

Reg Community Support Trust Safeguarding Policy and Procedures

Policy

“Safeguarding is everyone’s responsibility”

Safeguarding vulnerable adults and children is a part of the wider role of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific vulnerable adults who are suffering or are at risk of suffering significant harm. As adults and/or professionals or volunteers, everyone has a responsibility to safeguard vulnerable adults and promote their welfare.

Safeguarding and promoting the welfare of vulnerable adults and children – and in particular protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise.

Some of the most vulnerable adults, children, and those at greatest risk of social exclusion will need coordinated help from health, education, social care, and quite possibly the voluntary sector and other agencies, including justice services.

For those vulnerable adults and children who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote their welfare and – where necessary – to help bring to justice the perpetrators of crimes against them. All agencies and professionals should:

- be alert to potential indicators of abuse or neglect;
- be alert to the risks which individual abusers, or potential abusers, may pose to vulnerable adults;
- share and help to analyse information so that an assessment can be made of the individual's needs and circumstances;
- contribute to whatever actions are needed to safeguard and promote the individual's welfare;
- take part in regularly reviewing the outcomes for the individual against specific plans; and
- work cooperatively with parents and/or other carers unless this is inconsistent with ensuring the individual's safety.

In doing so the charity takes seriously the welfare of all vulnerable adults who come onto its premises or who are involved in its activities.

The charity aims to ensure that they are welcomed into a safe, caring environment with a happy and friendly atmosphere.

The charity recognises that it is the responsibility of each one of its staff, paid and unpaid, to prevent the neglect, physical, sexual or emotional abuse of vulnerable adults and to report any abuse discovered or suspected.

The charity recognises its responsibility to implement, maintain and regularly review procedures, which are designed to prevent and to be alert to such abuse.

The charity is committed to supporting, resourcing and training those who work with vulnerable adults and to providing supervision.

The charity is committed to maintaining good links with the statutory social services authorities.

Policy Statement

Reg Community Support Trust is committed to creating and maintaining an environment in which all individuals are safe from harm. We operate a zero-tolerance approach to abuse, neglect, exploitation or discrimination.

Purpose of this Policy

The purpose of this policy is to set out how safeguarding concerns must be recognised, reported, recorded and acted upon, ensuring consistent protection for children and adults at risk.

Legal and Regulatory Framework

This policy is informed by the Care Act 2014, Children Act 1989 & 2004, Working Together to Safeguard Children (2023), Charity Commission safeguarding guidance, the Domestic Abuse Act 2021 and Local Safeguarding Board procedures.

Recognising Types and Indicators of Abuse

Abuse may include physical, emotional, sexual, financial, discriminatory, domestic abuse, organisational abuse, neglect, self-neglect, modern slavery, radicalisation, online exploitation and other forms of harm. Staff and volunteers must remain alert to behavioural, physical or verbal indicators of abuse.

Procedures

What to do if you have concerns about a vulnerable person?

You may have concerns about a person because of something you have seen or heard, or a person may choose to disclose something to you. If a person discloses information to you, you should:

- Do not promise confidentiality, you have a duty to share this information.
- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said.
- Reassure the person, but only as far as is honest, don't make promises you may not be able to keep e.g.: *'Everything will be alright now'*, *'You'll never have to see that person again'*.
- Do reassure and alleviate guilt, if the person refers to it. For example, you could say, *'You're not to blame'*.
- Do not interrogate the person; it is not your responsibility to investigate.
- Do not ask leading questions, ask open questions such as *'Anything else to tell me?'*
- Do not ask the person to repeat the information for another member of staff.
- Explain what you have to do next and who you have to talk to.
- Take notes if possible or write up your conversation as soon as possible afterwards.

- Record the date, time, place any non-verbal behaviour and the words used by the person (do not paraphrase).
- Record statements and observable things rather than interpretations or assumptions.

Whatever the nature of your concerns, discuss them with your manager or designated member of staff. See the diagram on the next page for the process to follow.

