

Krizevac Project

Safeguarding Policy, Procedures and Guidance

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Monitored: Annually

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1- Policy

1.1- Aims

Krizevac Project is committed to:

- Ensuring that the welfare of children and vulnerable adults who are in contact with, or beneficiaries of our work, is paramount at all times
- Maximising people's choice, control and inclusion and protecting their human rights
- Working in partnership with others in order to safeguard children and vulnerable adults who are in contact with, or beneficiaries of our work
- Ensuring safe and effective working practices are in place.
- Supporting staff within the organisation to understand their role within safeguarding.

1.2- Introduction

This policy sets out the roles and responsibilities of Krizevac Project in working together with other professionals and agencies in promoting children and vulnerable adults' welfare and safeguarding them from abuse and neglect. The definitions, procedures and guidance outlined in this policy apply to all Krizevac work, whether in the UK or overseas.

Policies linked with this will include: Health and Safety (inc first aid and fire), GDPR, Bullying, Whistle Blowing. The Employees Manual (with regards to recruitment, induction, code of conduct and disciplinary). The International Volunteers Policy has additional guidance for managing safeguarding when living and working overseas.

1.3- Scope

This policy applies to all trustees, staff (permanent, seconded or temporary) of Krizevac Project as well as all people who work on behalf of Krizevac Project.

1.4- Definitions

A child is defined as any person under the age of 18.

A vulnerable adult is defined as any person aged 18 or over:

- who is or may be in need of community care services by reason of mental, or other disability age or illness
- and who is or maybe unable to take care of him or herself or unable to protect him or herself against significant harm or serious exploitation

No Secrets (2000) – Department of Health

1.5- Responsibilities of Krizevac Project

- To take action to identify and prevent abuse from happening.
- Respond appropriately when abuse has or is suspected to have occurred.
- Ensure that the agreed safeguarding procedures are followed at all times
- Provide support, advice and resources to staff in responding to safeguarding issues.
- Ensuring staff have access to appropriate consultation and supervision regarding safeguarding.
- Understand how diversity, beliefs and values of people who use services may influence the identification, prevention and response to safeguarding concerns.
- Ensure that information is available setting out what to do if there is a concern
- Ensure that all employees who come in contact with vulnerable adults have a DBS check in line with the requirements of the Independent Safeguarding Authority Vetting and Barring Scheme.
- Ensuring that overseas projects who are recipients of Krizevac funds have appropriate safeguarding policies and procedures in place and that these procedures are followed.

1.6- Responsibilities of all staff

- Follow the safeguarding policies and procedures at all times
- Participate in safeguarding training as appropriate
- Discuss any concerns about the welfare of a child or vulnerable adult with their line manager.
- Remain alert at all times to the possibility of abuse.
- Recognise the impact that diversity, beliefs and values of people who we have contact with can have.

2- Safeguarding Procedures

2.1- Recruitment and selection of Trustees, Staff and Volunteers

Krizevac Project recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Evidence of identity should be provided (eg passport or driving licence with photo for all UK and International staff and volunteers.

Recruitment of UK based staff:

Candidates will attend formal interviews. Successful candidates will provide an employment reference which will be followed up for validation. Employment offers will be made subject to completion of basic DBS checks. All employment offers are made subject to a six-month probationary period. All new staff will be made aware of Safeguarding policy and procedures.

Recruitment of UK based part-time/ volunteers:

All UK volunteers will have an informal interview and complete a contact form. Volunteers will be made aware of our Safeguarding policies and procedures at induction. UK volunteers will be made aware that they should NOT HAVE UNSUPERVISED CONTACT with children or vulnerable adults.

Recruitment of International Staff/ Volunteers:

Candidates will attend formal interviews. Successful candidates will provide an employment reference which will be followed up for validation. Employment offers will be made subject to completion of basic DBS checks. All employment offers are made subject to a six-month probationary period. All new staff will be made aware of Safeguarding policy and procedures. Additionally, International Staff and Volunteers will be made aware of and agree to additional cultural considerations which are outlined in the International Volunteers Policy.

2.2- Training

All staff should receive a basic safeguarding awareness training at a level according to their role, this may be in-house discussions or external training as appropriate.

