



Residential Policy

58. Safeguarding Policy



Policy No 58

Safeguarding Policy

Safeguarding is a relatively new term which is broader than 'child protection' as it also includes prevention. What is safeguarding, safeguarding means:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health and development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes

What legislation surround safeguarding children:

- The Children Act 1989
- Equality Act 2010
- Children and Families Act 2014
- The United Nations convention on the Rights of the Child 1992
- The Human Rights Act 1998
- Keeping Children Safe in Education 2019
- Working Together to Safeguard Children 2018
- The Children and Social Work Act 2017
- The Education Act 2002

This procedure is for **ALL Midway Transitional Solutions staff**. "Safeguarding" is **everybody's responsibility** and you are always expected to adhere to this procedure.

**RECOGNISE
REACT
REFER**

REMEMBER: DOING NOTHING IS NOT AN OPTION

58.1 Introduction

Midway Transitional Solutions are committed to ensuring the safety and welfare of all its service users. All staff within the company accept that “safeguarding” is **everybody’s responsibility** and that every child, young person, and adult has a right to be safe from harm.

58.2 Definitions of Safeguarding Risks

Safeguarding risks to Children

A child is defined as anyone who has not yet reached their 18th birthday.

Safeguarding risks to children and vulnerable individuals include, but not limited to:

- **Neglect** (e.g. failure to protect a child from exposure to any kind of danger, including cold, starvation or extreme failure to carry out important aspects of care, resulting in significant impairment of the child’s health or development, including non-organic failure to thrive.)
- **Physical abuse** (e.g. hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, parental fabrication, or inducement of illness in a child.)
- **Emotional abuse** (e.g. persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional and behavioural development.)
- **Sexual abuse** (e.g. forcing or enticing a child to take part in sexual activities including: physical contact; involving children in looking at or in the production of pornographic material or watching sexual activities; encouraging children to behave in sexually inappropriate ways.)
- **Psychological/Emotional** (e.g. intimidation, being threatened, humiliation, blaming, controlling, coercion, harassment, verbal abuse, prevented from family/friends visiting or from receiving services or support.)
- **Financial** (e.g. stealing money or spending it on the wrong things, pressurising someone to change their will or spend their money against their wishes, fraud or exploitation, pressure in connection with property, inheritance, possessions, or benefits.)
- **Discriminatory** (e.g. treated unfairly because of their colour, religion, disability, or sexual orientation.)
- **Institutional** (e.g. rigid, intensive routines, inadequate privacy, or comfort. This can occur in care homes or hospitals or when someone receives an institutional style of care in their own home.)

58.3 Roles and Responsibilities

Midway Transitional Solutions will ensure that:

- all statutory requirements in terms of safeguarding and promoting the welfare of children, young people and vulnerable individuals receive due consideration.

- adequate resources are available for training, information, and the promotion of safeguarding
- safeguarding is a regular item on team briefings, meetings, at supervision and staff appraisals.

Designated Safeguarding Officer is Joshua Glynn Responsible Individual for the Residential Service

- he is the first point of contact within the company for safeguarding concerns. In their absence contact the companies Safeguarding Co-ordinator.
- act as a key source of advice and support for other staff in the company on all safeguarding issues.
- be familiar with the *Guidelines for Safeguarding Children, Young People and Vulnerable Adults* along with the safeguarding procedures of the All Wales Child Protection Procedures.
- ensure that there are effective internal guidelines, policies, and procedures to deal with concerns.
- ensure that the process of complying with this policy and procedure and the corporate safeguarding policy is monitored by reporting regularly.
- attend relevant training.
- ensure all staff within the company have received relevant information and/or training.

Registered Managers will:

- ensure that all employees in their service area are aware of their responsibilities in relation to safeguarding.
- monitor the quality, content and frequency of training provided and maintain sufficient staff training records.
- ensure that all relevant employees and volunteers are checked in accordance with the Disclosure and Barring Service and that their staff conform to the safeguarding policies and procedure.
- ensure that information and advice is kept up to date and communicated in a timely way.
- ensure safeguarding arrangements are a regular topic for discussion at team meetings, briefings, supervision, and staff appraisals.

All Staff must:

- Familiarise themselves with relevant safeguarding policies and procedures including the Wales Safeguarding Procedures.
- Follow the companies safeguarding policy and procedure as outlined in this document.
- Seek advice from their Registered Manager if there are any areas of doubt or clarification required
- Agree with their Registered Manager and attend the appropriate level of safeguarding training commensurate with their role e.g.