If you still have concerns, you or your manager should refer to:

The Designated Safeguarding Officer (DSO) for the organisation is:

Miss Lidia Tanase

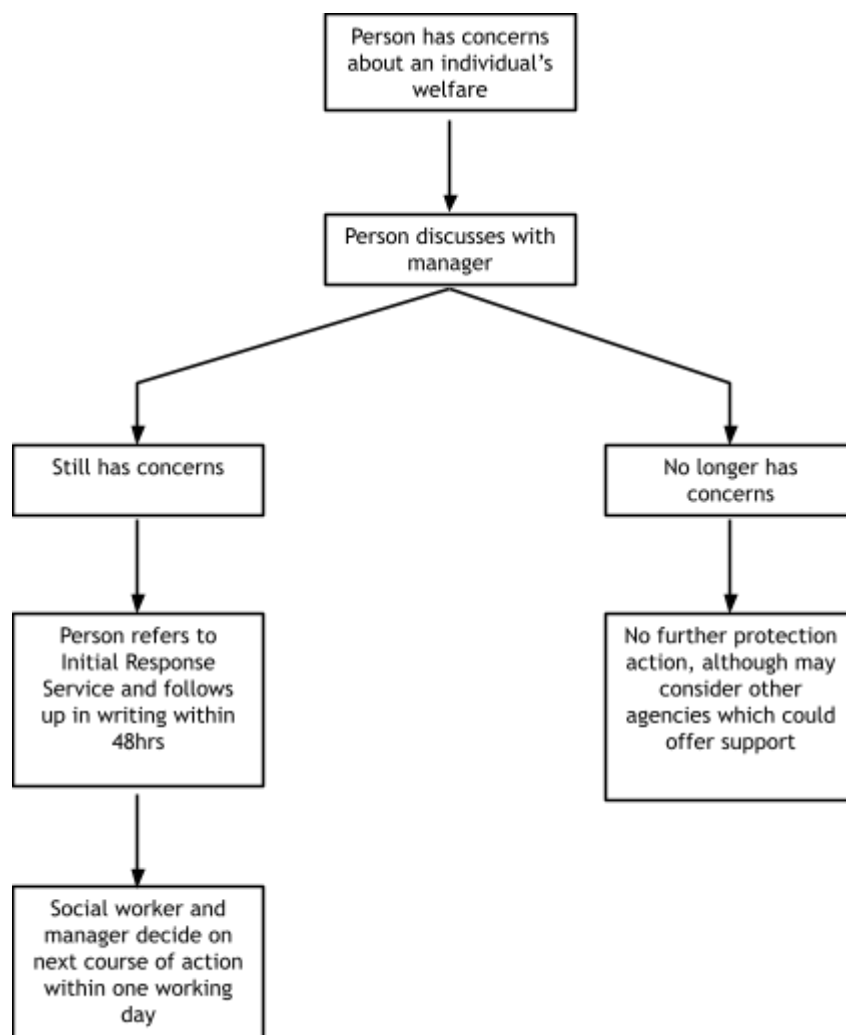
Email - tanaselidia469@gmail.com

Number - 07796182769

What information will you need when making a referral? :

You will be asked to provide as much information as possible. Such as the person's full name, date of birth, address, languages spoken, any disabilities the person may have. Do not be concerned if you do not have all these details, you should still make the call. You should follow up the verbal referral in writing, within 48hrs

Process Chart Where There Are Concerns About A Person's Welfare



Immediate Risk

If a person is in immediate danger, staff must call 999 before notifying the DSO.

Recording & Storage of Safeguarding Information

All safeguarding records must be stored securely, password protected or locked, accessible only to the DSO. Records will be retained in line with statutory safeguarding retention schedules.

Information Sharing

Safeguarding information may be shared with police, social care, NHS services or other statutory partners where necessary, proportionate and lawful. Consent is not required where someone is at risk of significant harm.

Allegations Against Staff or Volunteers

However, there may still be occasions when there is an allegation against a member of staff or volunteer. Allegations must always be taken seriously. All allegations involving staff or volunteers must be reported by the DSO to the Local Authority Designated Officer (LADO) within one working day. The organisation will follow Position of Trust (POT) procedures where a person in a safeguarding role may present a risk.

The following procedure should be applied in all situations where it is alleged that a person who works with vulnerable people has:

- Behaved in a way which has harmed or may have harmed a vulnerable person.
- Possibly committed a criminal offence against or related to a vulnerable person;
- Behaved towards a vulnerable person in a way which indicates that he/she is unsuitable to work with vulnerable people.

The safeguarding officer will discuss the matter, determine next steps, and involve police or social care as required.

Safer Recruitment

The organisation will ensure DBS checks, references, role descriptions, safeguarding induction and ongoing training for all relevant staff and volunteers.

Review of this Policy

This policy will be reviewed annually or sooner if legislation, regulatory requirements or organisational changes require it.

Change Record

Date of Change:	Changed By:	Comments:

Useful Contacts (Added)

Emergency Services: 999Police Non-Emergency: 101Local

Authority Children's Services: 0808 800 4005

Adult Safeguarding 0800 917 1109

NSPCC Helpline: 0808 800 5000