



Safeguarding Children and Vulnerable Adults Policy

Policy Statement:

This policy will enable SaverA UK to demonstrate its commitment to keeping safe the vulnerable adults and children with whom it works alongside regardless of age, gender identity, disability, sexuality or ethnicity. SaverA UK acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse and exploitation.

It is important to have the policy and procedures in place so that staff, volunteers, service users and carers, and management committee can work to prevent abuse and know what to do in the event of abuse.

All suspicions and allegations of abuse will be taken seriously and responded to quickly and appropriately.

All staff/volunteers working for SaverA UK has a responsibility to report concerns to the appropriate person.

Policy aim:

The aim of this Safeguarding of Children and Vulnerable Adults Policy is to promote good practice and to ensure all staff/volunteers make an informed and confident response to specific child/ren and vulnerable adult protection issues.

The following information aims to help SaverA UK staff/volunteers and anyone involved within the organisation to recognise abuse and know what to do should they be concerned where a child/ren or vulnerable adult is being or has been abused as well as:

- Promote good practice and work in a way that can prevent harm, and abuse from occurring.
- Ensure all staff/volunteer know their responsibilities within the policy
- All staff and volunteer receive training at a level appropriate to their role in the organisation
- Ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
- Ensure the safety and well-being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing



- Manage services in a way which promotes safety and prevents abuse
- Recruit staff and volunteers safely, ensuring all necessary checks are made
- Provide effective management for staff and volunteers through supervision, support and training

The policy applies to all staff, including senior managers, management committee members, trustees, volunteers, sessional workers, agency staff, students and anyone working on behalf of SaverA UK.

Safeguarding Officer:

The organisation Safeguarding Officer is: *Afrah Qassim (CEO)*

Contact:

Tel: 03301592004

Email: info@saverauk.co.uk

The organisation Board Member lead for Safeguarding is: *Julia Purvis*

Contact is via Board Admin

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What is Safeguarding?

In the UK safeguarding means protecting the health, wellbeing and human rights of individuals, which allow people- especially children, young people and vulnerable adults to live free from abuse, harm and neglect

The definition of the Child/vulnerable adult?

For the purpose of this policy the following definitions apply:

Vulnerable Adult: A person aged 18 or over, who is receiving or may need community care services because of learning, physical or mental disability, age, or illness. Who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

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).

What is abuse?

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



Abuse is also:

- A violation of an individual's human and civil rights by another person or persons.
- May consist of a single act or repeated acts.
- May be planned or unplanned.
- May be the result of deliberate intent, negligence or ignorance.
- May happen when a vulnerable adult is persuaded to enter into a transaction to which they have not consented or cannot consent.

Abuse can take many forms

- Physical abuse – for example, hitting, pushing, shaking, over medicating or otherwise causing physical harm.
- Sexual abuse – for example, unwanted touching, kissing or sexual activity. Or where the vulnerable adult cannot or does not give their consent.
- Psychological / emotional abuse - including verbal abuse, intimidation, isolation, humiliation, bullying or the use of threats.
- Financial abuse – theft, exploitation, the illegal or improper use of a person's money, property, pension book, bank account or other belongings.
- Neglect - the repeated deprivation of help that a vulnerable adult needs which, if withdrawn, will cause him or her to suffer.
- Discriminatory abuse - Including racist or sexist abuse, and abuse based on a person's disability, and other forms of harassment, slurs or similar treatment.

Where can abuse happen?

Abuse can take place in any setting including:

- In their own home
- In someone else's home
- In a residential or nursing home
- In a day centre, adult education centre or other establishment
- In a hospital or GP surgery
- At work
- In a public place

Who abuses?

Anyone can be an abuser, but the abuser is often well known to the person being abused. They may be:

- A relative, friend or neighbour
- A paid or volunteer carer
- A professional worker
- Another resident or service user
- An occasional visitor or service provider



What should you do?

It is not the responsibility of anyone working for SaverA UK either in a paid or unpaid capacity, to decide whether or not a child/ren or vulnerable adult is being abused or that abuse has taken place.