- All staff - Level 2 (Intermediate)
- Registered managers - Level 3 (Specialist)
- Senior Management/Designated Safeguarding Officer/Safeguarding Co-ordinator – Level 3

Do not delay in making a referral. In the absence of the Registered Manager or Deputy Manager, staff should contact the Designated Safeguarding Officer.

58.4 Referral Process

General Referrals:

Step one:

If a child, young person, or vulnerable individual tells a member of staff or volunteer that they, or someone they know, is being abused or an employee is concerned about possible abuse, the following action should be taken.

Told about abuse:

- ❖ take the allegation seriously.
- ❖ encourage the service user to talk but do not prompt or ask leading questions.
- ❖ explain what action will be taken.
- ❖ do not promise to keep the information confidential – it must be passed on to those who need to know.
- ❖ write down what you have been told, using the exact words if possible (within 24 hours).
- ❖ report the allegation to your Registered Manager or Safeguarding Lead as appropriate.

Concerned about abuse:

- ❖ do not dismiss your concerns.
- ❖ do not confront the person/employee about whom you have concerns.
- ❖ report your concerns to your Registered Manager or Designated Safeguarding Officer as appropriate.

Step Two:

The Designated Safeguarding Officer/Registered Manager or Practitioner trained to Level 3 will:

- ❖ Contact the Midway Transitional Solutions Ltd office and relevant social worker/social services immediately.
- ❖ Complete and forward the appropriate Safeguarding Referral Form to either the Child Protection or Adult Services Advice and Assessment Team.
- ❖ Inform the Designated Safeguarding Officer and the employee who raised the concern what action has been taken.

Recording Information

The initial report should be completed immediately by the employee reporting the concern. It should include:

- ❖ The name, address, and date of birth of the child/young person or vulnerable individual reporting the abuse.
- ❖ The nature of the abuse. This should be written down using the exact words used.
- ❖ Where and when the abuse took place?
- ❖ Who was involved?
- ❖ The date the abuse was reported, and action taken.
- ❖ The name/signature of the employee writing the report and the date the report was completed.

This should be given to the service Safeguarding Lead as soon as completed.

The referral should be completed by the Designated Safeguarding Officer/Registered Manager or Practitioner trained to Level 3 within 24 hours of the concern being raised. The referral should include all the information identified in the initial report outlined above plus any additional information such as:

- ❖ The names of other professionals involved with the family e.g. school/GP.
- ❖ Any background information on the individual who reported their abuse such as developmental needs.
- ❖ Any information affecting the safety of staff.
- ❖ Record the outcome of any action taken making a note of the name of anyone that you have spoken to and their job title.
- ❖ A copy of the report should be forward to the Designated Safeguarding Officer and Safeguarding Co-ordinator.

Emergency Referrals

An emergency can occur when a child, young person or vulnerable individual is in urgent need of protection from harm or medical help. If an employee believes that the individual is in immediate danger of harm the Police should be contacted immediately. Similarly, in a medical emergency the employee must phone for medical assistance immediately. Once the emergency is under control the employee must inform the service Safeguarding Lead/Registered Manager about the action taken.

Reporting concerns about professional abuse:

Any member of staff with concerns regarding the behaviour of a colleague towards children, young people or vulnerable adults should contact the Designated Safeguarding Officer immediately. Concerns can be raised verbally or in writing. It is useful to provide the following information:

- The background and history of the concern (including relevant dates).
- The reason why you are particularly concerned about the situation.

58.6 Recording Outcomes

Records of safeguarding referrals and outcomes are maintained to enable oversight and scrutiny of safeguarding within the home. Protection of vulnerable children must be overseen by the manager and responsible individual. With reports made available no less than annually for oversight at board level.

Midway will ensure that outcomes arising from and safeguarding referral are communicated to the individual in a method appropriate to their age, level of understanding and will consider their specific conditions and any communication impairment.

The earlier a concern is expressed the easier it is to act.

Midway Transitional Solutions Ltd has several policies and procedures regarding safeguarding children and young people.

These are:

- Safer Recruitment
- Countering Bullying
- Working with young people who have been abused
- Children who self-harm
- Whistle Blowing
- Methods of Care and Control
- Use of Positive Physical Intervention

In addition, all other Midway Transitional Solutions Ltd policies are written and developed with Safeguarding Children and Young People at the forefront of their implementation.

Monitoring and review

Midway Transitional Solutions reserves the right to regularly review the operation of this policy at any point and as they see fit.