

# Safeguarding Policy

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## **Details and Contact Information For Dalesdown**

Dalesdown, operating under Family Foundations Trust Ltd

Dalesdown,  
Honeybridge Lane  
Dial Post,  
Horsham,  
RH13 8NX

Tel No: 01403 710712      Email address: [admin@dalesdown.org.uk](mailto:admin@dalesdown.org.uk)

Charity Number: 284006      Company Number: 01587920

## **OUR COMMITMENT**

As a Management Team/Board of Trustees we recognise the need to provide a safe and caring environment for children, young people and adults who may be at risk of harm.

We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse and also neglect.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, and also concur with the UN Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse.

All children or young people, whatever their gender, disability, racial or ethnic background, religious beliefs or sexual orientation have a right to a safe and caring environment when participating in any activities run by Dalesdown, and to equal protection from any form of exploitation or abuse.

As a Leadership/Trustees we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

This policy is mindful of the following safeguarding statutory guidance:

- Working together to Safeguard children (2018)
- Keeping Children Safe in Education (Sept 2019)
- Information Sharing: Advice for practitioners providing safeguarding services GDPR guidelines 2018
- What to do if you think a child is being abused (2015)
- 'Prevent Duty' as outlined in the Counter Terrorism and Security Act (2015)
- West Sussex Safeguarding Children Partnership (LSCB) reporting procedures
- For Adults at risk of harm we will follow principles and guidance from The Care Act 2014 and follow reporting procedures of West Sussex Safeguarding Adults Board

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by ThirtyOne:Eight

### The Management Team/Trustees undertake to:

- Implement a robust recruitment and selection process with new staff or volunteers.
- Identify a designated lead person /safeguarding officer for dealing with concerns or allegations of abuse and clear referral process.
- Provide training for all who work with us so that they are clear about their responsibilities especially regarding safeguarding best practice.
- Ensure that any concerns of possible abuse are referred appropriately and co-operating with the work of statutory agencies as necessary.
- Structure our activities to help children to protect themselves and understand the importance of protecting others.
- Identify and implement good practice in relation to the care, protection and welfare of children.
- Encouraging our partner agencies and organisations/schools to be involved with the programmes and develop a relationship with Dalesdown which promotes children's welfare.
- Provide a whistleblowing policy that allows for an open and well-publicised way for adults and young people to voice concerns about abusive or unethical behaviour.
- Develop a listening culture where children feel confident that if they have concerns someone will listen and take them seriously.
- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Ensure that the premises meet the requirements of the Health & Safety at Work Act, the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Officer(s) in their work and in any action they may need to take in order to protect children and adults who may be at risk.

## **RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE**

### **Understanding abuse and neglect**

Defining child abuse or abuse against an adult who may be at risk of harm is a difficult and complex issue. Firstly, we need to define what a child is and what an adult at risk is.

**Child or young person:** Anyone who has not yet reached their 18th birthday.

**Adult at risk:** A person aged 18 or above who is unable to look after their own wellbeing, property, rights, or other interests, and is at risk of harm (either from another person's behaviour or their own behaviour) because they have a disability, mental disorder, illness, or physical or mental infirmity. An adult at risk is more vulnerable to being harmed than other adults

Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

**Definitions of harm and abuse** - taken from Working Together Guidance 2018

#### **Abuse**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

#### **Physical abuse**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### **Emotional abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

*This is not an exhaustive list and it must be recognised that it is not the role of staff or volunteers to make an assessment of whether children or young people have suffered harm. Staff, volunteers and designated safeguarding leads do have a duty to report any concerns about harm in accordance with the Local Safeguarding Children Board, Guidelines and Procedures.*



## Indicators of Abuse

### **Physical**

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse

### **Sexual**

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia

### **Emotional**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

### **Neglect**

- Under nourishment, failure to grow, constant hunger, stealing or gorging food,
- Untreated illnesses,
- Inadequate care, etc
- Regular poor hygiene

Adults are also at risk of other forms of abuse such as financial abuse, mate hate, domestic abuse and institutional abuse.

