



Safeguarding policy

Calvert Exmoor

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Policy Statement

Calvert Exmoor (CE) believes that it is unacceptable for any person to experience abuse of any kind and recognises its responsibility to safeguard their welfare by a commitment to practice which protects them. We recognise that:

- The welfare of the child, young person and vulnerable adult is paramount.
- All people, regardless of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting young people and vulnerable adults' welfare.
- We endeavour to treat all children, young people and vulnerable adults with respect, regardless of ability or culture.
- CE recognises that extremism and exposure to extremist materials and influences can be damaging so should be addressed as a safeguarding concern. We also recognise that if we fail to challenge extremist views, we are failing to protect our guests. There is no place for extremist views of any kind within CE, whether from internal sources, external agencies or individuals.

The Purpose of the Policy

- To provide protection for the children, young people and vulnerable adults who receive our services.
- To provide staff with guidance on procedures they should adopt if they suspect a child, young person or adult may be experiencing, or be at risk of, harm, and to enable them to protect themselves from accusations.

Who does this Policy Apply to?

This policy applies to all staff, trustees, contractors, volunteers and anyone working on behalf of CE. We will endeavour to safeguard children, young people and vulnerable adults by:

- Valuing them, listening to them and respecting them.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Sharing information about safeguarding, child protection and good practice with children, parents, carers and staff.
- Sharing information about concerns with agencies who need to know and involving carers appropriately.
- Providing effective management for staff through supervision, support and training.

This policy is reviewed annually to ensure continued good practice.

Definitions

Children

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing in circumstances consistent with the provision of safe and effective care.

Vulnerable adult

A vulnerable adult is aged 18 years or over. The Care Act 2014 defines a vulnerable adult as:

- Has care and support needs
- Is experiencing, or is at risk of, abuse or neglect, and
- Is unable to protect themselves against from abuse or neglect because of their care and support needs.

Safeguarding

Safeguarding is a term used in the United Kingdom and Ireland to denote measures to protect the health, well-being and human rights of individuals, which allow people, especially children, young people and vulnerable adults, to live free from abuse, harm and neglect.

Because of the nature of our visitors, the point at which a child or a 'young vulnerable person' becomes an adult is very subjective and difficult to define. In the context of young people with learning difficulties, the legal definition of an adult may often be inappropriate. Many with a physical age of 16–18 years or more may be unable to attain a degree of maturity (and decision making) of those of equal age who have different circumstances.

Confidentiality, Data Protection and Privacy

We have a clear approach to confidentiality and information sharing, and our approach is made available to all adults, children, parents and carers via the CE website, discussions with senior staff during inductions, and through information available to CE staff.

We fully endorse the principle that the welfare of children, young people and vulnerable adults overrides any obligations of confidence we may hold to others. Individual cases will only be shared or discussed on a 'need to know' basis.

Risk Assessments

All staff, trustees, contractors, volunteers and anyone working on behalf of CE need to be vigilant in adhering to this policy and assessing the risks of their own work and activities. All Risk Assessments must contain a section on Safeguarding relevant criteria.

CE Safeguarding: Organisation, Roles and Responsibilities

Overall Safeguarding Lead and Deputy

Our Lead for Safeguarding is:

Barry Kaufman-Hill
Operations Manager (maternity cover)
Designated Safeguarding Officer
Wistlandpound,
Kentisbury
EX31 4SJ
01598 763221
Barry@calvert-trust.org.uk

Our Deputy Lead is:

Sophie Woods
Yard Manager
Deputy Safeguarding Officer

Wistlandpound
Kentisbury
EX31 4SJ
01598 763221
Sophie.woods@calvert-trust.org.uk

Our Trustee Contact for Safeguarding is:

Glyn Brackenbury
Trustee
Wistlandpound
Kentisbury
EX31 4SJ
01598 763221
glynbrackenbury@googlemail.com

The Deputy and Trustee Contact should be available to support, or cover for, the nominated lead. They will also handle any complaints or allegations against the nominated Lead if appropriate.

The role of this safeguarding team is to:

- Oversee and ensure that our safeguarding policy is fully implemented.
- Ensure our safeguarding standards are communicated to all staff, volunteers, visiting adults, children and parents/carers.
- Ensure all staff receive appropriate training in safeguarding.
- Ensure that all reporting and external referral procedures are adhered to.
- Act as the first point of contact in the event of any safeguarding concerns or incidents.
- Carry out a quarterly review on all safeguarding reports.
- Be fully conversant with all aspects of CE safeguarding policy.
- To understand the laws relating to child protection as well as company policies and operating procedures.
- Ensure that the preventative measures are in effect.
- To be proactively responsible for determining, administering and delivering additional training.
- Make recommendations for change or improvements to current policies or operating procedures.
- To know and establish links with local child protection agencies.
- Ensure a detailed log is kept of all children, adult or staff protection issues, even if at the time no further action is deemed necessary.
- To openly encourage and nurture a protective culture and environment that puts vulnerable peoples interests first and actively supports a whistle-blowing policy.
- Carry out an annual review of the centre's safeguarding risk assessment.

