



Bude Refugee Support Group Safeguarding Policy

Introduction

Everybody has the right to be safe no matter who they are or what their circumstances. Bude Refugee Support Group considers it the duty of all those employed or involved with the organisation, to prevent the physical, sexual or emotional abuse or neglect of all children, young people and vulnerable adults with whom they come into contact, including reporting any abuse discovered or suspected.

Safeguarding for these situations has specific meanings and certain legal requirements also apply:

protecting the rights of adults to live in safety, free from abuse and neglect

As set out in s14.2 of the Care and Support Statutory Guidance, issued under the Care Act 2014.

protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Source – Working together to Safeguard Children 2018

The policy will detail the procedures in place for:

- Protection of children, young people and vulnerable adults
- Management of allegations
- Information sharing and data protection
- Safer recruitment of staff and volunteers
- Training, including induction

Child Protection

Bude Refugee Support Group is committed to the protection of children, young people and vulnerable adults and regards the safeguarding and promoting of their interests and wellbeing to be of paramount concern. BRSRG has established a working relationship with Cornwall Council children's and adults services and will always seek their advice or clarification.

What is child abuse?

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to prevent harm. Children may be abused by an adult or adults or another child or children.

What to do if you have general welfare concerns about a child

There are many circumstances that may cause harm to a child, and require a response, but fall short of a concern that a child is being abused. Nevertheless, several concerns over time may in time

become serious enough that the child may be at risk of abuse. Where you have general welfare concerns about a child you should discuss them with Bude Refugee Support Group Chair, who may

- Liaise with other agencies that are working with the child
- Record your actions and note your concern
- Ask you to review general welfare concerns periodically, to see whether the build-up of concerns is significant enough to pass on to referral agencies.

What to do if you think a child or young person is at risk of abuse, or has suffered abuse or neglect

- Be supportive to the child or young person. If they disclose information to you, listen with care, but do not ask any unnecessary questions.
- Take what the child or young person is saying seriously, and advise them you must pass the information on;
- Write down the nature of your concern and anything the child or young person may have told you using, so far as possible, the words used by the child or young person. Remember to sign and date the notes taken;
- Immediately report the grounds of your concern to The Bude Refugee Support Group Chair.
- The Bude Refugee Support Group Chair may contact local MARU stating the concerns and the basis for them.
- If the person reporting abuse is unhappy with the response from the Bude Refugee Support Group Chair
- or if your concerns relate to that person, you should contact the local MARU Office and outline your concerns and the basis for them.

Supporting the child or young person

- Continue to listen with care;
- Reassure the child or young person he/she was right to tell, if appropriate;
- Affirm the child or young person's feelings as expressed by them;
- Do not question/interrogate the child or young person;
- Do not show disbelief;
- Avoid being judgmental;
- Do not introduce personal or third party experiences of abuse; and
- Avoid displaying strong emotions.

Confidentiality

If a child or young person may be at risk of harm, this will always override a professional or organisational requirement to keep information confidential. Those employed or involved with the organisation have a responsibility to act to make sure that a child whose safety or welfare may be at risk is protected from harm. Children, young people and their parents will always be told this.

What to do in an emergency

If you are concerned about the immediate safety of a child, for example a child at risk of immediate harm or injury, contact the police immediately. Do not delay, as this could result in serious injury to a child.

Vulnerable Adults

Bude Refugee Support Group recognises that its service users may occasionally be 'vulnerable adults'. The designated person for issues regarding Protection of Vulnerable Adults is the Chair of Bude Refugee Support Group Trustees.

Definition In the context of this policy a vulnerable adult is defined as: -

A person, being aged 18 or over who:

- receives personal care, or nursing, or support to live independently in their own home, or a care home
- receives any health or social services
- has a substantial learning or physical disability, or
- has a physical or mental illness, chronic or otherwise, including addiction to alcohol or drugs,
- has a substantial reduction in physical or mental capacity due to advanced age or to illness

Vulnerability comes when because of the above, the person would be incapable of protecting themselves from neglect or any type of assault or other abuse - physical, sexual, financial, emotional; or where there is a potential danger that their will or their emotional well-being may be subverted or overpowered.

This can take the form of:

- physical abuse; for example: hitting, slapping, punching, kicking, misuse of medication, restraint, or inappropriate sanctions;
- sexual abuse; for example: rape and sexual assault or sexual acts to which the person has not consented or was coerced into;
- psychological abuse; for example: emotional abuse, threats, humiliation, intimidation, verbal abuse;
- financial or material abuse; for example: theft, fraud, exploitation, the misuse or misappropriation of property;
- neglect; for example: ignoring medical or physical care needs, the withholding of adequate food, heat, clothing and medication;
- discriminatory abuse; for example: racist, sexist, or that are based on a person's disability;
- institutional abuse; mistreatment or abuse by a regime or by any individual where care is provided.

Response to allegation, disclosure or suspicion of abuse

If the person is in immediate danger, or if there is reason to believe a crime has been committed, contact the police.

- Keep a record of the incident and all your actions.
- Report it to Bude Refugee Support Chair as soon as possible.
- If a disclosure or allegation of abuse is made by a service user, care should be taken to explain to them the procedure that will be followed and they should be told that it may not be possible for Bude Refugee Support Group to maintain confidentiality.
- Support the person who has made the disclosure.

Reporting procedure for suspicion, allegation or disclosure of abuse

- Any suspicion, allegation or disclosure of abuse should be reported as soon as possible to the Bude Refugee Support Group Chair, who may contact local MARU stating the concerns and the basis for them.