## **HOW TO RESPOND TO A CHILD/ADULT WISHING TO DISCLOSE ABUSE**

### **Effective Listening**

We believe that enabling the voice of the child/ adult at risk of harm to be heard effectively is imperative to creating a culture of safeguarding. Ensure the physical environment is welcoming, giving opportunity for the child or adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.
- We must not ask leading questions

### **Safeguarding awareness**

The Management Team/Trustees are committed to providing on-going safeguarding training and development opportunities for all workers who are directly involved in working with children and adults at risk of harm or work on a management/trustee team every three years, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis delivered by suitably qualified/experienced safeguarding trainers

The Management Team/Trustees will also ensure that children are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern. We also commit to retraining our volunteers every 3 years.

## **RESPONDING TO ALLEGATIONS OF ABUSE**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. They should follow procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to The Safeguarding Officer who is nominated by the Leadership/Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities. For name and contact details please see Appendix 2.
- In the absence of the Safeguarding Officer or, if the suspicions in any way involve the Safeguarding Officer, then the report should be made to one of the two Deputy Safeguarding Officers. For name and contact details please see Appendix 2.
- If none of the above are available or if the suspicions implicate all of the Safeguarding Team, then the report should be made in the first instance to Multi Agency Safeguarding Hub (MASH) for West Sussex on 01403 229900 or the police on 999 if an emergency or 101 if the situation is not an immediate emergency.
- Where the concern is about a child, the Safeguarding Officer should contact MASH.
- Where a concern is about an adult who may have need for care and support, is experiencing or at risk of abuse and neglect or is unable to protect themselves from the risk of abuse or neglect then the Safeguarding Officer will contact Adult Social Care on 01243 642121. Emergencies can be reported to the Out of Hours Manager 033 022 27007.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place. Please see Appendix 3 for a copy of our disclosure form.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer, the absence of the Safeguarding Officer or Deputy should not delay referral to MASH or the Police

- The Management Team/Trustees will support the Safeguarding Officer/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from ThirtyOne:Eight, although the Management Team/Trustees hope that staff and guests at Dalesdown will use this procedure. If, however, the individual with the concern feels that the Safeguarding Officer/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Officer/Deputy as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership/Trustees demonstrate their commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Officer/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate. It is not for our staff to determine whether abuse has occurred or not.

## **DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT A CHILD**

### **Allegations of physical injury, neglect or emotional abuse**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Officer/Deputy will:

- Contact MASH for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted MASH.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact MASH for advice.
- Seek and follow advice given by ThirtyOne:Eight or Elaine Davidson Safeguarding Advisor (who will confirm their advice in writing) if unsure whether or not to refer a case to MASH.
- Contact details for ThirtyOne:Eight, Safeguarding Advisor and West Sussex MASH are at Appendix

## **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Officer/Deputy will:

- Contact MASH or Sussex Police direct.
- Seek and follow the advice given by ThirtyOne:Eight or Elaine Davidson if, for any reason, they are unsure whether or not to contact MASH/Police. ThirtyOne:Eight will confirm its advice in writing for future reference.

**The following procedure will be followed where there is a concern that an adult is in need of protection:**

## **SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE**

If an adult at risk of harm has a physical injury or symptom of sexual abuse the Safeguarding Officer/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their right to choose and make decisions for themselves.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Team who have responsibility under The Care Act 2014 to investigate allegations of abuse. Alternatively ThirtyOne:Eight can be contacted for advice.

## **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN**

If any member of staff or volunteer has concerns about the behaviour or conduct of another individual working within the group or organisation including:

- Behaving in a way that has harmed, or may have harmed a child;
- Possibly committed a criminal offence against, or related to, a child or
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children the nature of the allegation or concern should be reported to the Designated Officer for dealing with allegations within the organisation immediately.

The member of staff who has a concern about a team member, or to whom an allegation or concern is reported should not question the child or investigate the matter further.

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Officer, in accordance with West Sussex Safeguarding Children Partnership (formerly the LSCB) procedures will need to liaise with MASH in regards to the suspension of the worker, also making a referral to the Local Authority Designated Officer (LADO). The LADO for West Sussex County Council is Lindsey Tunbridge-Adams available on 0330 222 3339 or at: [lindsey.tunbridge-adams@westsussex.gov.uk](mailto:lindsey.tunbridge-adams@westsussex.gov.uk)

## **Handling, Use, Storage, Retention & Disposal of Disclosures Information**

In consideration of our use of the Disclosure And Barring Service (DBS), to help assess the suitability of applicants for positions of trust, we agree to comply with the DBS Code of Practice, Data Protection Act and other legislation in regard to the correct handling, use, storage, retention, and disposal of Disclosures.

