


Safeguarding Policy

Policy Name: Safe Guarding		Process/Category: Policy
Approving Authority:	Name:	Next Rev Date:
Chief Executive Officer	Tim Spilsbury	August 2022
Signature: 		

Safeguarding Policy

Purpose

This document sets out the position of Your Voice in Health & Social care (YVHSC) in relation to the policy of Safeguarding of Children and of Vulnerable Adults, both those who use our services directly and those who contact us for advice and support. The document also sets out the support system that is in place for YVHSC staff and volunteers who may recognise and be required to respond to safeguarding situations in the course of their duties.

Scope

This document applies to all staff, volunteers, trustees, trainees, consultants and contractors - termed as 'personnel' in this document – who undertake, work, duties or tasks on behalf of YVHSC.

Definitions

The definition of a **vulnerable adult** is:

- a person aged 18 years and over "who is or may be in need of community care services by reason of mental or other disability, age or illness";
- one who is or may be unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation.

The safeguarding of **children** relates to:

- Children and young people below the age of 18
- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Undertaking that role so as to enable those children to have optimum life chances and enter adulthood successfully.

Abuse relates to:

"A violation of an individual's human and civil rights by any other person or persons" (No Secrets 2000). Abuse is behaviour towards a person that causes him or her harm, distress, endangers their life or violates their rights.

Discriminatory Abuse includes age, race, religious/belief, gender and sexist abuse, as well as abuse based on a person's disability.

Principles

YVHSC recognises that we have a particular role to play in terms of protecting adults and children who, for many different reasons, may be vulnerable.

We have a duty and a role to support and enable children and adults and/or their advocates to deal with any abusive or safeguarding situation they might be experiencing. In addition, the nature of YVHSC's work means that we are sometimes made aware of situations where an absence or failure of services has safeguarding implications.

Policy

YVHSC is committed to the implementation of the borough's Council's Safeguarding Adults Policy and Procedure and the Child Safeguarding Policy and Procedure and to any periodic revising of these Policies and Procedures.

YVHSC has its own internal procedure to deal with cases where safeguarding may be a concern.

YVHSC recognises its role as an 'alerting' organisation and is committed to ensuring that alerts are reported following recognised procedure and within stipulated timescales.

This Policy covers **five distinct circumstances** where YVHSC may become involved in a safeguarding issue:

1. Where an allegation of abuse or a safeguarding issue is made against a member of YVHSC's personnel.
2. Where an allegation of abuse is made or a safeguarding issue raised by the alleged victim against another alleged perpetrator. For example, an unpaid carer, family member, friend, neighbour, acquaintance or paid carer from another organisation or agency.
3. Where an allegation of abuse or a safeguarding issue is made by someone other than the alleged victim (the reporter) against another alleged perpetrator.
4. Issues of self-neglect or the inability of a person to meet their own basic needs.
5. Instances where an absence or failure of services has potential safeguarding implications for the person involved.

YVHSC recognises that conflicts may arise between maintaining confidentiality, discharging our responsibilities under the Safeguarding Policy and Procedures and our duty of care to our personnel. This Policy sets out the circumstances when it may be appropriate to break a person's confidentiality and this includes whenever a safeguarding allegation or concern is raised and it has not been possible to gain permission to make an alert from the alleged victim.

It is also recognised that personnel may be asked to provide information to the Safeguarding Team as part of an ongoing investigation not triggered by an alert from us. In all such instances, the CEO must be consulted before details are divulged.

YVHSC is committed to providing initial training for staff and volunteers on the principles of safeguarding for vulnerable adults and children and the implementation of YVHSC's Safeguarding Procedures.

YVHSC commits to reviewing its Safeguarding Policy and Procedure at least annually.

Refresher training for staff and volunteers will be undertaken on an annual basis or following a change of procedure or as otherwise required.

Procedure

1. Point of Disclosure

1.1 A concern may arise either as a result of a direct disclosure or (more commonly) as a result of an individual reporting a broader problem or issue concerning their experiences of accessing health and social care. In either case, the procedure to follow is:

1.2 The staff member/volunteer should:

- a. Make clear to the reporter that s/he has a concern
- b. Make clear s/he may have an obligation to report the concern.
- c. Complete the Incident Record Form
- d. Take contact details for the reporter (including an address)
- e. Make clear notes of the discussion
- f. Explain the reporting process that will be followed; in the first instance to YVHSC's CEO, and then, if he feels it appropriate, to the relevant authorities
- g. If at all possible obtain consent to discuss with other relevant organisations (although we are not dependent on consent if an issue is recognised a safeguarding issue, obtaining consent will allow YVHSC to raise any issues with the relevant operational bodies and thus seek resolutions to the situation.

1.3 All incidents must be reported as soon as possible to the CEO or a designated deputy.

2. Decision-making, reporting and escalations

2.1 The CEO and/ or their designated deputy and the Chair will discuss the concern, where possible the staff member/volunteer who has referred the matter will be party to these discussions.

2.2 The CEO will make decisions on reporting, referrals and escalations of the issues raised based on YVHSC's responsibilities in law, the duties of local services and the best interests of the person about whom the concern is raised.

2.3 If a safeguarding issue is identified by this meeting then reports will be made, in writing (email) and in a timely manner, to the relevant Safeguarding Teams.

3. Follow –up and monitoring

3.1 In keeping with YVHSC’s practice in regard to following up issues raised, YVHSC will receive assurances about the next steps from the safeguarding team.

3.2 Where possible and appropriate, the relevant staff member will contact the original reporter to explain these next steps.

4. Record keeping

4.1 Personnel will keep accurate records as follows:

- Log of contacts
- Summary of the issues, identifying the potential safeguarding concerns and
- Log of the steps taken.
- Reporting Officers must be careful to record concerns in a way that replicates, as closely as possible, the words of the reporter.

4.2 All records relating to safeguarding issues will be kept securely in accordance with the requirements of the Data Protection Act.

4.3 The CEO will provide a report of all Safeguarding alerts, escalations or enquiries to the Board Trustee Members of YVHSC on a quarterly basis at the normally held Board Meetings.

4.4 Any trends, issues or omissions obtained from these reports are to be addressed through YVHSC’s internal procedures and external work with relevant providers, commissioners and other public authorities.

Review: This policy will be reviewed annually and if necessary more frequently in line with changes in legislation and guidance on the safeguarding of children, young people and vulnerable adults.

Legislation:

- Children’s Act 2004
- Safeguarding Vulnerable Groups Act 2006.
- Safeguarding Adults: Advice and Guidance to Directors of Adult Social Services 2013
- Care Act 2014
- No Secrets: guidance on protecting vulnerable adults in care, 2000, Updated 2015

