that we are placing the right emphasis on safeguarding in our work.

## 12. Supporting Documents

This safeguarding policy should be read alongside our organisational policies, procedures and other related documents:-

- Procedure for Safeguarding Children and Young People
- Procedure for Safeguarding Vulnerable Adults
- Procedure for designated Safeguarding Leads
- Procedure for managing Safeguarding Concerns about a VCSE organisation

The following policies are also linked to this policy:-

- Learning & Development Policy
- Lone Working Policy
- Confidentiality Policy
- Data Protection Policy
- Staff Recruitment & Selection
- Volunteering Policy
- Comments Compliments and Complaints Policy
- Whistleblowing policy
- Trustee Recruitment policy
- Photography and Filming Policy
- Bullying & Harassment Policy

All of these policies are downloadable from Breathe HR