### **Storage and Access**

Disclosure information is never kept on an applicant's personal file but stored separately and securely, in a lockable, non-portable, storage container (e.g. filing cabinet), with access strictly limited to those who are entitled as part of their official duties.

### **Handling**

In accordance with Section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information have been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

Once a recruitment (or other relevant) decision has been made, Disclosure information may be kept for up to six months for the resolution of disputes or complaints, unless there are exceptional circumstances. If this happens it will be done in consultation with the ThirtyOne:Eight Disclosure Unit who will seek advice from the DBS giving full consideration to the Data Protection and Human Rights legislation. Conditions regarding safe handling and storage will continue to apply.

### **Disposal**

Once the retention period has lapsed, we will ensure that any Disclosure information is immediately and appropriately destroyed (e.g. by shredding, pulping or burning). While awaiting destruction, Disclosure information will continue to be kept securely. We will not keep any original documents or copies relating to the disclosure certificate. However, we may keep a record of it, i.e. the name, date, and type of disclosure, the position for which it was requested, the unique reference number and the details of the recruitment decision taken.

### **Our relationship with ThirtyOne:Eight as an umbrella organisation**

We accept that the ThirtyOne:Eight Disclosure Unit, as our umbrella organisation, has a responsibility to ensure, as far as possible, that we comply with all the requirements in the DBS Code of Practice, this and other policy statements, and in other DBS procedures and processes. We undertake to keep ThirtyOne:Eight informed of any changes in our charity, personnel or practices which could materially affect our ability to work within these expectations.



## **Dalesdown Social Media Policy**

Dalesdown and its subsidiaries realise that social media and networking websites have become a regular part of everyday life. However, we are also aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality policy or offend anyone when using these services. We also recognise that it can be a place where people can be groomed and abused.

### **General Information**

The following policy has been designed to give staff clear guidelines as to what Dalesdown expect of them when accessing these sites. The absence of, or lack of, explicit reference to a specific website or service does not limit the extent of the application of this policy. Where no policy or guidelines exist, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

### **Guidance for Personal Use**

If you have your own personal profile on a social media website, you should make sure that you do not have any content, media or information from that profile that (a) you are not happy for anyone to have access to; and (b) which would undermine your position as a professional, trusted and responsible person.

As a basic rule, if you are not happy for others you work with to see particular comments, media or information simply do not post it in a public forum online. When using social media sites, staff members should consider the following:

- Changing the privacy settings on your profile so that only people you have accepted as friends can see your content.
- Reviewing who is on your 'friends list' on your personal profile. In most situations you should not accept friend requests on your personal profile from young people (under 18). If due to church or family connections this is difficult to carry out for all friends, please discuss this with the Safeguarding Officer who will conduct an assessment of the situation with you.
- Ensuring personal blogs have clear disclaimers that the views expressed by the author are theirs alone and do not represent the views of Dalesdown. Make your writing clear that you are speaking for yourself and not on behalf of Dalesdown.
- Ensuring information published on the Internet complies with the same data protection as the Handling, use, secure storage.... Section of this document.
- Ensuring you are always respectful towards: a) Dalesdown b) Other Staff Members c) Parents and Families (including children and other relatives) d) Other Agencies and Partners
- Dalesdown logos and trademarks may not be used without consent.

- At all times, in or out of working hours, you are an ambassador for Dalesdown. Be aware that your actions captured via images, posts or comments online can reflect on Dalesdown.

### **Use of Official Accounts**

Dalesdown and its subsidiaries operate a number of accounts on social media websites for the promotion of activities and events, and as a communication method. The following outlines the limits of their use.

We don't encourage befriending young people on social media with personal accounts but we recognise that sometimes this is the most effective way of communicating therefore a case by case risk assessment approach for staff and volunteers will be carried out by the Safeguarding Officer. A risk assessment will be carried out on a three monthly basis.

