



## Safeguarding Policy

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### Version control

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<b>Steering Group</b>		
<b>Due for review in 12 months</b>		
<b>Approved by SaSS Trustees</b>	<b>November 2023</b>	<b>Jeremy Nettle</b>
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## 1 Introduction

**Safer and Supportive Salisbury is a CIO registered with the Charity Commission of England and Wales. Its purposes are**

To promote the relief in need of the residents of Salisbury and its environs who are in need by reason of age, ill-health, disability, financial hardship or other social or economic disadvantage.

This will be achieved by

- a) initiating small projects that will bring about small changes that will alleviate that vulnerability
- b) members working together to create a safe, supportive and inclusive community
- c) facilitating action and providing the mechanism for voices of group members to be heard at a strategic level to challenge decision making and influence and shape actions that support our aims
- d) providing a mechanism for consulting its members
- e) encouraging partnership working

**The primary beneficiaries** will be adult residents of and visitors to Salisbury and its surrounding area including those living

- Independently in the community, in hostels, in sheltered housing, or retirement complexes
- With families

This policy statement relates to the contractors, volunteers and anyone working on behalf of Safer and Supportive Salisbury (SaSS).

In agreeing this policy, Safer and Supportive Salisbury recognises the importance of ensuring the safety of vulnerable adults and children in all activities supported and delivered by SaSS and expects all those involved in delivering such activities to take full responsibility for safeguarding vulnerable children and adults.

## 2 Definition of Terms

Throughout this document the following terms are used. They should be understood as defined below:-

**'Worker'** an adult who undertakes work with anyone on behalf of SaSS in either a paid or voluntary capacity

**'Contractor' or 'Hirer'** an individual or organisation that contracts with SaSS

**'Member'** anyone in membership of the SaSS

**'Adult'** one who is over eighteen years of age

**'Vulnerable adult'** one 'who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of him or herself or to protect him or herself against significant harm or exploitation'.\*

*\*Definition taken from the 1997 Consultation 'Who Decides?' issued by the Lord Chancellor's Department*

### **3 Review and responsibility**

- a) The Trustees of Safer and Supportive Salisbury bear the responsibility for ensuring the policy here described is followed
- b) As part of our pledge to ensure high standards in all the activities taking place supported by SaSS, we shall undertake an annual review of this document, implementing any changes as identified as necessary
- c) A SaSS Trustee takes overall responsibility for Safeguarding.

### **4 Safer and Supportive Salisbury's Safeguarding Policy for Children and Vulnerable Adults**

This document offers guidance to the Trustees and volunteers concerning the health and safety of children, young people and vulnerable adults whilst involved in activities supported by and/or delivered by Safer and Supportive Salisbury.

### **5 Principles**

#### **I. We are committed to promoting and supporting an environment which:**

- a) ensures that all people feel welcomed, respected and safe
- b) encourages young people and vulnerable adults to lead as independent a life as possible, to choose how to lead their life, and to be active contributors to the local community
- c) protects children, young people and vulnerable adults from actual or potential harm
- d) enables and encourages concerns to be raised and responded to openly and consistently

#### **II. We recognise that:**

- a) everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives

- b) all who may be vulnerable (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- c) working in partnership with those who may be vulnerable, their carers and other agencies is essential in promoting their welfare

**III. We will endeavour to safeguard all those who may be vulnerable by:**

- a) valuing, listening to and respecting children, young people and vulnerable adults
- b) fostering and encouraging best practice by setting standards for working with all those who may be vulnerable, and boundaries for acceptable behaviour
- c) in our recruitment of contractors and volunteers ensuring careful selection and recruitment of voluntary and contractors in line with safer recruitment principles, undertaking the necessary Disclosure and Barring Service (DBS) checks and providing supervision, support and training as needed
- d) sharing information about good safeguarding practice with trustees, contractors, and volunteers

**IV. Respect, we will always show respect to a child, young person or vulnerable adult and respect all his or her capabilities by:**