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff, trustees and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or vulnerable adult
- Work safely and effectively with children or vulnerable adults
- Where the role demands eg. Engaging in a school based charity project, staff should attend a recognised good practice and child protection awareness training, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and safeguarding
- Volunteers to attend (at a minimum, depending on the role) awareness training on safeguarding.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young or vulnerable person.

2.3- Use of photographic/filming equipment

From time to time it is useful to record events and activities through photographs or films. Krizevac staff must inform carers (parents or teachers) that it is their intention to photograph and give information about where the photographs will be stored and used. Any child or vulnerable adult who does not want to be photographed/ filmed must have their wishes respected even when this is retrospective of the event.

2.4- What to do if you have a concern

It is not the responsibility of anyone working for Krizevac in a paid or unpaid capacity, to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

- Report your concerns to the Safeguarding Officer, who should contact relevant professionals/ social services or the police as soon as possible.
- If the Safeguarding Officer is not available, the person being told of or discovering the abuse should liaise with their line manager and/or with a professional member of staff e.g. a teacher or support worker as soon as possible (eg. a teacher who the child knows and trusts).
- Professional staff/ Social services and the Safeguarding Officer will decide how to involve the parents/carers.
- The Safeguarding Officer is trained to at least level two in Child Protection and will maintain all records to the standard required by Social Services and/or the police, this will include:
 - The Child's/ Vulnerable Adult's name, age and date of birth of the child.
 - The Child's/ Vulnerable Adult's home address and telephone number.
 - Whether or not the person making the report is expressing their own concerns or those of someone else.
 - The nature of the allegation. Include dates, times, any special factors and other relevant information.
 - Make a clear distinction between what is fact, opinion or hearsay.
 - description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
 - Details of witnesses to the incidents.
 - The Child's/ Vulnerable Adult's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
 - Have the parents/ carers been contacted?
 - If so, what has been said?
 - Has anyone else been consulted? If so, record details.
 - If the Child/ Vulnerable Adult was not the person who reported the incident, has they been spoken to? If so, what was said?
 - Has anyone been alleged to be the abuser? Record details.

Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

2.4.1- Responding to allegations or suspicions about a member of staff

Krizevac will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a Child/ Vulnerable Adult.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

2.4.2- Action

Concerns about poor practice:

If, following consideration, the allegation is clearly about poor practice, the Safeguarding Officer will deal with it as a misconduct issue. If the allegation is about poor practice by the Safeguarding Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the Managing Director or Trustees who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Concerns about suspected abuse by a Krizevac staff member:

Any suspicion that a child or vulnerable adult has been abused by either a member of staff or a volunteer should be reported to the Safeguarding Officer, who will take such steps as considered necessary to ensure the safety of the child or vulnerable adult in question and any other child or vulnerable adult who may be at risk.

- The Safeguarding Officer will liaise with professionals responsible for the child/vulnerable adult and if this is not possible refer the allegation to the social services department which may involve the police, or go directly to the police if out-of-hours.
- If the Safeguarding Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager who will refer the allegation to social services.

Internal enquiries and suspension

- Krizevac's Safeguarding Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the trustees of Krizevac Project will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. The welfare of the Child or Vulnerable Adult should remain of paramount importance throughout.

All serious incidents (anything that involves criminal activity) will be additionally reported to the Charities Commission for England and Wales (<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>)

3- Confidentiality and information sharing

'No Secrets' [DH 2000] states that the government expects organisations to share information about individuals who may be at risk from abuse. This is also stressed by Safeguarding Adults [ADSS 2005] the framework for good practice. It is important to identify an abusive situation as early as possible so that the individual can be protected. Withholding information may lead to abuse not being dealt within a timely manner.

Confidentiality must never be confused with secrecy. Staff have a duty to share information relating to suspected abuse with Social Care and Stoke on Trent Police.

Consent is not required to breach confidentiality (capacity issues must be considered) and make a safeguarding referral where;

- A serious crime has been committed
- Where the alleged perpetrator may go on to abuse other children or adults
- Other children or vulnerable adults are at risk in some way
- The child or vulnerable adult is deemed to be in serious risk
- There is a statutory requirement e.g. Children's Act 1989, Mental Health Act 1983, Care Standards Act 2000
- The public interest overrides the interest of the individual
- When a member of staff of a statutory service, a private or voluntary service or a volunteer is the person accused of abuse, malpractice or poor professional standards.

