



Safeguarding Policy and Procedures

1. Introduction	<p>Friends and Places Together makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>Friends and Places Together comes into contact with children and / or vulnerable adults through the following activities: break with mates, and friends and places Southend</p> <p>This policy seeks to ensure that Friends and Places Together undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.</p>
2. Confirmation of reading	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Friends and Places Together).</p> <p>Please complete the details below and return this completed form to Denise Nygate</p> <p>Employee Name :</p> <p>Employee Signature:</p> <p>Date:</p>
3. Legislation	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"> • Working together to safeguard Children 2010 • The Childrens and Family Act 2014 • The Care Act 2015 • 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 – CRB 1997

Friends and Places Together / Break With Mates

20 Crowstone Road, Westcliff-on-Sea, SS0 8BA

Website: www.friendsandplaces.org.uk www.breakwithmates.org.uk

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	<ul style="list-style-type: none"> • Mental Health Act 1983 • NHS and Community Care Act 1990 • Rehabilitation of Offenders Act 1974
<p>4. Definitions</p>	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • Physical abuse • Sexual abuse • Emotional abuse • Bullying • Neglect • Financial (or material) abuse <p>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).</p> <p>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:</p> <ul style="list-style-type: none"> • 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
<p>5. Responsibilities</p>	<p>All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.</p> <p>We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to</p>

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	<p>discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Additional specific responsibilities</p> <p>Trustees have responsibility to ensure that safeguards are put in place</p> <p>Friends and Places Together have responsibility to ensure the policy is achieved to and regulated and offer ongoing and relevant training for all new members of staff and volunteers</p>
<p>Implementation Stages</p>	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:</p> <p>Safe recruitment Friends and Places Together ensures safe recruitment through the following processes:</p> <p>Disclosure and Baring Records The organisation commits resources to providing Disclosure and Baring Records check on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.</p>
<p>6. Communication training and support for staff</p>	<p>Friends and Places Together commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p> <p>Induction will include regular training and update processes and procedures</p> <p>Training All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include: Safeguarding, First Aid, Mental Capacity Act, Sexuality</p>

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<p>7. Professional boundaries</p>	<p>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.</p> <ul style="list-style-type: none">• Giving and receiving gifts from clients: A typical statement would be Friends and Places Together does not allow paid or unpaid staff to give gifts to or receive gifts from clients. However gifts may be provided by the organisation as part of a planned activity’.• Staff contact with user groups. A typical statement would be: ‘Personal relationships between a member of staff (paid or unpaid) and a client who is a current service user is prohibited. This includes relationships through social networking sites such as facebook and bebo. It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.’ <p>You may also wish to include statements about the following:</p> <ul style="list-style-type: none">• Use of abusive language• Response to inappropriate behaviour / language• Use of punishment or chastisement• Providing personal contact details• Accepting money as a gift/ Borrowing money from or lending money to service users• Personal relationships with a third party related to or known to• Passing on service users’ personal contact details• Degree of accessibility to service users (e.g. not service users• Accepting gifts/ rewards or hospitality from organisation as an inducement for either doing/ not doing something in their official capacity• Cautious or avoidance of personal contact with clients <p>You should also refer to other relevant policies which provide guidance e.g. Code of conduct, e-safety, computer misuse.</p> <ul style="list-style-type: none">• Taking family members to a client’s home• Selling to or buying items from a service user• Accepting responsibility for any valuables on behalf of a client
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<p>8. Reporting</p>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Friends and Places Together</p> <p>Communicate your concerns with your immediate manager</p> <p style="text-align: center;">↓</p> <p>Seek medical attention for the vulnerable person if needed</p> <p style="text-align: center;">↓</p> <p>Discuss with parents of child Or with vulnerable person. Obtain permission to make referral if safe and appropriate</p> <p style="text-align: center;">↓</p> <p>if needed seek advice from the Children and Families helpdesk or Adults helpdesk</p> <p style="text-align: center;">↓</p> <p>Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact</p> <p style="text-align: center;">↓</p> <p>Ensure that feedback from the Local Authority is received and their response recorded</p>
<p>9. Allegations Management</p>	<p>Friends and Places recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</p> <p>Friends and Places recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document</p> <p>http://www.isa.gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf</p>



<p>10. Monitoring</p>	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • Safe recruitment practices • CRB/DBS checks undertaken • References applied for new staff • Records made and kept of supervision sessions • Training – register/ record of staff training on child/ vulnerable adult protection • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place • Presence and action of Designated senior manager responsible for Safeguarding is in post
<p>11. Managing information</p>	<p>Information will be gathered, recorded and stored in accordance with the following policies</p> <p>All staff must be aware that they 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.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
<p>12. Communicating and reviewing the policy</p>	<p>Friends and Places Together will make clients aware of the Safeguarding Policy through the following means</p> <p>Email, Text or Hard Copy and upon request.</p> <p>The policy will be reviewed by Denise Nygate every 3 years and when there are changes in legislation.</p>

We herby confirm and agree the Policy

Signed: Denise Nygate
CEO

Dated:

Signed: Neil Woodbridge
Trustee

Dated: