



**PO-006 Safeguarding Policy**

**Reviewed by Anne Merry, Designated Safeguarding Lead: 25<sup>th</sup> September 2023**

**Approved by the Board of Trustees: 7<sup>th</sup> November 2023**

Reviewed annually or in line with changes in company procedures or laws.

We recognise that the welfare of children, young people and adults at risk is paramount and that all children, young people and adults at risk, regardless of age, disability, gender, gender reassignment, pregnancy, maternity, marriage/civil partnership, race, religion and/or sexual orientation (all defined as protected characteristics within the Equality Act 2010) have the right to equal protection from all types of harm or abuse. Working in partnership with children, young people, adults at risk and their family, support network, volunteers and staff is essential in promoting and embedding this policy.

**Aims:**

Growing Works aims to ensure that:

Appropriate action is taken in a timely manner to safeguard and promote the welfare children and adults.

All staff are aware of their statutory responsibilities for safeguarding.

Staff are properly trained in recognising and reporting safeguarding issues.

The Board of Trustees and staff of Growing Works take as our priority the responsibility to safeguard and promote the welfare of our participants, to minimise risk, and to work together with other agencies to ensure rigorous arrangements are in place within our sessions to support those children who are suffering harm and to keep them safe and secure whilst in our care.

The responsibilities set out in this policy apply (as appropriate) to everyone engaged in Growing Works activity including staff, participants, board members, volunteers, visitors/contractors working with us. Growing Works understands that safeguarding is everyone’s responsibility and is embedded across our organisation.

**Legislation and guidance**

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Government legislation across the UK support this policy and it is underpinned by [The Children Act 1989 \(and 2004 amendment\)](#), [the Human Rights Act 1998](#), and the [Care Act 2014](#).

## Adults, children and young people

We define **children and young people** as anyone that is under 18.

We define an **adult at risk** as a person aged 18 or over who:

- Needs care and support, and/or
- Is unable to protect their own wellbeing because of their care and support needs; or
- Is experiencing, or at risk of, abuse, neglect or exploitation.

Growing Works 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 and/or children will have enhanced disclosure barring service clearance renewed every 3 years.

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

Growing Works recognises 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 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 an Enhanced disclosure certificate covering both the Adult and Children Workforces.

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

## Safer Recruitment of Staff and volunteers

Growing Works has a recruitment 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. After successful recruitment all staff are subject to an Enhanced DBS check (adult and children’s workforce) before employment commences. A 3-month trial period is implemented for all staff and volunteers; regular supervision and support is provided for all staff and volunteers.

## Training of staff

As the basic minimum Growing Works will ensure that all employees and trustees have completed minimum of L1 safeguarding training relevant to client group they are working with. All training is updated at least every 3 years.

Volunteers who volunteer at groups with vulnerable adults or children will undergo awareness training of safeguarding issues during the induction period or hold minimum of L1 safeguarding training certificate, which covers:

- What to look for
- What should raise their suspicions
- What to do and who to tell

## 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 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 or self-neglect.

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- Discriminatory abuse – including racist, sexist, that based on a person’s disability, and other forms of harassment, slurs or similar treatment.
- Organisational abuse – when someone is treated badly by staff in a service or institution, including through inadequate processes or practices
- Modern Slavery – human trafficking, forced labour and domestic servitude.
- Hate Crime (discriminatory abuse) – crime where perpetrator’s prejudice is against an identifiable group of people determining who is victimised.
- Peer on Peer abuse – children and young people can also be abusers of other children, usually through bullying, sexual abuse, physical abuse, issues online, youth produced sexual images or any form of initiation.

**Growing Works will not tolerate any form of abuse; therefore, any evidence of abuse will be reported to the Designated Safeguarding Lead, 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 and Support - If the Vulnerable Adult or child 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 and 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 and Preserve evidence - Preserve evidence through recording and take steps to preserve any physical evidence
- Report and Inform – In cases of a person of being identified of being at being at risk of harm refer to adult or children’s social care as soon as possible, **and in all** cases the same day as the alert is raised.

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

1. **999** if in immediate danger
2. **Anne Merry (Designated Safeguarding Lead) 07883 907452** or Rachel Burnett (Project Co-ordinator) 07845 415289
3. **Report to external agencies**

**Children’s Social Care Duty and Advice Team – reporting by public**

01484 456848 (out of hours ring 999)

**Emergency Duty Service – professionals only 24hr**

01484 414960 DutyAdvice.Admin@kirklees.gov.uk

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**Gateway to care – Adults**

01484 414933

**Victim Support line** 08 08 16 89 111

**NSPCC** 0808 800 5000

**Childline** 0800 1111

These numbers are also stored in the office phone.

**LADO (Local Authority Designated Officer)** – for concerns about any adult in a position of trust or working (paid or unpaid) with children. 01484 221126