- An official account on any social media website may only be set-up with consent from a line manager.
- Only authorised staff may use these accounts to post online and access to the account should be strictly limited.
- All information published on the Internet must comply with Dalesdown confidentiality and data protection policies.
- Parents or children should not be referenced online without their express consent. This includes all photos, videos and other media.
- Copyright laws must be respected, with references or sources cited appropriately.
- Any employee who becomes aware of social networking activity that would be deemed distasteful should make The Safeguarding Team aware as soon as possible.

All staff/volunteers using official accounts must adhere to the above guidelines.

As a Charity we are also committed to helping children and adults stay safe online with training and by promoting the Think you know website ([www.thinkuknow.co.uk](http://www.thinkuknow.co.uk))

## **Dalesdown Mentoring Policy**

Before we look at what a mentor is and does we need to know what mentoring is at Dalesdown. Mentoring is when an adult meets with a young person one on one no more than twice a month to discuss their spiritual and mental development.

### ***What a mentor is:***

- Friendly
- A listening ear
- An adviser
- A discipler
- A support

### ***What a mentor is not:***

- A friend
- A counsellor
- A psychiatrist/doctor
- A parent

### ***Do:***

- Set clear boundaries around how often/when/where you will meet and the purpose of mentoring. You should be honest about what the young person can expect from the relationship, and vice versa. Not being alone in closed spaces should be discussed.
- Allow the young person to talk more than you. Listen more, speak less and make sure that you are careful with the information disclosed.
- Bring God into the conversation where appropriate. Open up the Bible and help your young person grow in their faith Encourage your young person with affirming words.
- Pray for them.
- Encourage honesty and accountability.
- Set targets if appropriate.
- Stay accountable with someone else on the Dalesdown Team ensuring any appointments are logged and transparent
- If notes are taken keep these safely stored
- Should the young person disclose anything of concern such as possible abuse follow the policies of managing a disclosure.

### ***Don't:***

- Make promises you cannot keep
- Mentor someone of the opposite sex
- Give gifts or lend money

- Promise secrecy - if a young person discloses something that points to abuse (physical, sexual, emotional or neglect) or could put the young person at risk, the mentor must immediately report it to the Safeguarding Officer (Lee Nancarrow)
- Use electronic communication (text/email/social media/instant chat) for anything except arranging time/place to meet or short, clear messages. Do not go into an in-depth conversation.
- Meet up more than once a week
- Force a meeting with the person being mentored. If they do not want to meet then this is fine. If this situation arises then please discuss with the appropriate line manager.

## **SAFER RECRUITMENT**

The Leadership/Trustees will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment (for full document please see 'Dalesdown Safer Recruiting Procedures' document). This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the charity safeguarding policy and knows how to report concerns.
- All Job Packs will state that Dalesdown has a safer recruitment procedure in use

## **Practice Guidelines:**

### **Management of Workers – Codes of Conduct**

As a Leadership/Trustees we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults at risk. The Leadership/Trustees undertake to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

### **Supporting those affected by abuse**

The Leadership/Trustees are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the charity

### **Working with offenders**

#### **Recruiting ex offenders**

We do not discriminate against those who have other criminal offences that do not bar them from working with children. We will always assess the risk in any situation, and look to place those that have previous convictions or cautions in roles that best suit them.

When someone attending the charity is known to have abused children, or is known to be a risk to adults the Leadership/Trustees will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

### **Practice Guidelines**

As a charity working with children, young people and adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general Code of Conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached (see end of policy)

### **Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets ThirtyOne:Eight's safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults at risk and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

## **LEADERSHIP/TRUSTEES SAFEGUARDING STATEMENT (Appendix 1)**

### **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the Safeguarding Officer/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this charity.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the charity affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by ThirtyOne:Eight

### **We recognise:**

- West Sussex MASH has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult at risk of harm.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.

- Safeguarding is everyone's responsibility.

The Leadership/Trustees recognises the importance of its work with children, young people and adults at risk of harm and its responsibility to protect everyone entrusted to our care.

This charity is committed to the safeguarding of children and adults at risk and ensuring their well-being. Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults at risk of harm and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults at risk and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the charity unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults.

