

Salisbury Transition City – Safeguarding Policy

1. Introduction

Salisbury Transition City makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

Salisbury Transition City and its volunteers may come into contact with children and / or vulnerable adults during the day-to-day activities, meetings or at events.

All directors must read and agree with this policy.

This policy seeks to ensure that Salisbury Transition City undertakes its responsibilities with regard to the protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support unpaid volunteers in their practices and clarifies the organisation's expectations.

2. Confirmation of reading

I confirm that I have been made fully aware of, and understand the contents of the Safeguarding Policy and Procedures for Salisbury Transition City.

Please complete the details below and return this completed form to Eva McHugh.

Name:

Signature:

Date:

The principal pieces of legislation governing this policy are:

3. Legislation

- Working together to safeguard Children 2010
- The Children Act 1989
- The Adoption and Children Act 2002
- The Children act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

4. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

5. Responsibilities

All volunteers have a responsibility to follow the guidance provided in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all volunteers to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Additional specific responsibilities

The Designated lead volunteer is Eva McHugh. This person's responsibilities are to act as a point of contact where volunteers have concerns about an individual who may be at risk who have come in contact with Salisbury Transition City.

6. Implementation

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via this policy and within Salisbury Transition City.

Safe recruitment

Salisbury Transition City ensures safe recruitment of volunteers by explaining this Safeguarding Policy and asking volunteers to read and sign this policy.

Disclosure and Barring Service Gap Management

In order to avoid DBS gaps, Salisbury Transition City will provide and explain this policy to volunteers who will read, sign and return the document.

7. Communications training and support for volunteers

Salisbury Transition City will ensure volunteers are made aware of this policy and that they understand this safeguarding policy by asking volunteers to read and sign this policy.

Induction

All volunteers who are in contact with children and /or vulnerable adults will have access to this safeguarding policy and will be asked if they are an appropriate person to deal with members of the public as well as having infrequent contact with children (accompanied by guardian) and vulnerable adults (accompanied by caretaker where appropriate).

Training

All volunteers who are in contact with children and /or vulnerable adults will have access to this safeguarding policy. When available, Salisbury Transition City and volunteers will take part in Safeguarding training.

Communications and discussion of safeguarding issues

All volunteers who are in contact with children and /or vulnerable adults will have access to this safeguarding policy. When changes are made to legislation and the policy, this will be communicated to volunteers.

Support

All volunteers who are in contact with children and /or vulnerable adults will have access to this safeguarding policy.

Named safeguarding lead for Salisbury Transition City

Name: Eva McHugh

Contact Number: 07546408441

Email: info@transitionsalisbury.co.uk

If any Salisbury Transition City volunteers are worried about a **vulnerable adult** they should contact the Adult Multi-Agency Safeguarding Hub (MASH) on 0300 456 0111 or e-mail adviceandcontact@wiltshire.gov.uk. In an emergency always dial 999.

If any Salisbury Transition City volunteers are worried that a **child or young person** is at risk of significant harm, or is injured, contact the Multi-Agency Safeguarding Hub (MASH) on 0300 4560108, 8.45am-5pm, Monday-Thursday and 8.45am-4pm Friday; out of hours 0300 456 0100. Or if there is immediate danger, phone the police or emergency services on 999. For less urgent enquiries, email mash@wiltshire.gov.uk.

8. Professional Boundaries

Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

Salisbury Transition City expects volunteers to protect the professional integrity of themselves and the organisation.

Volunteers should not accept gifts from children or vulnerable persons or have a relationship with children or vulnerable adults as part of the planned activity.

Volunteers should be cautious of personnel contact with users of Salisbury Transition City.

Abusive language or inappropriate language will not be acceptable.

Members of Salisbury Transition City are able to make a monetary donation which must be recorded and volunteers must not accept monies as a personal gift.

If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures.

9. Reporting

Safeguarding concerns at Salisbury Transition City should be reported to Eva McHugh (or where appropriate another director) who will take action dictated by the circumstances which may involve contacting those responsible for the child/vulnerable adult or contacting the Local Authority Safeguarding Vulnerable Groups team.

10. Allegations Management

Salisbury Transition City recognises its duty to report concerns or allegations against its volunteers within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is to contact Eva McHugh or where appropriate another director.

Salisbury Transition City recognises its legal duty to report any concerns about unsafe practice by any of its volunteers to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document.

11. Monitoring

The organisation will monitor the Safeguarding aspects by keeping a record in a secure (password protected) database of the volunteers who have signed the safeguarding policy and any safeguarding issues that have been raised.

12. Managing Information

Information will be gathered, recorded and stored (password protected) in accordance with the safeguarding policy.

All volunteers have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.

All volunteers must be aware that they cannot promise service users or their families/ carers that they will keep secrets.

13. Conflict Resolution and Complaints

Resolution of professional disagreements in work relating to the safety of children / Escalation Policy will be taken forward by Eva McHugh.

Conflicts in respect of safety of vulnerable adults will be taken forward by Eva McHugh.

14. Communicating and Reviewing the Policy

Volunteers will be made aware of this Safeguarding Policy.

This policy will be reviewed annually and when there are changes in legislation.

Volunteers will be notified of new changes to legislation and policy.

15. Revision History

Version 1.0 of 26 August 2021