- Any suspicion, allegation or disclosure of abuse by staff or volunteers within Bude Refugee Support Group should be reported as soon as possible to the Bude Refugee Support Group Chair, who liaise with the LADO directly and devise an appropriate plan of action, which may include the involvement of external referral organisations and the Police.
- In the event of an allegation being made against the Bude Refugee Support Group Chair, this should be reported to another Bude Refugee Support Group Trustee who liaise with the LADO directly and devise an appropriate plan of action, which may include the involvement of external referral organisations and the Police.
- If a service user of Bude Refugee Support Group makes an allegation about another organisation this should be reported to The Bude Refugee Support Group Chair who will take appropriate action.

Confidentiality

- Do not confuse confidentiality with 'secrecy'
- It is inappropriate for agencies or workers to give assurances of absolute confidentiality in situations where there are concerns about abuse, particularly in situations where other vulnerable people may be at risk
- Information must be shared on a need to know basis when it is in the best interests of a vulnerable adult(s)

Recruitment, Selection & Training of Staff & Volunteers

- Bude Refugee Support Group will ensure that its recruitment and selection procedures take account of the fact that service users may be vulnerable.
- Two references will be taken up for all successful candidates prior to a formal offer of employment or voluntary work and referee comments will be scrutinised for anything that might indicate unsuitability to work directly with children vulnerable people.
- Induction for new staff will include information on all relevant policies and procedures, including the protection of vulnerable adults and young people, and on-going training will be provided if necessary.
- All staff will have a designated supervisor who will provide appropriate ongoing support and supervision.
- These checks may include:
 - Face-to-face interviews
 - Checking Self-Declaration forms for relevancy to the role
 - Undertaking criminal record checks
 - Undertaking Barred list checks
 - Checking references before confirming appointment
 - A probationary and supervision period for new staff
 - Conducting personal development reviews
 - Monitoring conduct in the role
 - Conducting in-role risk assessments
- An enhanced criminal record check will be sought for all positions in Regulated Activity as currently defined by the Safeguarding Vulnerable Groups Act 2006 (and as amended by the Protection of Freedoms Act 2012). The Disclosure and Barring Service (formerly the CRB)

provides clear guidelines relating to posts that meet the definition of Regulated Activity and that are eligible for an Enhanced Disclosure.

- Overseas checks are required when a person has lived/worked abroad for a period of 3 months or more during the last 5 years. Further details can be found on the DBS website www.gov.uk/dbs
- Information, advice and guidance relating to criminal record checking; positive disclosures and suitability decisions will be obtained from the Cornwall Council HR Safeguarding Team on 01872 324130 or email harsafeguardingteam@cornwall.gov.uk

Good Practice

- In the event of a volunteer or member of staff visiting a service user at home they must ensure that another person knows where they are going and what time they are expected to be back.
- Service users should never be given access to the home address or telephone number of any volunteer or staff member of Bude Refugee Support Group.
- Service users' contact details should never be disclosed to anyone outside of BRSG without the individual's explicit consent.
- Work safely and take responsibility for own actions and behaviour. Avoid any contact which would lead any reasonable person to question your motivation and intentions
- Work and be seen to work in an open and transparent way

Intimate Care

- Intimate care is defined as the care tasks associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with or exposure of the sexual parts of the body.
- Intimate Care should not be provided by Bude Refugee Support Group personnel unless employed and trained for that purpose.

Restraint

- At no time should a volunteer or staff member physically restrain an individual. Where individuals are exhibiting threatening behaviour and are placing themselves or others in danger the police should be called.
- An incident report form should be completed as soon as possible.

Training and awareness

Employees and volunteers will be made aware of this policy as part of their induction. The policy can be found in the policies folder.

Training for staff and volunteers includes an explanation of the organisation's safeguarding policy including the context and implementation; this will be carried out during staff induction and will be supported by regular refresher sessions. Training for all staff and volunteers covers:

- being aware of the importance, and their responsibility in appropriately sharing their concern where they are worried that a child, young person or vulnerable adult may be suffering, or at risk of, abuse or neglect
- being aware of how to report concerns when concerned about the behaviour of a colleague/member of staff;

- understanding and being able to implement safe working practices for individual workers;
 - knowing who in the organisation has safeguarding lead responsibility.
 - Being aware of the 'Prevent' strategy, via online training. Resources below:-
 - Prevent e-learning <https://www.elearning.prevent.homeoffice.gov.uk/>
- Preventing individuals from being drawn into serious and organised crime:
- <https://www.gov.uk/government/publications/individuals-at-risk-of-being-drawn-into-serious-and-organised-crime-a-prevent-guide>

This policy has regard to the following statutory and guidance documents and websites:

- Keeping Children Safe in Education 2018
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- KCSIE also refers to the non-statutory advice for practitioners:

What to do if you're worried a child is being abused – Advice for practitioners (March 2015)

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

- Working Together to Safeguard Children refers to the non-statutory advice: Information sharing (March 2015)
- <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- Disqualification under the
- Childcare Act 2006 <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>
- <https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities/strategy-for-dealing-with-safeguarding-issues-in-charities>

Cornwall and Isles of Scilly children's board procedures manual has details of all the documents above, and of updates.

http://www.proceduresonline.com/swcpp/cornwall_scilly/index.html

- Adult Social Care Access Team 0300 1234 131
- Children's Social Care Central Referral Unit 0300 1234 116

Local police contact- P.C. Stephen South (15939) at www.devon-cornwall.police.uk/Bude

This policy will be reviewed annually or as required by changes in Local Multi-Agency policies and working, organisational changes or legislation and was last updated on **27th November 2018**