



## Safeguarding Children & Vulnerable Adults Policy

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### Definition

Safeguarding adults means protecting a person's right to live in safety, free from abuse and neglect (*NHS England, 2017*).

An adult at risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and /or support.

### Safeguarding framework

Our Safeguarding framework is made up of the following key components.

- Identified lead from the leadership team.
- Champion identified at board level.
- Annual assurance reporting to Board detailing policy, practice, scale and volume of safeguarding activities, training and organisational development.
- Training and support from induction and onboarding to life cycle of employment.
- Safeguarding policy and associated procedures.
- Safeguarding built into agenda's/reporting framework - report template, one to one and reviews, JDs and appropriate internal team meetings.
- Safeguarding as part of our recruitment practices and interviews.

### Policy Aim

The aim of this policy is to ensure the transparent and robust protection of vulnerable children and adults who may access the Centre whilst upholding the privacy and dignity of the individual(s) involved at all times. Where possible, any person at risk will be kept informed of any formal process, in order to preserve their rights and assert their preferences, though there may be occasions on which it is deemed necessary to advance a safeguarding alert without knowledge or consent.

Safeguarding takes precedence over any other matter at the Centre and must therefore be prioritised by all colleagues.

This policy is for the use of all colleagues and training on it, is part of the induction process. Safeguarding is the responsibility of all colleagues.

## **Procedures (herein)**

The safeguarding procedure sits within this policy document (pg. 4 & 5).

The procedure on how to deal with any individual under 18 who may present at the Centre sits within this policy document (pg. 6).

## **Legal Framework**

**Safeguarding Adults** sits within the **Care Act 2014**.

**The Care Act** places a general duty on local authorities to promote the wellbeing of individuals when carrying out care and support functions. The definition of wellbeing includes:

- personal dignity including treating individuals with respect
- physical and mental health and emotional wellbeing
- **protection from abuse and neglect**
- control by the individual over day-to-day life
- participation in work, education, training or recreation
- social and economic wellbeing
- domestic, family and personal relationships
- suitability of living accommodation
- the individual's contribution to society

*(Department of Health, 2014)*

**The Care Act** brought safeguarding to the fore as the framework for reporting any concerns of abuse or neglect of vulnerable persons. It is the primary duty of care for all services working with vulnerable adults, young people and children to safeguard those with whom they are working.

The **Safeguarding Vulnerable Groups Act (SVGA) 2006** was passed to help avoid harm, or risk of harm, by preventing people who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work. The Independent Safeguarding Authority was established as a result of this Act. On 1 December 2012 the Criminal Records Bureau and Independent Safeguarding Authority merged to become the **Disclosure & Barring Service** (*Teaching Expertise, 2022*).

Organisations with responsibility for providing services or personnel to vulnerable groups have a legal obligation to refer relevant information to the DBS service. The Booth Centre policy on DBS checking for colleagues, volunteers & trustees is a function of safeguarding, and is available on the website, and is reviewed every 2 years, as per policy.

## **Safeguarding Lead**

The Deputy CEO holds responsibility for safeguarding at the Centre, with this responsibility delegated to the Head of Service & the Head of Well-being for operational delivery day-to-day.

The legal responsibility in relation to safeguarding rests with the CEO and the Board of Trustees ultimately. The Chair of the Strategic Risk Committee (sub-committee of the Booth Centre Board) is the designated Board of Trustees Safeguarding lead, and will liaise with the Deputy CEO.

## Reporting

All colleagues are responsible to report any safeguarding concern immediately to any Senior Leader. This safeguarding concern must then take precedence over any other matter at the Centre, and must be reported to the appropriate safeguarding board.

All safeguarding concerns must be dealt with confidentially, with the person concerned involved and informed, where possible.

Any funder directly or indirectly impacted by any safeguarding matter, will be informed, with a full report provided.

## Key Considerations:

### 1. Taking account of young people and vulnerable adults:

The views of people attending the Centre including those of young people, pregnant women and vulnerable adults should be taken into account when delivering the service. Their racial heritage, language, religion, faith, gender and any disability should be taken into account. Their wishes and feelings should be balanced against their rights and need to be safeguarded.

### 2. Safeguarding Lead and reporting to the MSCB (Manchester Safeguarding Children's Board), MSAB (Manchester Safeguarding Adults' Board), SSB (Salford Safeguarding Adult's Board):

The Deputy CEO is the safeguarding lead for the Booth Centre. This responsibility is delegated to the Head of Wellbeing and the Head of Service for day-to-day operational purposes. The Booth Centre will fully co-operate with the Manchester & Salford Safeguarding Adults / Children's Board & any other appropriate regulatory body in the interest of safeguarding and in the event of a Serious Case Review. Safeguarding concerns must take precedence over operational matters, with priority given to reporting internally and externally the same day in which any concern has been raised.

