



SAFEGUARDING POLICY

INTRODUCTION

The Light Group places the safety and wellbeing of vulnerable adults at the forefront of all its operations and acknowledges the range of activities that contribute to creating and maintaining an environment that promotes effective safeguarding practice.

The Safeguarding Policy provides a coherent framework of practice to be in place and for all policies relating to this framework to address this priority. The Light Group for safeguarding practices and procedures are inherent to this Policy.

The policy is aimed at protecting residents and workers at Homeless The Light Group, recognising the risks involved in lone working

The policy should be read in conjunction with <https://www.safeguarding.calderdale.gov.uk>

GUIDELINES

The Light Group recognises its duties, statutory and otherwise to ensure that all activities function with a view to safeguarding and promoting the welfare of vulnerable adults. The Policy applies to all as safeguarding is everyone's responsibility.

Safeguarding Leads

Angela Keenan – Designated Safeguard Lead
David Fawcett – Deputy safeguard lead

Purpose and Objectives

It is policy to ensure that guidelines, procedures, training and additional need support are in place so that employees and vulnerable adults can confidently identify and respond appropriately to concerns relating to the safety of all vulnerable adults.

No matter what the source of the information is, the Charity will adopt the following procedure to ensure consistency. The procedure will consist of three steps:

- Information gathering
- Analysis
- Action

Who this policy applies to

- Individuals who have care and support needs
- Individuals experiencing or are at risk of abuse or neglect
- Individuals unable to protect themselves from either the risk of or the experience of abuse or neglect

Roles and Responsibilities

The Safeguarding Leads has specific responsibilities for ensuring the Safeguarding Policy is strictly adhered to. These individuals are responsible for:

- Providing advice and support to other staff on issues relating to the protection of vulnerable adults
- Ensuring that everyone within the Charity and who deals with the Charity are aware of the Safeguarding Policy
- Sharing pertinent and appropriate information with partner agencies and organisations in compliance with information sharing protocols and data protection law.

Disclosures for employees and volunteers

All employees and volunteer workers will be required to have a satisfactory DBS check. These DBS checks will be renewed every 3 years. It is the responsibility of all employees to disclose to management any criminal convictions that are incurred during their employment. Failure to do so will be considered a disciplinary offence and in some circumstances may lead to dismissal.

Disclosure of historical abuse

Given the nature of the Light Group rehabilitation programme, it is possible that a client will disclose incidents of historical abuse as part of their journey. In these circumstances the charity must be mindful of the fact that other people may still be at risk of abuse as well as the fact that the client will need support as they process their feelings related to the disclosure.

Training

All employees and volunteers will receive safeguarding training by the Safeguarding Leads in order to have a clear understanding of their role and responsibilities in safeguarding vulnerable adults. They will also be expected to complete Adult Safeguarding Level 2 through virtual college before graduating to become a Homeless Pastor. All employees and volunteers will receive guidance on how to deal with suspicions or disclosures of abuse.

Procedures

It is the duty by law of any employee or volunteer to receive a disclosure of abuse, or suspects that abuse may have occurred, to report it to the Safeguarding Leads. If appropriate for the Safeguarding Leads, refer cases of suspected abuse or allegations to the Multi Agency Safeguarding Team (MASH) by telephone in accordance with the Local Safeguarding Board Procedures.

It is not the job of the employee or volunteer to investigate allegations; this is the responsibility of the Authorities. However, essential information may help with these investigations and details such as the person's name, address, and date of birth, and reason for referral should be recorded. The name of the person who initially received the disclosure and whether or not the parents/guardians of the learner are aware of the referral should also be included.

Advice and guidance can be obtained from the MASH team, or the Local Safeguarding Board.

Support from the designated Safeguarding team will be made available for employees and volunteers dealing with safeguarding issues.