However, there is a responsibility to act on any concerns:

- Speak to the person where appropriate in a safe and private place.
- Listen sensitively but be careful not to ask leading questions. Try not to show you are shocked.
- Find out what the person wants and explain that you will discuss the situation with your line manager as well as the organisation named Safeguarding Officer/s.
- Refer the allegation where appropriate to Social Care who may involve the police or/and other appropriate services.
- Will endeavour to keep up to date with national developments relating to preventing abuse and welfare of Child/ren and vulnerable adult

What to do to raise Serious Incident or Concern:

Occasionally services do not recognise the seriousness of 'Honour' Based Abuse and Harmful Practices. In this situation we would need to discuss and agree appropriate actions to include:

- The relevant staff within SaverA UK to inform/escalate the Safeguarding concern to the relevant safeguarding department using the escalation procedures for the local authority that the child/ren or vulnerable adult live within of the immediate risk posed on them or other relevant services/agencies where appropriate.
- The CEO of SaverA UK, only where necessary to involve the named Safeguarding Board member for advice and guidance. The SaverA UK Board would be updated of all safeguarding incident by the CEO.

What you should not do

- Do not confront the person you think is responsible for the abuse
- Do not destroy any evidence
- Do not start to investigate the situation
- Do not be judgemental
- Do not make any promises you cannot keep
- Do not take the allegations lightly or dismiss the

Confidentiality:

Every effort should be made to ensure that:

- Confidentiality is maintained for all concerned. Information should be handled and disseminated on a strict need-to-know basis only.



- Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The Child/ren & Vulnerable Adults name and date of birth.
- The Child/ren & Vulnerable Adults 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.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The Child/ren & Vulnerable Adults account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have any carers/relatives been contacted only if and when appropriate?
- If so, what has been said?
- Has anyone else been consulted? If so, record details.
- Has anyone been alleged to be the abuser? Record details.

What will happen next?

What will happen next depend on the seriousness of the allegation. If they are in physical danger, ensuring their safety will be most important.

In response, a referral would be made to Social Care, their staff will carry out a careful and sensitive enquiry. Information and advice will be offered so that the person and their family can make an informed choice (*due to the nature of harm within 'Honour' Base Abuse some families may not be informed and as a specialist service, we may take the decision with relevant service to ensure safety for the child/ren or vulnerable adult*), care will be taken to support and protect them.

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

- A criminal investigation
- An adult protection investigation
- A disciplinary or misconduct investigation

The results of the police and an adult protection investigation may well influence a disciplinary investigation.

This policy should be reviewed on annual basis.



To ensure best practice for Safeguarding within SaverA UK:

Recruitment:

Staff and volunteers must provide a CV with a covering letter of their interest wanting to work for the organisation and the role they are applying for. We may ask for an application to be completed if the information provided is not satisfactory following on with a process of short listing and interview, recruitment is followed anonymous until the day of the interview where the people interviewees then provided with the applicant full name. Those successful will complete a mandatory check including:

Disclosure and Barring Service (DBS) disclosure:

It is a criminal offence to offer paid or unpaid work to someone who is disqualified from working with children or vulnerable adults or to allow them to continue doing such work. SaverA UK requests an Enhanced DBS Disclosure with Barred Check List from each person applying to work as a Responsible Person working with children or vulnerable adults at risk.

Suitability Assessment:

In the case of the DBS returning a Disclosure Form with prior convictions, cautions or warnings, it is the responsibility of the Designated Safeguarding person named on this policy to assess the impact this will have on the Responsible Person performing their duty. The Designated Safeguarding person may choose to follow further references to aid their decision. In all cases, the well-being of the children and adults at risk takes precedence over the well-being of the applicant. The legal requirement of SaverA UK to the DBS and policing authorities SaverA UK has a legal and moral obligation to inform other professional practitioners, those directly working in child or adult service. This is solely the duty of the Designated Safeguarding persons named in this policy and organisation leadership and Board.

Grounds for mandatory refusal:

A person shall be immediately and irrevocably denied status as a Responsible Person and from any activity with children and/or adults at risk, in the event of any disclosure indicating a person is on the list of individuals unsuitable for working with children and adults. In these circumstances, the relevant authorities shall be notified that such a person has attempted to gain paid/unpaid work with children and/or adults at risk.