LADO.cases@kirklees.gov.uk

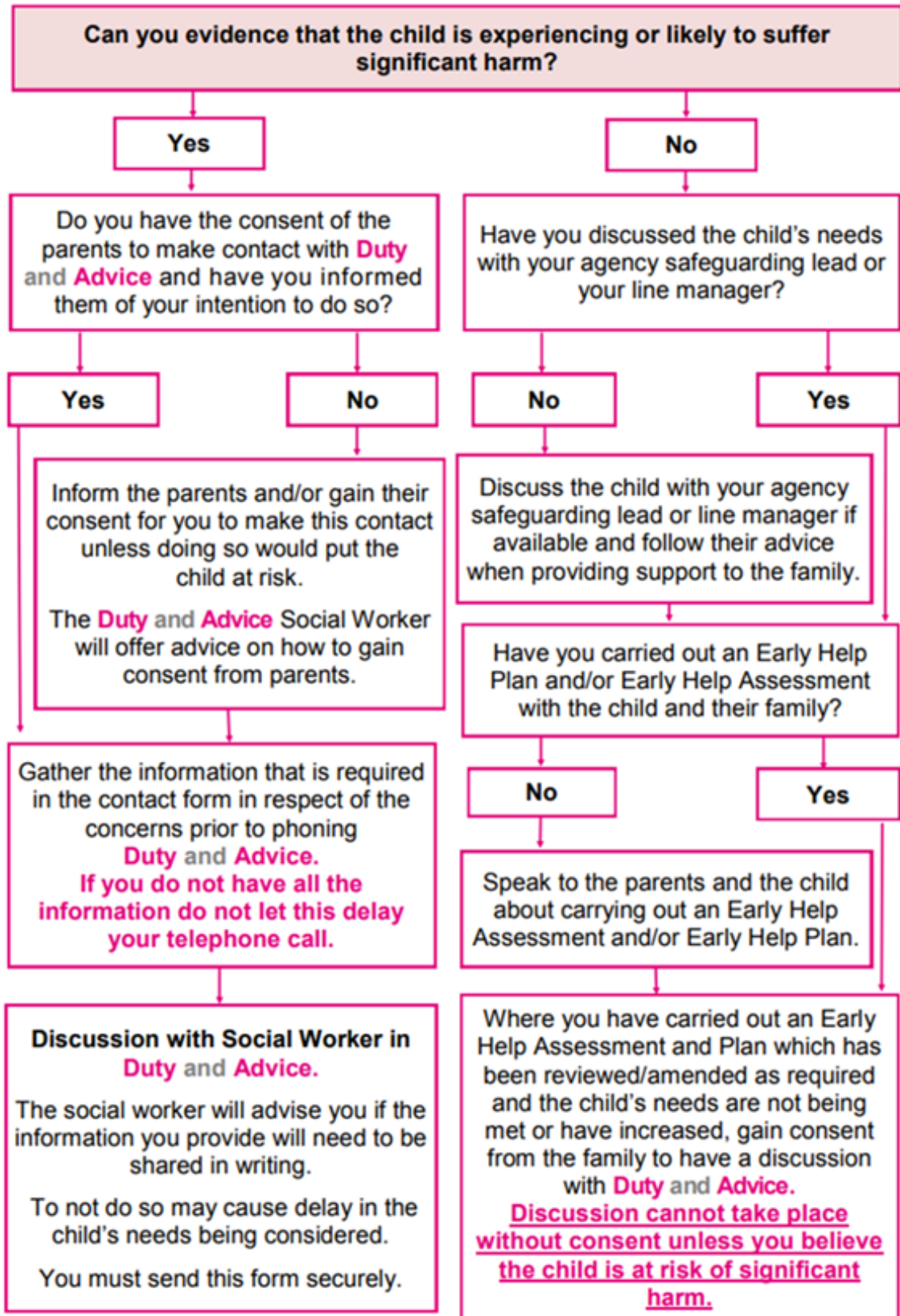
**All** contact/concerns must be recorded in writing on the same day in a log with time, persons concerned and as much detail as possible and communicated to the Designated Safeguarding Lead (Anne Merry, 07883 907452, anne@growingworks.org.uk).

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# Flowchart

Before contacting the **Duty** and **Advice** Team and completing a contact form, please answer the following



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## Support to volunteers and employees

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 Trustees will appoint a member (Anne Merry, CEO and DSL) 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, Trustees 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 staff or volunteer is suspected of abuse the following action will be taken:

The DSL will gather sufficient information to establish whether there is enough credible information to proceed further (fact find).

Contact will be made with the LADO (Local Authority Designated Officer) for support and guidance - **this must happen within one working day when an allegation is made.**

The LADO will oversee any investigation of allegations that are made. Trustees will be kept updated and the DSL will liaise directly with the LADO. Where the complaint has been made against the DSL the Chair of Trustees will liaise directly with the LADO.

## Confidentiality

Confidentiality is an issue that needs to be understood by all those working at Growing Works particularly in the context of safeguarding.

Growing Works recognises that the only purpose of confidentiality in this respect is to benefit the participant. Staff, volunteers, and visitors to Growing Works should never promise a participant that they will not tell anyone about an allegation or disclosure and must pass any cause for concerns immediately to a member of staff/designated safeguarding lead.

## Record Keeping, Information sharing and GDPR

Timely information sharing is essential for effective safeguarding. Growing Works will share safeguarding information as appropriate in keeping with the principles outlined in the government guidance document, [Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers \(DfE](#)

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[2018](#)). This guidance has been produced to support practitioners in the decisions they take to share information, which reduces the risk of harm to children and young people and promotes their wellbeing.

All concerns, discussions and decisions made, and the reasons for those decisions, will be recorded in writing or electronically. Information will be kept confidential and stored securely.

Records will include:

1. A clear comprehensive summary of the concern.
2. Details of how the concern was followed up and resolved.
3. A note of any action taken, decisions reached and the outcome

The storing and processing of personal data is governed by the General Data Protection Regulations 2017 (GDPR) and Data Protection Act 2018. Growing Works will give clear advice to staff about their responsibilities under this legislation so that, when considering sharing confidential information, those principles should apply.

Staff may have access to special category personal data about participants and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the child or vulnerable adult. Records should only be shared with those who have a legitimate professional need to see them.

**Anne Merry (Designated Safeguarding Lead 07883 907452,  
anne@growingworks.org.uk)**

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