Role of Trustee Contact for Safeguarding:

- To be available for the Lead and Deputy to discuss cases where they want some advice or a listening ear to see if the action proposed is appropriate.
- To act as Deputy if both named members of staff are both unavailable for any reason when there is an issue.
- To handle complaints or allegations against any senior member of staff as appropriate.

All CE Staff and Representatives have responsibility to:

- Receive information from staff, accompanying adults, children or parents who have safeguarding concerns, and record it. Take responsibility for clearly communicating 'next steps' with those who have raised the concern.
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Alert a member of the CE safeguarding management team to the incident, and they will, if necessary, consult locally with an appropriate statutory body.

- CE recognises that it is not the role of the organisation to investigate or to decide whether a child or vulnerable adult has been the subject of abuse. If necessary, the Designated Safeguarding Lead must make a formal referral to the appropriate external agency, including the police, if a crime has, or may have been committed, without delay. They must also notify the Trustee Contact and Chair of Trustees who shall consider submitting a serious incident report to the charities commission.

Staffing Recruitment and Training

We recruit all staff by obtaining full personal details and application forms with relevance to previous work with children and vulnerable adults where appropriate.

The recruitment process is as follows:

1. No one person is responsible for overseeing the recruitment of staff. This is usually the responsibility of the department manager, although the Centre Director will have the final say.
2. Any job offer is subject to receipt of satisfactory references. If references are not received the responsible manager will decide on whether to confirm the offer.
3. Where appropriate, original qualification certificates and the applicant's identity are verified.
4. Applicants will be asked to disclose if they have ever been barred from working with children or disqualified under the 2006 Childcare Act and 2018 Regulations. <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>.
5. The Disclosure and Barring Service¹ (DBS) 'Barred List' is checked, and an 'Enhanced' check is applied for if the position warrants it.

A DBS disclosure would not automatically act as a bar to employment. Consideration is always given to the legal limitations on employing certain ex-offenders and the company's duties in law; however, disclosures may contain details of spent convictions irrelevant to employment with children or vulnerable adults and therefore we consider each case individually. When considering whether to employ an ex-offender we consider a range of factors, including the nature of the crime, when it happened and the success of rehabilitation, the sentence, re-offending patterns, job requirements and safeguards against offending at work. We will keep a record of our considerations and any representations made by the individual as part of the assessment. Any decision taken regarding employment or not as a result of a DBS disclosure will be final and cannot be appealed. The company will be mindful during the recruitment process of any specific limitations placed on us from our insurers.

Induction and Training

We have a clear recruitment, induction and training strategy detailing clear job descriptions, terms and conditions of employment, staff responsibilities and all relevant procedures.

All new staff receive health and safety, and safeguarding training as part of their induction and sign to record that they have received and understood the training and documentation.

All new staff will have a probationary review before their probation period is signed off. The line manager is responsible for ensuring this happens in line with company policy.

Responding to Concerns; Guidance for Staff

If you are concerned about a child or adult, it is important that this is communicated to the Safeguarding Lead using the appropriate Safeguarding Incident Form.

You may become aware of suspected or likely abuse because:

- You have seen something
 - A child or adult says they have been abused
 - Somebody else has told you they are concerned
 - There has been an allegation against a team member
 - There has been an anonymous allegation
 - An adult has disclosed they are abusing a child
 - An adult has disclosed that they were abused as a child
- (This list is not exhaustive)

Remember the 5 Rs of safeguarding:

1. **Recognise** – the signs of abuse and neglect.
2. **Respond** – appropriately to concerns about abuse and neglect.
3. **Report** – to the Safeguarding Lead, who may also need to report to the senior management team to decide on the next steps. Concerns may then be raised with the appropriate authorities such as:
 - Police
 - Local Safeguarding Board
 - Social Services
 - Disclosure and Baring Service
4. **Record** – the information you have, to the best of your ability, without adding your own opinions and emotions.
5. **Review** – safeguarding practises regularly to ensure they are effective.

Consultation should not delay a referral; if a concern is significant, or the situation is an emergency, do not delay, call the police immediately.

Allegations, Complaints, Disciplinary and Grievance Procedures

We have clear policies about handling allegations, dealing with complaints, and our own disciplinary and grievance procedures; these details will be made available to all adults, children, parents and carers as necessary.

With regard to disciplinary and grievance procedures, we are very clear that we will take no steps until we have fully discussed and agreed a strategy with relevant external organisations. Any investigation will override the need to implement any such procedures.

