

## SAFEGUARDING ADULTS AND CHILDREN POLICY (This Policy includes the Prevent Duty)

### **Aims:**

1. to clearly state principles that will safeguard children and vulnerable adults from abuse;
2. to clearly outline our procedures for dealing competently with suspicions, allegations and evidence of abuse so that response is effective at minimising harm and consistently high quality;
3. to protect victims of abuse and those against whom allegations are made.

### **Principles**

The Aire Rivers Trust has a Duty of Care to our community of volunteers, employees and trustees to protect them from all forms of abuse.

These Safeguarding Procedures relate to the multi-agency responses in respect of both Vulnerable Adults and Children.

A Vulnerable Adult is a person aged 18 years or over: 'who is or may be in need of community care services by reason of mental or other disability, age or illness and is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (*No Secrets* 2000).

A Child is any person under the age of 18.

### **Integration**

This policy should not be seen in isolation but in conjunction with staff and volunteer recruitment procedures, training cycles, Health and Safety at Work, Lone Working, Disciplinary and Grievance, Whistle Blowing, Complaints, Equality and Diversity and GDPR policies.

### **Implementation**

Aire Rivers Trust will

- manage services in a way which places a high priority on safety and minimises the risk of abuse;
- respect the freedom and dignity of the person who is experiencing abuse;
- respect the rights of all people to live free from abuse;
- ensure that people involved in any safeguarding procedure understand the choices they have and that those choices are respected.

### **Named Person**

The named person for Safeguarding Adults and Children in Aire Rivers Trust is:

Wendy Robinson (Trustee) telephone 07786 443631.

Deputy: Nick Milsom telephone 07378 878857

Any suspicions, allegations or concerns must be reported to the Named Person. Do not make a judgement: report.

The role of the Named Person or Deputy in their absence is to:

- steer persons involved in abuse issues to the right support and through the right procedures;
- ensure that concerns are acted on, clearly recorded and referred to Adult Social Care, Police, Social Services or NSPCC;
- follow up any referrals and ensure the issues have been addressed;
- ensure that staff and volunteers are adhering to good practice regarding confidentiality and security;
- ensure that staff, volunteers and trustees working directly with abuse issues are well supported and receive appropriate supervision;
- co-operate with Multi-Agency Safeguarding proceedings;
- ensure that disciplinary procedures are co-ordinated with any other enquiries taking place as part of the ongoing management of any allegation.

## **Training**

Aire Rivers Trust

- will ensure that all trustees, staff, volunteers and service users are familiar with this policy;
- is committed to ensuring that all staff gain basic awareness of what abuse is and how to recognise signs and symptoms;
- will endeavour to keep up to date with national developments relating to preventing abuse and welfare of adults;
- will ensure that the named person understands his/her responsibility in responding to incidents of adult and child abuse and their responsibility to refer to the relevant statutory agencies (Adult Social Care, Police, Social Services or NSPCC).

## **Confidentiality**

Aire Rivers Trust will keep data secure and will share information only with individuals and organisations that need to know. Options for information sharing will be discussed with the person that information is about where possible. No member of the community may assure confidentiality as certain types of abuse to groups of people may entail statutory information sharing. Do not make a judgement: consult with the Named Person.

## Procedures

### Contents

1. Preventing and minimising abuse
2. Recognising abuse
3. Responding to people who are experiencing abuse
4. Managing allegations made against a member of staff or volunteer
5. Recording and managing confidential information
6. Disseminating/Reviewing policy and procedures
7. The Prevent duty

### 1. Preventing and minimising abuse

Aire Rivers Trust is committed to safer recruitment policies and practices for paid staff, volunteers and trustees. This includes enhanced DBS disclosures where for staff and volunteers where they are eligible, ensuring references are taken up.

The organisation will work within the current legal framework for reporting staff and Trustees who abuse their position of trust to perpetrate abuse.

Volunteers will be provided with enough information to understand that we value their dignity and freedoms and have systems they can access if they feel they need to;

Safeguarding will be a regular item on staff supervision and trustee meeting agendas.

Aire Rivers Trust will only work with children accompanied by their own adult chaperone. When working with schools this means that classes must always be accompanied by a member of school staff.

### 2. Recognising abuse

#### Types of abuse include:

**Physical abuse** e.g. hitting, slapping, punching, stabbing, giving alcohol or drugs, making someone work when conditions are causing distress.

**Sexual abuse** e.g. rape, indecent assault, inappropriate touching, showing pornographic material and making sexually inappropriate comments.