### 3. Safe Staffing:

The Booth Centre follows safe recruitment practices including undertaking full and enhanced DBS checks. The Booth Centre operates safe working practices including those detailed in the Centre's Lone Working Policy; Confidentiality Policy; Professional Boundaries Policy & Safeguarding Procedure (herein). Safeguarding is featured in all recruitment processes.

### 4. Training:

All colleagues are required to undertake approved safeguarding training commensurate with their role and responsibilities:

- Back-office colleagues: Level 1 Safeguarding Adults Training
- Frontline colleagues: Level 2 Safeguarding Adults Training
- Operational Leaders: Level 3 Safeguarding Adults Training

All colleagues are required to carry out safeguarding training during the induction period and to renew every 2 years. A record of this is kept on each individual colleague's HR profile or in their training record.

### 5. Information Sharing:

Information sharing should, where possible, be with the consent of the person concerned, and always in the interest of the person's wellbeing. Information sharing procedures have been informed by the 'Every Child Matters' guidance (*Every Child Matters*, 2003) and if necessary further guidance will be sought from the duty and assessment team at Adults or Children's Social Care (a safeguarding alert may constitute exceptional circumstances which means information is shared without a person's knowledge or consent if it is deemed necessary to mitigate risk to the individual).

## 6. Safeguarding Procedure:

The Booth Centre Safeguarding Procedure (herein) provides a step-by-step guide for all colleagues to follow in order to ensure a prompt and appropriate response to any safeguarding concern. All colleagues will be supported to deal with these matters in 'real' time.

## 7. Working with People Under 18:

The Booth Centre Working with People Under 18 Procedure (herein) provides a step-by-step guide for all colleagues to follow in order to ensure a prompt and appropriate response to any presentation of a person under 18 years accessing the Centre. Anyone under 18 is legally classed as a child and should be treated as such in terms of safeguarding.

# Safeguarding Procedure for Colleagues

## Purpose

The purpose of this procedure is to ensure that there are clear guidelines and processes in place for colleagues to follow should a safeguarding concern arise at the Centre, in order to ensure the safety of the individual.

### 1) In Response to a Disclosure from an Individual:

- State clearly from the beginning that you will have to share the information with other staff members and potentially with outside agencies such as the Manchester Safeguarding Adults Board if someone is at risk or has been injured in any way (not just physically)
- Listen to what is being disclosed and offer reassurance, be empathetic, remain calm and non-judgmental and move to a private space
- If the disclosure suggests a person is in immediate and serious danger, call 999 – speak to a manager before doing so if you are unsure
- Ask if you may make notes & only ask questions to clarify, do not investigate or ask leading questions; this is not your role
- Inform a Senior Leader at the earliest opportunity
- Formally record what has been disclosed as soon as possible and keep an electronic record of all actions taken on *In Form*. This will automatically generate an email notification to the Head of Wellbeing and the Head of Service for authorisation. This ensures a clear audit trail of any safeguarding alerts.
- Refer to the local statutory safeguarding team if appropriate:

Manchester Adult Safeguarding Board (0161 234 5001 [mcsreply@manchester.gov.uk](mailto:mcsreply@manchester.gov.uk))

Salford Safeguarding Board (0161 631 4777 <https://www.salford.gov.uk/health-and-social-care/safeguarding-adults/>)

- Explain to the individual that you will keep them informed of what happens throughout the process (you may need to proceed without the individual's consent or knowledge in some circumstances. This must be discussed with a Senior Leader in 'real' time to ensure appropriate steps are taken and to ensure that colleagues feel supported).

### 2) In Response to Observing a Potential Safeguarding Concern:

- Observe and Stay Safe: Take note of what is going on, ask another staff member to support you, do not intervene unless it is safe to do so
- Should the person / persons be in immediate and serious danger, call 999 – this is now a potential criminal matter, not necessarily safeguarding – if in doubt, ask a colleague to support you
- If there is no immediate risk, speak to the person away from the other person if possible – explain what you think you observed and that you are concerned for their well-being
- Reassure them that the matter will be treated confidentially within the front-line team, in-keeping with our Confidentiality Policy and Boundaries Policy
- Ask the person if they would like to disclose anything regarding what you observed – do not investigate, this is not your role, but you can take notes if they are agreeable to this
- You **MUST** explain clearly that you may need to pass your concerns on to a manager and potentially to external services if someone is at risk or has been injured in any way (not just physically)
- Share your concerns with a Senior Leader and take advice on the next steps to refer externally to the appropriate safeguarding body
- Formally record what you have observed as soon as possible and keep an electronic record of all actions taken on *In Form*. This will automatically generate an email notification to the Head of Wellbeing & the Head of Service for authorisation. This ensures a clear audit trail of any safeguarding alerts.
- Explain to the person what will happen and that you will keep them informed throughout, offering support

