

Turning Heads



Safeguarding Policy

Turning Heads directors are responsible for ensuring that those benefiting from us or working with us are not harmed in any way. The directors of Turning Heads have a legal duty to act prudently, and this means that they must take all reasonable steps within their power to ensure that no one is harmed. It is particularly important where beneficiaries are vulnerable persons or children in the community.

This policy applies to all those involved in Turning Heads, including, but not exclusively, administrators, volunteer drivers, parents, young people, and third party suppliers.

Safeguarding or Child Protection – including the protection of adults at risk

The term child protection has been changed to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. It may be defined as: ***doing everything possible to minimise the risk of harm to children, young people and vulnerable adults.***

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This should include:

- ensuring staff and volunteers are properly checked when they are recruited
- guidelines for people who come into contact with children or vulnerable adults as part of their role to ensure they know what they need to do to keep people safe
- guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring.

Equality Statement

Turning Heads is committed to ensuring that equality is incorporated across all aspects of its development.

- Turning Heads respects the rights, dignity and worth of every person and will treat everyone equally regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- Turning Heads is committed to everyone having the right to enjoy themselves in an environment which is free from threat of intimidation, harassment or abuse.
- All Turning Heads staff have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- Turning Heads will deal with any incidence of discriminatory behaviour seriously, according to disciplinary procedures.

To address the vulnerability of young adults with a disability Turning Heads will seek guidance on working with young people with a disability from external agencies, parents/guardians and the young adults themselves.

| Section heading | Section content |
|-----------------------------------|--|
| 1. Introduction | <p>TH makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>TH comes into contact with children and / or vulnerable adults through the following activities: DAY CARE PROVISION / HAF PROVISION / SOCIAL GROUP / COMMUNITY KITCHEN / OFF-SITE ACTIVITIES.</p> <p>This policy seeks to ensure that TH undertakes its responsibilities with regard to protection of children and / or 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.</p> |
| 2. Confirmation of reading | <p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for TH.</p> <p>Please complete the details below and return this completed form to ALAN TILLEY.</p> <p>Employee Name : _____</p> |

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| | <p>Employee Signature: _____</p> <p>Date: _____</p> |
| <p>3. Legislation</p> | <p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"> ○ Working together to safeguard Children 2010 ○ The Children Act 1989 ○ The Adoption and Children Act 2002 ○ The Children act 2004 ○ Safeguarding Vulnerable Groups Act 2006 ○ Care Standards Act 2000 ○ Public Interest Disclosure Act 1998 ○ The Police Act 1997 ○ Mental Health Act 1983 ○ NHS and Community Care Act 1990 ○ Rehabilitation of Offenders Act 1974 |
| <p>4. Definitions</p> | <p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>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.</p> <p>It can take a number of forms, including the following:</p> <ul style="list-style-type: none"> ● Physical abuse ● Sexual abuse ● Emotional abuse ● Bullying ● Neglect |

- Financial (or material) abuse

Definition of a child
A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

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

5. Responsibilities

All staff (paid or unpaid) have responsibility to follow the guidance provided 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

The Designated Senior Manager /lead officer is ALAN TILLEY. This person’s responsibilities are:

To managing referrals.
Support in referring cases of suspected abuse to the local authority children’s social care.
Support staff who make referrals to local authority children’s social care.
Support DSL in referring cases to the Disclosure and Barring Service where a person is dismissed or left due to risk or harm to a child.
Support DSL in referring cases where a crime may have been committed to the police.
Keep detailed, accurate and secure written records of concerns and referrals.
Working with staff and other agencies

