



Safeguarding Policy and Procedures

Name of organisation: **Engage Youth Empowerment Services (EYES)**

Section heading	Section content
<p>1. Introduction</p>	<p>EYES makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>EYES comes into contact with children and / or vulnerable adults through the following activities:</p> <p>Deployment Street Engagement Home Visits Project Activities</p> <p>The types of contact with children and / or vulnerable adults will be: Risk assessed, regulated and /or controlled</p> <p>This policy seeks to ensure that EYES undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.</p>

<p>2. Confirmation of reading</p>	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for (insert name of organisation).</p> <p>Please complete the details below and return this completed form to</p> <p>Employee Name:</p> <p>Employee Signature:</p> <p>Date:</p>
<p>3. Legislation</p>	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"> ○ Working together to safeguard Children 2010 ○ The Children Act 1989 ○ The Adoption and Children Act 2002: ○ The Children act 2004 ○ Safeguarding Vulnerable Groups Act 2006 ○ Care Standards Act 2000 ○ Public Interest Disclosure Act 1998 ○ The Police Act – CRB 1997 ○ Mental Health Act 1983 ○ NHS and Community Care Act 1990 ○ Rehabilitation of Offenders Act 1974
<p>4. Definitions</p>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. Those inflicting harm or those who fail to act to prevent harm can cause this. Abuse is not restricted to any socio-economic group, gender or culture.</p> <p>It can take a number of forms, including the following:</p> <ul style="list-style-type: none"> • Physical abuse • Sexual abuse • Emotional abuse • Bullying • Neglect • Financial (or material) abuse

	<p>Definition of a child A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p> <p>Definition of Vulnerable Adults A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who:</p> <ul style="list-style-type: none"> • Is elderly and frail • Has a mental illness including dementia • Has a physical or sensory disability • Has a learning disability • Has a severe physical illness • Is a substance misuser • Is homeless
<p>5. Responsibilities</p>	<p>All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Additional specific responsibilities</p> <p>Directors have responsibility to ensure: That this policy is implemented and executed by managers of the EYES</p> <p>Managers have responsibility to ensure: DBS are carried out references obtained, Safe-guarding training given to staff and Policy executed</p> <p>The Designated Senior Manager /lead officer responsibilities are:</p> <ul style="list-style-type: none"> • The policy is in place and appropriate • The policy is accessible • The policy is implemented • The policy is monitored and reviewed • Liaison with and monitoring the Designated Senior Manager work Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented

<p>8. Outsource/Services</p>	<p>questions are based on the relevant job description and person specification</p> <ul style="list-style-type: none"> • DBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. Portable/ carry over DBS checks from another employer will not be deemed to be sufficient. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts. • No formal job offers are made until after checks for suitability are completed (including DBS and 2 references). <p>DBS Gap Management The organisation commits resources to providing DBS Records check on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.</p> <p>In order to avoid DBS gaps, the EYES will:</p> <ul style="list-style-type: none"> • 'maintain and review a list of roles across the Group which involve contact with children/ vulnerable adults'. • The organisation will ensure that their established staff and roles are regularly reviewed <p>Service delivery contracting and sub contracting:</p> <ul style="list-style-type: none"> • 'There will be systematic checking of safeguarding arrangements of partner organisations • Safeguarding will be a fixed agenda item on any partnership reporting meetings. • Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non compliance procedures'.
<p>9. Communication training and support for staff</p>	<p>EYES commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p> <p>Induction will include:</p> <ul style="list-style-type: none"> • Discussion of the Safeguarding Policy (and confirmation of understanding) • Discussion of other relevant policies • Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence) • Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding <p>Training All staff that, through their role, is in contact with children and /or vulnerable adults will</p>

	<p>have access to safeguarding training at an appropriate level. Sources and types of training will include:</p> <ul style="list-style-type: none"> • Team meetings • Management meetings • One to one meetings (formal or informal), • clinical supervision <p>Support</p> <p>We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:</p> <ul style="list-style-type: none"> • Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with. • Seeking further support as appropriate e.g. access to counselling. • Staff who have initiated protection concerns will be contacted by line manager within a certain timescale e.g. 1 week).
<p>10. Professional boundaries</p>	<p>Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>EYES expects staff to protect the professional integrity of themselves and the organisation:</p> <p>The following professional boundaries must be adhered to:</p> <ul style="list-style-type: none"> • Giving and receiving gifts from clients: <p>EYES does not allow paid or unpaid staff to give gifts to or receive gifts from clients. However gifts may be provided by the organisation as part of a planned activity’.</p> <ul style="list-style-type: none"> • Staff contact with user groups. • ‘Personal relationships between a member of staff (paid or unpaid) and a client who is a current service user is prohibited. This includes relationships through social networking and social media sites It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.’ • Use of abusive language • Response to inappropriate behaviour / language

	<ul style="list-style-type: none"> • Use of punishment or chastisement • Passing on service users' personal contact details • Degree of accessibility to service users (e.g. not providing personal contact details) • Taking family members to a client's home • Selling to or buying items from a service user • Accepting responsibility for any valuables on behalf of a client • Accepting money as a gift/ Borrowing money from or lending money to service users • Personal relationships with a third party related to or known to service users • Accepting gifts/ rewards or hospitality from organisation as an inducement for either doing/ not doing something in their official capacity • Cautious or avoidance of personal contact with clients <p>Potential interests (e.g. discussing them with line manager or Designated Senior Manager). Refer to: Conflict of Interests Policy in place, refer to this document. If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures</p>
<p>11. Reporting</p>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns to the EYES</p> <p style="text-align: center;">Communicate your concerns with your immediate manager</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Seek medical attention for the vulnerable person if needed</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Discuss with parents of child Or with vulnerable person.</p> <p style="text-align: center;">Obtain permission to make referral if safe and appropriate</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">If needed seek advice from the Children and Families services or Adults services</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Ensure that feedback from the Local Authority is received and their response recorded If the immediate manager is implicated, then refer to their line manager or peer.</p>
<p>12. Allegations</p>	<p>The EYES recognises its duty to report concerns or allegations against its staff (paid or</p>

<p>Management</p>	<p>unpaid) within the organisation or by a professional from another organisation. The simplest process would be: First step: Any member of staff (paid or unpaid) is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer. Second step- contact local authority/Services for advice.</p>
<p>13. Monitoring</p>	<p>The EYES will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • Safe recruitment practices • DBS checks undertaken • References applied for new staff • Records made and kept of supervision sessions • Training – register/ record of staff training on child/ vulnerable adult protection • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place • Presence and action of Designated senior manager responsible for Safeguarding is in post
<p>14. Managing information</p>	<p>Information will be gathered, recorded and stored in accordance with the following policies: Data Protection Policy Confidentiality Policy).</p> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
<p>15. Conflict resolution and complaints</p>	<p>EYES has a policy on resolution of professional disagreements in work relating to the safety of children & young people and vulnerable adults Conflicts in respect of safety of vulnerable adults will be actioned immediately</p>
<p>16. Communicating and reviewing the policy</p>	<p>EYES will make clients aware of the Safeguarding Policy through the induction process, literature, and displayed on the website.</p> <p>This policy will be reviewed by the EYES every 2 years and when there are changes in legislation.</p>