Storage and access to Disclosure Forms:

Disclosure Forms are completed by the applicant or along with a member of SaverA UK staff and processed via Advanced Disclosures and only on request, checked by SaverA UK completion, before lodgement. Access to such forms is only permitted to authorised delegated staff. The agency will contact the applicant in the event a matter



is disclosed and inform SaverA UK of that fact. In that case, the applicant for clearance has the option to withdraw the application or authorise disclosure to SaverA UK.

For disclosures requiring mandatory refusal, any disclosure will be referred to the Designated Safeguarding persons for assessment and final decision as to whether an individual may be appointed.

Disclosed information shall be retained under our Privacy Policy of SaverA UK. This will be for no longer than necessary to make an appropriate decision of suitability. This should usually be less than six months. The only record kept by SaverA UK will be that an application for DBS clearance was lodged and the date clearance was received or in the event of a disclosure, the decision of the Designated Safeguarding person following any assessment, or the fact of Mandatory Refusal.

All staff and volunteers will be required to go through the Disclosure and Barring Service (DBS) checks within a three years rolling programme or as advised by the Registered DBS body.

Interview (face to face or virtually) and two character references:

In the interview the person will be asked questions around their experiences of safeguarding and risks. Each candidate is required to provide two references in the application process. Referees must be their last place of employment and should be someone who managed them or a senior staff member and not related to the applicant. The 2nd reference should be another place of employment or someone who they worked with who can provide information of knowledge and experiences of the applicant. The reference will be added into the person electronic record. If for any reason a reference rejects the applicant and highlights concerns, the information must be recorded and not to be shared with the applicant until agreed by the SaverA UK CEO/Board.

Probationary Period: A six month probationary period is given to all SaverA UK employees and a three month review and a six month review with monthly supervision. There are no probation period for volunteers, but they are reviewed on a monthly basis through their supervision by their line manager.

Safeguarding Training:

All new staff and volunteer will required to sign the SaverA UK confidentiality agreement. Line manager/supervisor will also go through all SaverA UK safeguarding process and policies and their responsibility in term of safeguarding within the organisation. They will be booked to attend all of SaverA UK mandatory training in line with their role within the organisation as well as other relevant training internal or external.

Support:



We recognise that involvement in situations where there is risk or actual harm can be stressful: The mechanisms in place can include:

- Debriefing, so that they can reflect on the issues they have dealt with.
- Providing other appropriate support where possible e.g. access to independent supervision support as well as team health and wellbeing session, weekly/monthly team catch up and the monthly supervision.

Service delivery contracting and sub-contracting:

Savera UK will ensure that all partners that deliver services within the organisation and where appropriate will sign a partnership/confidentiality agreement and ensures safeguarding/risk assessment is completed and followed.

Professional Boundaries:

Professional Boundaries are what defines the limits of a relationship between the professional and the Service User. That can include:

- The professional meeting with the Service Users outside the working hour for personal rather than professional reason
- Accepting gift and not following the organisation policy/procedures
- Sharing personal information or having a personal relationship with the Service User, this can include: relationships through social networking
- It is prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.

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

Flowchart for Safeguarding Reporting:

The process outlined below details the stages involved in raising and reporting safeguarding concerns at SaverA UK

Communicate and find out as much information from the vulnerable person or with the parents/ guardian of the child

Ensure all are recoded and documented appropriately



Discuss with your line manager and also report to the Safeguarding Officer

Obtain permission to make referral or seek advice if safe and appropriate



SAVERA UK

Refer to the appropriate Social Care either Children or Adult services by



Completing the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact



Ensure that feedback from the Local Authority is received and their response recorded



CEO to inform Saveria UK Board Member leading on safeguarding when required and update the Board during the Board quarterly meetings

Saveria UK works with range of authorities, therefore the staff and volunteer must always check the authority process they are working with, to ensure we are following the right process for reporting

Saveria UK will make Service Users aware of the Safeguarding Policy and process through the following means: a statement about safeguarding arrangements will be displayed on our website. There will be an agreement with each Service users/ pack produced for them, which explain the safeguarding arrangements. The Complaints Policy will also be referred to which outlines how anyone can make complaint about the service.

Saveria UK will revise and review this policy regularly.

Action	Responsibility	Date	Review date
Policy reviewed and updated	CEO & Board of Directors	July 2023	July 2024