**We will review this statement and our policy and procedures annually.**

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding Officers for this charity

A copy of the full policy and procedures is available from Dalesdown,  
Honeybridge Lane, Dial Post, Horsham RH13 8NX



## **Safeguarding Contact Details (Appendix 2)**

### **Safeguarding Officer:**

Lee Nancarrow 07500 661981

### **Deputy Safeguarding Officers:**

Dani Taylor 07814 206072

Heather Wyeth 07500 744417

### **Safeguarding Trustee:**

Judith Frampton 07789 716482

### **Other Useful Numbers:**

ThirtyOne:Eight 0303 003 1111

Safeguarding Advisor Elaine Davidson 07875 028663

Multi Agency Safeguarding Hub (MASH) 01403 229900

Out of Hours 033 022 26664

Local Authority Designated Officer (LADO) 0330 222 3339

## Appendix 3

### Family Foundations Trust Ltd

#### Record of Concern

**Name of Member of Staff completing the Form**

**Date and time of incident**

**Date:**

**Time:**

**Summary of circumstances**

*Include location of incident, persons present and all other relevant details. Continue on separate sheet if necessary*

**Name of person making allegation (if relevant)**

**Details of Child, Young Person or Vulnerable Adult**

Full Name:

Age (If Known):

Group Leader:

**Duty Manager: (Print)**  
**Time:**

**Sign:**

**Date:**

**Ops Manager: (Print)**  
**Time:**

**Sign:**

**Date:**

**Name of Safeguarding Lead for Event (if appropriate):**

**Action Taken**

Date	Time	Action	Sign

At the conclusion of the incident, this form is to be signed by the Trustee responsible for Safeguarding:

Name: (Print)  
Time:

Sign:

Date:

## Appendix 4 Information Sharing

### Seven Golden rules of information sharing

In July 2018, the government published revised practice guidance "*Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers*". Below are the 7 golden rules of information sharing that this guidance recommends in line with the new data protection laws.

1. Remember that the General Data Protection Regulations (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

## Appendix 5 Code of Conduct

# Safeguarding Code of Conduct

for staff working with Children, Young People and Adults 'at risk'

### Do:

- Treat all people with respect. Some adults 'at risk' may need different help at times, but all of it should be respectful, and value them as adults with choice and capability wherever possible.
- Remember, as a leader, trustee, staff or volunteer this gives you a position of power and trust, so you need to be transparent and accountable in all that you do.
- Ensure wherever possible there is more than one member of staff or volunteer present during activities and ministry, or that you are in the sight or hearing of other staff or volunteers.
- Try to avoid lone working where possible. If this is unavoidable due to the nature of your project work then follow the guidelines for lone working.
- Take care to avoid your actions and words being misinterpreted. You may not know the background of all people you work or minister to.
- Be conscious of the appropriateness of any physical contact and verbal comments you may make.
- Be age and gender appropriate and sensitive to ethnic/cultural boundaries.
- If you are in any doubt as to the appropriateness of your actions then ask a colleague or the person responsible for your supervision.
- Be fair in all your dealings with everyone and do not show favouritism to any particular child or adult.
- Support and encourage adults who may be more vulnerable at times, to be independent and to make their own choices.
- Challenge unacceptable behaviour and report all concerns, allegations or suspicions of abuse.

### Don't

- Permit abusive activities such as ridiculing or bullying. Challenge those that do, educate where you can, report where you need to.
- Make suggestive, aggressive or derogatory remarks or gestures to any person yourself.
- Allow boundaries to blur or be broken as a leader, trustee, staff or volunteer when ministering or serving children, or adults who may be vulnerable.
- Message individuals privately on social media or mobiles unless there is a policy stating otherwise, or full accountability to another leader.
- Offer your private contact details to individuals that cannot be tracked by others in an accountable way.
- Enter into an intimate relationship with anyone you have a position of trust over. Intimacy can be emotional as well as physical.
- Address the personal care issues of members such as toileting or dressing them. If this type of help is needed someone else will be responsible for supporting them in this area, i.e. their parent/carer.
- Accept any type of financial reward or gift of any kind for any service or ministry provided or enter into any agreement to handle money on behalf of the service user.

Let suspicions, disclosure or allegations of abuse go unrecorded or reported.

## Appendix 6 Recording or Reporting a Disclosure