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| | <p>Support the DSL in liaising with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved.</p> <p>Support the DSL in liaising with staff on matters of safety, safeguarding, and when deciding whether to make a referral.</p> <p>Undergo training to develop and maintain the knowledge and skills required to carry out the role.</p> <p>Undergo Prevent training and be able to support the school or college in meeting the requirements of the Prevent duty</p> <p>Provide advice and support to staff on protecting children from the risk of radicalisation</p> <p>Undergo training on female genital mutilation (FGM) and be able to provide advice and support to staff on protecting and identifying children and adults at risk of FGM</p> <p>Undertake Refresher DSL training every 2 years as currently required.</p> <p>Support the DSL in ensuring the safeguarding policy is available and easily accessible to everyone in the community.</p> |
| <p>6. Implementation Stages</p> | <p>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.</p> <p>Safe recruitment</p> <p>TH ensures safe recruitment through the following processes: All staff must have at least 2 references and explain any gaps in employment / have a DBS before starting work / complete safeguarding and other related training before starting work.</p> <p>Disclosure and Barring Service Gap Management</p> <p>The organisation commits resources to providing Disclosure and barring service checks on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.</p> <p>In order to avoid DBS gaps, the organisation will check with the potential employee first and then seek assurances from last employers</p> <p>In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place such that staff have a 3-month observation period at the start of the contract and continue to develop a training portfolio and attend regular staff meetings</p> <p>Policies which are linked to our Safeguarding Policy and which all staff should be familiar with include:</p> <ul style="list-style-type: none"> • Whistleblowing –ability to inform on other staff/ practices within the organisation |

- Grievance and disciplinary procedures – to address breaches of procedures/ policies
- Health and Safety policy, including lone working procedures, mitigating risk to staff and clients
- Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory
- Data protection (how records are stored, processed and access to those records)
- Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose
- Staff induction
- Staff training

7. Communications training and support for staff

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

Induction will include immersion in all aspects of the services and opportunities we offer, time spent with clients to get to understand individual needs and access to client information and medical needs. Staff will also complete Food Hygiene level 2, safeguarding level 2/3 and other appropriate training.

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.

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: Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with, seeking further support as appropriate e.g. access to counselling, staff who has initiated protection concerns will be contacted by line manager /DSM within a certain timescale e.g. 1 week).

8. 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.

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

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

These rules include:

- **Giving and receiving gifts from clients:** TH does not allow paid or unpaid staff to give gifts to or receive gifts from clients. However gifts may be provided by the organisation as part of a planned activity'.
- **Staff contact with user groups.** 'Personal relationships between a member of staff (paid or unpaid) and a client who is a current service user is prohibited. This includes relationships through social networking site such as Facebook.
It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months'.

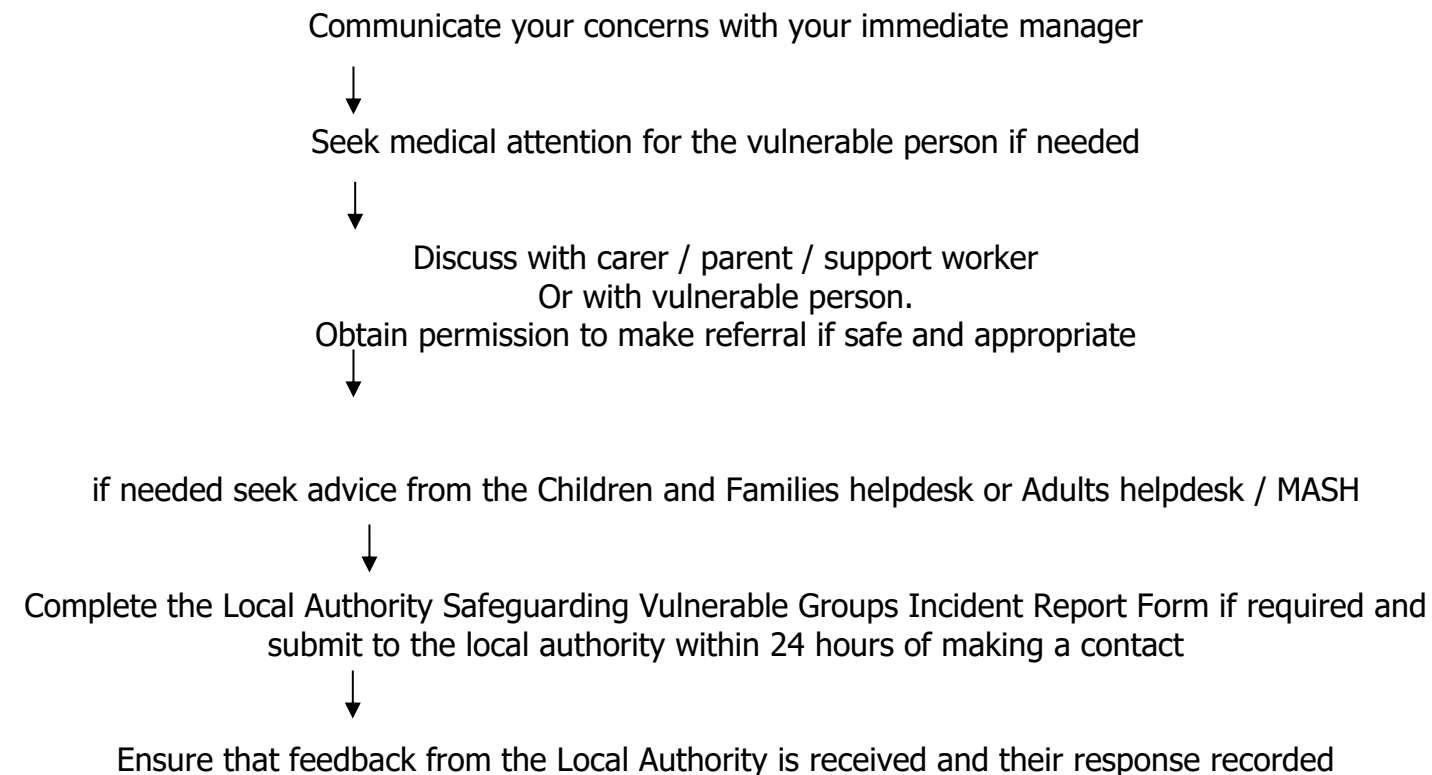
TH also has strict rules against:

