



GROWING WORKS SAFEGUARDING POLICY: ADULTS, YOUNG PEOPLE AND CHILDREN

The organisation is committed to ensuring that the people who use its services are respected and that its working practices minimise the risk of harm. Safeguarding is everybody's concern, therefore Growing works staff and volunteers view safety and wellbeing as paramount importance. This policy is reviewed on an annual basis or in the event of an incident that necessitates need to review the policy or due to changes in legislation.

All staff working with vulnerable adults, children or running training programs will have disclosure barring service clearance.

The Safeguarding Vulnerable Groups Act 2006 sets out the activities and work which are 'regulated activity', which a person who has been barred by the ISA must not do and as an organisation we will follow the regulations and advice.

Regulated activity relating to adults

The new definition of regulated activity relating to adults no longer labels adults as 'vulnerable'. Instead, the definition identifies the activities which, if any adult requires them, lead to that adult being considered vulnerable at that particular time. This means that the focus is on the activities required by the adult and not on the setting in which the activity is received, nor on the personal characteristics or circumstances of the adult receiving the activities. There is also no longer a requirement for a person to do the activities a certain number of times before they are engaging in regulated activity.

There are 6 categories of regulated activity by the DBS and the work we do at Growing works relates to regulated activity three:

(iii) Providing social work

The provision by a social care worker of social work which is required in connection with any health care or social services to an adult who is a client or potential client.

All work with clients who use our service to support their mental or physical health will be classed as being in this regulated activity category. All staff and volunteers who come into contact with these adults will be required to have a disclosure certificate within 3 years and be registered on the DBS Updated Service

All staff and volunteers who work with children who participate in any of our activities will also be required to have a disclosure certificate within 3 years and be registered on the DBS Updated Service



Recruitment of Staff and volunteers

Growing works has a recruitment policy, selection and induction policy. Applicants are assessed for their suitability for the role via an application form and interview and must provide two references, two pieces of identification and original copies of necessary qualifications before appointment

All staff and volunteers will undergo awareness raising of safeguarding issues during the induction period. A trial period for all staff and volunteers, regular supervision and support is provided for all staff and volunteers

Abuse can refer to:

- Physical abuse - including hitting, slapping, pushing, kicking, misuse of medical/chemical restraint or inappropriate sanctions
- Sexual abuse - including rape and sexual assault or sexual acts to which the vulnerable adult has not or could not consent and/or was pressured in to consenting.
- Psychological abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, verbal or racial abuse, isolation or withdrawal of services or supportive networks.
- Financial or material abuse - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Neglect and acts of omission - including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Discriminatory abuse – including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.
- Institutional abuse - repeated instances of poor care of individuals or groups of individuals through neglect or poor professional practice as a result of structures, policies, processes and practices within an organisation.

Growing works will not tolerate any form of abuse; therefore any evidence of abuse will be reported to the project manager, to act on the information in the same day.

Responsibilities of reporting safeguarding issues

- The key responsibilities and actions for anyone who identifies the possibility of abuse, which must be acted upon on the same day.
- Immediate protection - Take any immediate actions to safeguard anyone at immediate risk of harm, including summoning medical assistance.
- Listen, Reassure & Support - If the Vulnerable Adult has made a direct disclosure of abuse or is upset and distressed about an abusive incident, listen to what they have to say, and ensure they are given the support they need.
- Detection & Prevention of crime - Where there is evidence a criminal offence has taken place, or a crime may be about to be committed, contact the Police immediately.



- Record & Preserve evidence - Preserve evidence through recording, and take steps to preserve any physical evidence (see Good Practice Guides on next page).
- Report & Inform - REFER TO ADULT SOCIAL CARE AS SOON AS POSSIBLE, AND IN ALL CIRCUMSTANCES ON THE SAME DAY AS THE ALERT IS RAISED. REFER TO CHILDREN'S SERVICES AS SOON AS POSSIBLE IF A CHILD IS IDENTIFIED AT BEING AT RISK OF HARM.

Order of priority for reporting by staff member/volunteer, all on same day:

1. 999 if necessary
2. Line manager 07719 509703 – Sue Brown (Project Manager) or Rachel Burnett (Childrens co-ordinator and Safeguarding contact)

3. CHILDREN

Children's Social Care

01924 326097

01924 326076

01924 431429

Out of hours – 01484 414933

Children referral and response service 01484 456848 press 3

earlyhelpaccesssteam@kirklees.gcfx.gov.uk

Gateway to care

01484 414933

ADULTS

Social Services (Adults) and Emergency Duty for all Gateway to care

01484 414933

Police Vulnerable Victims Team 01924 206309

or 01924 206349

Community Partnerships 01484 225142

These numbers are also stored in the office phone.

ALL contact/concerns must be recorded on the same day in a log with time, persons concerned and as much detail as possible – to be

Training of staff

As the basic minimum Growing works will ensure that all employees have completed safeguarding training which covers:

- What to look for;
- What should raise their suspicions;
- What to do and who to tell;
- How to ensure the safety of the vulnerable person.

Support to volunteers and employees

Growing works, Company Limited by Guarantee 783283, Registered Charity 1160003

Registered office: Paddock Village Hall, West View, Huddersfield, HD1 4TX

Update: May 2017

Review due : May 2018



The employees and volunteers reporting on incidents of suspected or potential abuse may find that the victim and/or the other responsible adult concerned are upset or angry. The Management Committee will appoint a member (*Rachel Burnett – Safeguarding contact*) to support anyone who reports a suspected incident and support or counselling or both may also be provided by colleagues or an outside body if required.

Volunteers and employees themselves may also be the subject of an allegation of abuse. While support will be offered, the Management Committee will ensure that any statutory body will be given all assistance pursuing and investigation, suspension and/or discipline which may be implemented.

Suspect of abuse by an employee or volunteer

Where a member of volunteers and staff is suspected of abuse the following action will be taken.

- (a) The nominated Member of the Committee will interview the employee/volunteer in the presence of an independent witness; and
- (b) Arrangements will be made for interviewing the suspected victim. This will be done in the presence of a volunteer or employee and a support person for the victim;
- (c) The purpose of the meeting will not be to investigate but to establish whether there are grounds for the allegation.
- (d) Report to DBS if any worker is dismissed (or leaves prior to dismissal) because of safeguarding issues

Confidence

Confidentiality is crucial to all work undertaken by the organisation and the organisation's confidentiality policy should be adhered provided that the welfare of the vulnerable adult remains paramount and, if necessary, takes precedence over it. Confidentiality will NOT be maintained if the withholding of information will prejudice the welfare of the adult e.g. any allegation of abuse against a person aged over 18 years old who is covered under the Protection of Vulnerable Adults will be reported to the Social Services Department of the Local Authority.

All personal information conforms to the Data Protection Act 1998 and protected by secure password. Sensitive information will not be distributed via email but carried out in a secure manner.