The Whistle Blowing Policy is available to all staff with Safeguarding concerns within the company.

Record Keeping and Reporting

If abuse is suspected, disclosed or accused staff should:

- React calmly
- Take seriously
- Be supportive
- Make sure that it is understood that the conversation is going to be recorded and reported
- Ensure the conversation is recorded accurately in writing on a Safeguarding Incident Form and signed and dated by all parties
- Inform the Safeguarding Lead as soon as possible
- Under no circumstances discuss the disclosure with others
- Do not make assumptions or conduct a personal investigation
- Do not speculate or make accusations
- Do not ask leading questions

It is not the company's responsibility to decide whether abuse has occurred, however it is our responsibility to act if there is a cause for concern and we have a duty of care to inform the appropriate Devon County Council authorities – The Multi Agency Safeguarding Hub (MASH) – see Key Contacts

Information to be recorded

Remember if an enquiry is initiated you may be required to give evidence, therefore it is imperative that only the facts are recorded and reported avoiding opinion and assumptions.

Code of Conduct

- Do treat everyone with respect
- Do provide an example that you wish others to follow
- Do respect others' rights to personal privacy
- Do remember that someone else might misinterpret your actions, no matter how well intentioned

- Do ensure that, where possible, when administering first aid another person is present
- Do not permit abusive peer activities (e.g. bullying, ridicule)
- Do not have inappropriate physical or verbal contact with others
- Do not allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes. Deal firmly and fairly with such behaviour at all times
- Do not trivialise or exaggerate abuse
- Do not show favouritism to any individual
- Do not rely on your good name to protect you
- Do not get close to, or have physical contact with a client without clearly explaining what you are doing (e.g. putting a harness on).

Responding to Suspicions or Allegations involving staff

All allegations of abuse are deeply distressing for all concerned, however you have a duty to report any concerns even if that means making a disclosure about a colleague.

If a member of staff or volunteer is alleged to have abused a visitor, the following process must be followed:

1. Calvert Exmoor DSL will inform the Trustee Contact for Safeguarding and engage with the Local Authority Designated Officer (LADO). See key Contacts.
2. Consider any special safeguarding arrangements for the visitor(s) concerned.
3. Contact the carer/parents of the visitor if advised by the LADO.
4. Consider the rights of the staff member for a fair and equal process of investigation; may include the option to suspend if appropriate, noting the process of suspension does not imply guilt.
5. Ensure a fair process of investigation in line with company procedures.
6. Act as required on the outcome, including any lessons to be learned for the future.
7. Advise the Disclosure and Barring Service if a member of staff is disciplined or dismissed as the result of an investigation.

Any member of staff who is suspended will be able to contact a nominated Trustee who would be able to offer support. The suspended member of staff should contact any professional association to which they belong for help and support, immediately the suspension occurs. In addition, every effort will be made to place the suspended member of staff in contact with a solicitor. At this stage, the management of the centre will provide as much support as possible to all staff involved. Confidentiality is of the utmost importance. Where staff are witnesses to the allegations, it is important that they do not discuss the incident with any other member of staff, clients or someone with outside interests. At the end of an investigation appropriate action will be taken. It is recognised, that whatever the outcome, the effects on all concerned will require a great deal of care and support.

As a residential centre it is vital that we have an open and transparent approach to these difficult subjects. There can be no cover-up for abuse or abusers.

Recognising Abuse

All staff and volunteers should be alert to the signs that may indicate a visitor is suffering abuse.

The following are some of the possible indications that someone is being abused. However, it is important to remember that the presence of one or more of these signs does not necessarily indicate abuse.

We should not encourage disclosure or ask leading questions to confirm suspicions. This list is not exhaustive.

Physical abuse - Actual or likely injury to a person or failure to prevent physical injury or suffering to a person. *Indicators of Physical Abuse: Bruising, fractures, burns, bites, scars, wounds etc.*

Neglect - Persistent or severe lack of attention to a person's basic needs or failure to carry out important aspects of care. *Indicators of neglect: Dirty, wet, unwell, untreated symptoms of injury or illness, hungry, poorly dressed etc.*

Sexual Abuse – Sexual exploitation of a person. *Indicators of Sexual Abuse; excess sexual awareness out of context with age, genital injuries, inappropriate language and sexual approaches to people, withdrawn, bedwetting etc.*

Emotional Abuse - Persistent or severe emotional ill-treatment, rejection or over protection of a child, manipulative personality, physically disruptive to both others and the environment. *Indicators of Emotional Abuse - Usually withdrawn or aggressive, self-harm, substance abuse, isolated, overtly attention seeking, non-co-operative.*

Key Devon County Council Safeguarding Contacts

Devon Multi Agency Safeguarding Hub (MASH): 0345 155 1071.

Local Authority Designated Officer for allegations against staff - Referral Coordinator: 01392 384964.