If a worker has any doubt about the legality of sharing information, they must in the first instance consult their manager.

4- Promoting good practice

Abuse can occur within many situations including the home, school and social activities. Some individuals will actively seek employment or voluntary work with young people in order to harm them. Krizevac staff (paid or unpaid) will have limited contact with children, however, it is still important that staff are alert to best practise and feel supported in their work with Krizevac. All suspicious cases of poor practice should be reported following the guidelines in this document.

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

4.1- Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect any young person or vulnerable adult they may have contact with and also to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication
- Treating all young people/vulnerable adults equally with respect and dignity.
- Always putting the welfare of each young person first.
- Maintaining a safe and appropriate distance
- Building balanced relationships based on mutual trust and empowering children/vulnerable adults to share in decision making.

- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people/ vulnerable adults.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and vulnerable adults

4.2- Practices to be avoided

- Spending time alone with children/ vulnerable adult away from others
- Taking or dropping off children/ vulnerable adult to an event or work.

Practices never to be sanctioned

You should never:

- Engage in rough physical or sexually provocative games, including horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow children/ vulnerable adult to use inappropriate language unchallenged.
- Make sexually suggestive comments to a children/ vulnerable adult, even in fun.
- Reduce a children/ vulnerable adult to tears as a form of control.
- Allow allegations made by children/ vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children/ vulnerable adult that they can do for themselves.
- Invite or allow children/ vulnerable adult to stay with you at your home unsupervised.

Avoid taking on the responsibility for tasks for which you are not appropriately trained.

5- Recognising the signs of abuse

Children/ vulnerable adults may be abused through:

- Physical violence;
- Sexual exploitation;
- Not being provided with the basic things needed for children to thrive (e.g. food, warmth, clothing); and
- Being made to feel unwanted, ugly, worthless, guilty or unloved.

Recognising or suspecting that a child/ vulnerable adult is being abused may be stressful and upsetting. It is easy for people to believe that it couldn't happen to people for whom they care. Children are harmed in all sorts of families and in most instances the person causing the harm is well known to the child.

The types of abuse are usually described in four categories:

1- Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, including by fabricating the symptoms of, or deliberately causing, ill health to a child.

2- *Emotional abuse* is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person, age or developmentally inappropriate expectations being imposed on children, causing children frequently to feel frightened, or the exploitation or corruption of children.

3- *Sexual abuse* involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways.

4- *Neglect* is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development, such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to, a child's basic emotional needs.

6- Monitoring

Krizevac Project UK Manager will be responsible for monitoring this policy.

This policy will be reviewed annually.

7- How to report abuse in an urgent situation

How to respond if you think someone with care and support needs is being abused or neglected. Remember, suspicion is enough.

If it is an emergency and someone is seriously hurt, or the abuser is still with the adult and they are in immediate danger ring the Police on 999.

Useful contact numbers

The Stoke-on-Trent Safeguarding Children Board

Safeguarding Referral Team 01782 235100 (Office hours)

Emergency Duty Team 01782 234234 (outside office hours 1700 to 0830)

If you would like to talk to someone about receiving some support from local agencies in the community or are unaware of what support you can access, contact the Advice and Access Team on 01782 232200.

North Staffs Combined Health Care Access Team

0300 123 0907 (option 1)

or 07739 775202 if this number is unavailable

The team provides the following:

- Qualified health and social care staff who work together to provide assessment, advice and sign-posting to support recovery and promote wellbeing
- Support for individuals and referrers to assist them to get access to the right services
- Support for people with mental health illness who are experiencing difficulties when the stability of their mental health has been interrupted by crisis.
- The team operates an open referral system which means, if you are concerned about your mental health or that of someone you care for, you can contact the team directly.

The Staffordshire and Stoke On Trent Adult Safeguarding Partnership

If the adult lives in Stoke:

Telephone: 0800 561 0015 at any time

If the adult lives in Staffordshire:

Telephone: 0345 604 2719 Monday to Thursday 8:30am to 5pm, Fridays 8:30am to 4:30pm, excluding Bank Holidays: 0345 604 2886 at any other time