**Emotional abuse** e.g. consistent lack of love, belittling, name calling, not seeking a person's views where they are relevant.

**Financial or Material abuse** e.g. stealing, selling assets by deception or coercion.

**Neglect** e.g. not providing PPE, putting someone in a position of responsibility for which they do not have the resources or capacity.

**Bullying** e.g. persistent teasing, gestures, sarcasm, spreading rumours.

**Abuse may be** a single act or repeated acts.

**Abusers** can come from any walk of life and in any relationship to the abused.

### **3. Responding to people who are experiencing abuse**

Aire Rivers Trust recognises that it has a duty to act on reports, or suspicions of abuse. Anyone who has contact with vulnerable adults or children and hears disclosures or allegations or has concerns about potential abuse has a duty to pass them on appropriately.

#### **How to respond if you receive a disclosure:**

- reassure the person concerned
- listen to what they are saying
- record what you have been told/witnessed as soon as possible
- remain calm and do not show shock or disbelief
- tell them that the information will be treated seriously
- do not start to investigate or ask detailed or probing questions
- do not promise to keep it a secret
- inform the Named Person

#### **If you witness abuse or abuse has just taken place the priorities are to:**

- call an ambulance if required
- keep yourself, staff and volunteers safe
- call the police if a crime has been committed against a Child or Vulnerable Adult
- preserve evidence
- record what happened
- inform the Named Person

All situations of abuse or alleged abuse will be discussed with the Named Person. The person the concern is about will be told that this will happen. This stage is called the **alert**.

Any individual who in good faith raises a concern will be supported.

The Named Person can then take advice from Statutory bodies and other advice-giving organisations and collaborate with them.

If it is appropriate and there is consent from the individual or there is a good reason to override consent, a referral to Social Services /NSPCC/Adult Safeguarding Team should be made.

If the individual experiencing abuse does not have the mental capacity to understand what is happening to them, a referral will be made without that person's consent.

#### **4. Managing allegations made against member of staff or volunteer**

Organisations that work with adults need to ensure that they have procedures in place to deal with allegations of abuse by a member of staff, volunteer or trustee. The process of responding to such an allegation has been developed in conjunction with:

- Whistle blowing
- Complaints
- Disciplinary and grievance procedures.

Aire Rivers Trust will ensure that any allegations made against members or member of staff, volunteer or trustee will be dealt with swiftly.

Where a member of staff/volunteer/trustee is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

Where the allegation involves alleged abuse of a Child or Vulnerable Adult, a referral should be made.

The safety of the individual(s) concerned is paramount and it should be ensured that they are safe and away from the person(s) who are the alleged perpetrators.

The Named Person will liaise with the Chair of the Board of Trustees and Deputy to discuss the best course of action and to ensure that the Aire Rivers Trust Disciplinary Procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

A Trustee will be appointed to support and guide a person against whom an allegation is made. The alleged abuser should be advised against canvassing or contacting the person who has made the complaint.

#### **5. Recording and managing confidential information**

The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate. Records should be made as soon as possible after the event and should include the time of the event and the time of the record.

Reassure that this information will be kept in a secure location and only shared with those who need to know.

If an adult has capacity and no other person is at risk, then if they do not want to take the matter further it will remain confidential. The person should be reassured and provided with information about possible sources of help, should they decide to do something later.

However there will be occasions when confidentiality cannot be guaranteed.

The information that is recorded will be kept secure and will comply with data protection.

## **6. Disseminating / Reviewing policy and procedures**

The Aire Rivers Trust trustees, staff and volunteers will next review this policy in the light of best practice, the law and experience in September 2019 and then on a regular review cycle to be determined by the trustees.

The Named Person will ensure that any changes are clearly communicated to staff, volunteers and service users.

## **7. The Prevent Duty**

From 1 July 2015 the Prevent Duty became law. Further details are available at <https://www.gov.uk/government/publications/prevent-duty-guidance>

This is a duty on all schools, including FE providers to have due regard to preventing people being drawn into terrorism. If a member of Aire Rivers Trust staff, trustees or volunteer has a concern, they should follow normal safeguarding procedures.

In Prevent priority areas, the local authority will have a Prevent lead who can provide support to the Named Person.

They can also contact the local police force or dial 101 (the non-emergency number), who can talk in confidence about any concerns and help us gain access to support and advice.

The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable us to raise concerns relating to extremism directly.

Concerns can also be raised by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk). Please note that the helpline is not intended for use in emergency situations, such as a person being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.

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