- Use of abusive language
- Response to inappropriate behaviour / language
- Use of punishment or chastisement
- Passing on service users' personal contact details
- Degree of accessibility to service users (e.g. not providing personal contact details)
- Taking family members to a client's home
- Selling to or buying items from a service user
- Accepting responsibility for any valuables on behalf of a client
- Accepting money as a gift/ Borrowing money from or lending money to service users
- Personal relationships with a third party related to or known to service users
- Accepting gifts/ rewards or hospitality from organisation as an inducement for either doing/ not doing something in their official capacity

- Cautious or avoidance of personal contact with clients

9. Reporting

How do we report concerns at TH? This flow chart explains the approach that we take.



10. Allegations Management

TH 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 is as follows:

First step: Any member of staff (paid or unpaid) from TH is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer.

These should be written down in our safeguarding book.

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| | <p>Second step- contact local authority for advice following the procedure below:</p> <p>Safeguarding Adult Concern Referral Form.docx (sharepoint.com)</p> <p>TH 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.</p> |
| <p>11. Monitoring</p> | <p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • Safe recruitment practices • DBS checks undertaken • References applied for new staff • Records made and kept of supervision sessions • Training – register/ record of staff training on child/ vulnerable adult protection • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place <p>Presence and action of Designated senior manager responsible for Safeguarding is in post.</p> |
| <p>12. Managing information</p> | <p>Information will be gathered, recorded and stored in accordance with the managing information and data protection policies.</p> <p>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.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p> |

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| 13. Communicating and reviewing the policy | TH will make clients aware of the Safeguarding Policy through the following means our website, introduction to services meeting and through social media. This policy will be reviewed by the senior team and directors , every 2 years and when there are changes in legislation. |
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In summary:

If a child or young person makes a disclosure to you or you observe any evidence of harm you should:

- stay calm
- listen carefully to what is said
- find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
- allow the child to continue at her/his own pace
- ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer
- reassure the child that they have done the right thing in telling you
- tell them what you will do next and with whom the information will be shared
- record in writing what was said using the child’s own words as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- Report the issue immediately to your line manager and Designated Safeguarding Officer – either Alan Tilley or June Mills

Appointed Person

An appointed person should be made known to members, volunteers and parents alike; as the designated person to whom concerns should be addressed. If the concern is about this designated person, please report to Alan Tilley, Turning Heads Safeguarding Officer.

The appointed person for Safeguarding at Turning Heads is: Alan Tilley Contact number: 07817777739

Reviewed: 22nd March 2023

Next Review: 22nd March 2025