Key principles underpinning all adult safeguarding work

- Empowerment – individuals being supported and encouraged to make their own decisions and informed consent
- Prevention – action to be taken before harm occurs
- Proportionality – least intrusive response appropriate to the risk presented
- Protection - support and representation for those in greatest need
- Partnership – local solutions through services working with their communities
- Accountability – transparency in delivering safeguarding

Types of Abuse (non-exhaustive list)

- Physical abuse – including assault, hitting, misuse of medication
- Emotional abuse – including physical, sexual, financial, emotional
- Sexual abuse - including rape, indecent exposure, harassment
- Modern slavery – including human trafficking, forced labour
- Psychological abuse – including rape, indecent exposure
- Financial/material abuse – including theft, fraud internet scamming

- Discriminatory abuse – including forms of harassment on the grounds of race, gender, gender identity, age, disability, sexual orientation or religion

Procedures for Handling and Responding to Disclosures and Allegations of Abuse

The following notes provide guidance for employees and volunteers who receive a disclosure or who have concerns about allegations of abuse.

Receiving a Disclosure

DO

- Take allegations or suspicions of abuse seriously
- Respond with tact and sensitivity to anyone who confides in you
- Re-assure the person that it is right to speak to someone
- Allow the person to speak in his/her own way and time
- Discuss the need to refer to the appropriate person within the Charity
- Make notes using the person's own words

DON'T

- Promise confidentiality (only those who need to know will be told)
- Make judgements
- Investigate the allegation or suspicion of abuse
- Ask leading questions or probe for details
- Interpret what has been said or make assumptions about the situation
- Contact parents/carers before seeking advice

Records and Monitoring

The Charity maintains up to date and accurate records of any cause for concern in regard to all vulnerable adults. There is also an indication of the status of each individual case and when it is deemed appropriate to pass this information to other agencies.

Confidentiality will be maintained wherever possible, and information will only be shared on a 'need to know' basis in order to ensure employees and volunteers supporting vulnerable adults understand their needs.

Safeguarding Code of Practice – Employees and Volunteers

To ensure the highest standards of integrity, employees and volunteers should demonstrate appropriate behaviour in all work with vulnerable adults. Employees and volunteers within the Charity must comply with the provisions of this Code of Practice.

All relationships between any employee/volunteer and vulnerable adults should be based on trust, honesty and respect. Employees and volunteers should act as

responsible adults in all their work with vulnerable adults. They should have an objective view of vulnerable adult's situations and should support vulnerable adults to identify, for themselves, the best life choices.

If any employee/volunteer is uncertain about any safeguarding situation, advice should be obtained in the first instance from the Safeguarding Leads.

Employees/volunteers should be aware they are required to be **positive role models** for vulnerable adults and therefore **must**:

- Never create or develop an inappropriate relationship, of any kind, with any individual or group of vulnerable adults. Employees/volunteers must be aware that as adults they have a powerful influence over vulnerable adults and any abuse of that power is dangerous and inappropriate.
- Not use unacceptable language when engaging with vulnerable adults. Employees/ volunteers should not swear, use or tell inappropriate jokes, or use racist or sexist language. Employees/volunteers should also be aware that the use of sarcastic comments might be seen as a method of 'put down' when talking to vulnerable adults. Employees/volunteers should actively encourage the use of positive language and praise when working with vulnerable adults.
- Employees/volunteers should not overpower vulnerable adults with their views and opinions but give them the space and time to work things out in their own mind. Challenge should lead to learning and growth, not conflict.
- Personal grievances and personal issues between employees/volunteers should on **no account** be discussed with vulnerable adults.
- Any inappropriate relationship with a vulnerable adult where an employee/volunteer arranges to be alone with them will be considered an abuse of power and an abuse of The Safeguarding Leads trust. Employees must be aware that any breach of the code of practice may lead to disciplinary proceedings or dismissal.



Recording Pro-forma Confidential

Vulnerable Adult

Name:	
Date of Birth:	
Address and Post Code:	
Carer Name	
Telephone	

Person Reporting Incident

Name	
The Safeguarding	
Contact details	
Support required/ Reasonable adjustments to	

Details of concern

Date & Time	
Location	
Nature of concern	
Observations	

Action taken

Initial Action	
Views vulnerable Adult	

Information received by the Safeguarding Leads

Name	
The Safeguarding Leads	
Contact details	
Signature	
Date/ Time	

Response by the Safeguarding Leads

Date & Time	
Outcome/ decision	

Others informed – including external agencies

Date & Time	
Name(s)	
The Safeguarding Leads	
Contact details	
Details of discussion	

Referral Pro-forma Sent to External Agency

By whom	
Date/ time	

Form completed by

Name	
Signed	
Date	

I have read and understood the Safeguarding Policy

Name.....

Signature.....

Date.....