- a) asking about preferences, form of address, and if necessary, how much assistance is required
- b) affirming individuality - ie: always using their name
- c) giving the same respect as to others
- d) respecting differences; appearance, ideas, personalities, ability
- e) not assuming or withholding physical contact - but asking first
- f) having a proper conversation using appropriate language
- g) not expecting more than the individual is capable of
- h) respecting the individual's right to make choices

## 6 Procedures

### In the event of raised concerns, we will follow procedures in:

- a) responding without delay to every concern raised that a child, young person or vulnerable adult may have been harmed, or be at risk from harm, through abuse, harassment or bullying; or about the behaviour of an adult or child
- b) working with appropriate statutory bodies during an investigation into abuse
- c) challenging any abuse of power, especially by anyone in a position of trust
- d) seeking external advice and making relevant referral where help or advice is needed, in conformance with Wiltshire's Safeguarding Procedures.

## 7 Information about reporting a concern:

If you are worried about a **vulnerable adult** contact the Adult Multi-Agency Safeguarding Hub (MASH) on 0300 456 0111 or e-mail [adviceandcontact@wiltshire.gov.uk](mailto:adviceandcontact@wiltshire.gov.uk). In an emergency always dial 999.

If you think 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](mailto:mash@wiltshire.gov.uk).

## 8 Responsibility of network members

Members of the SaSS network are organisations and people in and around Salisbury who are responsible for delivering services to the local community including vulnerable adults. This includes statutory bodies, voluntary groups and care agencies. As such each organisation will have statutory and/or regulatory requirements for safeguarding in delivering their services: it is not the responsibility of the SaSS network to monitor this.

## 9 Risk Assessment

From time to time SaSS delivers activities and/or events. It is the responsibility of SaSS to undertake a risk assessment of each of these to ensure that the appropriate safeguarding arrangements are in place. Risk Assessments will be carried out, and held on file, for specific events and regular activities as appropriate.

## **10 Supervision, probation and accountability**

Anyone wishing to work with children, youth groups or with vulnerable adults in activities organised by SaSS will be required to undertake a preliminary supervised visit to the activity. This will be followed by an interview and the taking up of references, before any post is offered. Volunteers may work with us in a group setting on a strictly supervised basis until the completion of this process. All volunteers will be issued with a role description specifying their duties. They will also be issued with a copy of the Safeguarding policy.

## **11 Use of Photographs at SaSS events**

SaSS may wish to use photographs and occasionally video recordings, to both record and publicise our work. Where this is the case, photographs taken at a large event are considered public domain and permission is not required, even for those in the foreground. When an image is of a specific person or persons, we will use a written consent form to gain the person or parent's permission appropriately. Such consent forms will contain full details of how and where such images are to be used. Pictures, wherever displayed, will not reveal unnecessary information and, in the case of under 18s, their full name or any other details. Such consent will have a 'shelf-life' of two years recorded in the agreement and images will not be used after this period.

## **12 Procedure for dealing with Safeguarding Concerns or Complaints**

If a complaint regarding safeguarding is made or abuse be suspected or disclosed the following guidelines should be followed :-

- a) Accept what the individual says and make clear to them that you are taking them seriously. Remember that it is your responsibility to report it and not to decide whether the allegation is true
- b) Keep calm and reassure them that they are right to have told you
- c) Offer to help but make clear that you will need to tell someone else. Do not promise confidentiality
- d) Let them know what you are going to do next and that you will let them know what happens
- e) Do not push them for more details
- f) Immediately inform the Trustee with responsibility for Safeguarding
- g) Make notes of what happened as soon as possible, recording exactly what was said, including dates and times. Keep these handwritten notes even if you subsequently type them up. Try to be factual and to record where possible, what was actually said or seen.

Once the individual identifying a concern is aware of a complaint or disclosure, they will inform the Trustee with responsibility for Safeguarding who will follow Wiltshire's Safeguarding Procedures and will inform the Chair of Safer and Supportive Salisbury

All confidential records of allegations of abuse and specific concerns about children, young people or vulnerable adults will be stored in a locked filing cabinet.

Complaints against contractors/volunteers: Should a complaint of any nature be made, the Chair of Safer and Supportive Salisbury should be informed. Any complaint will be investigated appropriately.