## Working with People Under 18 in the Centre Procedure

### Statement

The following procedure was written up in the light of the *Serious Case Review of Child S* (April 2010) and is reviewed every 2 years or in response to any relevant legislative changes. Young people under 18 are legally classed as children and should be treated as such within the context of safeguarding. This step-by-step guide is for staff to follow to ensure a prompt and appropriate response.

We recognise that the Booth Centre is not a safe place for the attendance of young people under 18, however it is also necessary to ensure that any young person who may come to the Centre is supported, dealt with urgently and in isolation from any public access areas. They will be given appropriate information, advice and support before moving them out of the Centre to an appropriate place, in full knowledge of social services. A safeguarding referral may also be necessary: this will be decided through consultation with a Senior Leader. Colleagues will be supported to deal with any such presentations.

### Purpose

The purpose of this procedure is to ensure that there are clear guidelines and processes in place for colleagues to follow should a young person present at the Centre, in order to ensure the safety of the young person.

### Response to the Presentation of a Person Under 18:

1. Colleagues must immediately approach any person attending the Centre who is, or appears to be, under 18 and accompany them into an office for privacy and to remove them from any environmental risks.
2. Colleagues must inform a Senior Leader immediately if a young person is on site and keep the Senior Leader informed of developments.
3. Colleagues must ascertain the age of the person(s), the reason they have come to the Centre, what support they need, if social services are involved.
4. Colleagues must consider whether the young person appears to be at risk of abuse or neglect through an initial assessment. Any colleague can be supported by a Senior Leader to carry out the assessment, if necessary. If it is determined that they are at risk, social services must be contacted immediately, a safeguarding referral must be made (and recorded on *In Form*, which will ensure the audit trail of the safeguarding alert is preserved) and a Senior Leader brought into the meeting. If a safeguarding referral is made, the colleague who raised it must follow it through to the end of the process.
5. Colleagues should ensure that the young person is taken / transported to the designated safe place from the Centre, for example the town hall or social services contact centre.
6. Colleagues should complete an *In Form* profile, in order to have a record of the young person's details.
7. Colleagues directly involved in this process should consider themselves the lead, which means they must record appropriately, follow up and report to a manager.

All cases will be shared with the frontline team in accordance with the Booth Centre team confidentiality policy, and all appropriate follow up and record keeping must be carried out.

Volunteers will never be asked to lead on any safeguarding alert. As part of the induction process, volunteers are trained on the Booth Centre Safeguarding Children & Vulnerable Adults Policy and provided with information in the Volunteer Handbook.

## References

*The Care Act 2014* (NHS England, 2017, accessed June 2022, available @ <https://www.england.nhs.uk/wp-content/uploads/2017/02/adult-pocket-guide.pdf> )

*The Care Act 2014* (Department of Health, 2014, accessed June 2022, available @ <https://www.legislation.gov.uk/ukpga/2014/23/section/1/enacted> )

*Safeguarding Vulnerable Groups Act, 2006: An Overview* (Teaching Expertise, 2022, accessed June 2022, available @ <https://www.teachingexpertise.com/articles/safeguarding-vulnerable-groups-act-2006-an-overview/> )

*Every Child Matters 2003* (Maynard, 2007, accessed June 2022, available @ [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/272064/5860.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/272064/5860.pdf) )

## Resources

*Manchester Safeguarding Adults Board*; <https://www.manchestersafeguardingpartnership.co.uk>

Salford Safeguarding Adults Board; <https://safeguardingadults.salford.gov.uk/>

<https://www.england.nhs.uk/contact-us/privacy-notice/how-we-use-your-information/safety-and-quality/safeguarding/>

<https://www.scie.org.uk/key-social-care-legislation/safeguarding-adults#safeguarding-protection>

<https://www.legislation.gov.uk/ukpga/2014/23/part/1/crossheading/safeguarding-adults-at-risk-of-abuse-or-neglect/enacted>

<https://www.scie.org.uk/key-social-care-legislation/safeguarding-adults#safeguarding-protection>