HCP

HUMANITY CONCERN PROJECT

SAFEGUARDING POLICY AND PROCEDURES

Section heading	Section content
1. Introduction	**HCP** makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. **HCP** comes into contact with children and vulnerable adults through the following activities: meetings, forums, workshops, networking, conferences, sports, games and activities. The types of contact with children and vulnerable adults will be regulated and controlled This policy seeks to ensure that **HCP** undertakes its responsibilities regarding protection of children and 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.
2. Confirmation of reading	I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for HCP. Please complete the details below and return this completed form to: The Secretary HCP. Employee Name: Employee Signature: Date:
3. Legislation	The principal pieces of legislation governing this policy are: o Working together to safeguard Children 2010 o The Children Act 1989 o The Adoption and Children Act 2002: o The Children act 2004 o Safeguarding Vulnerable Groups Act 2006

	o Care Standards Act 2000
	o Public Interest Disclosure Act 1998
	o The Police Act – CRB 1997
	o Mental Health Act 1983
	o NHS and Community Care Act 1990
	o Rehabilitation of Offenders Act 1974
4. Definitions	Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise. 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: · Physical abuse · Sexual abuse · Emotional abuse · Bullying · Neglect · Financial (or material) abuse 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). 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: · 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
5. Responsibilities	**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. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices. **Additional specific responsibilities** Trustees have responsibility to ensure: The safeguarding document is up to date in accordance with new policies Trustees have responsibility to ensure: all aspects of the safeguarding policy are implemented in the daily running of HCP, and that all new staff have read and been inducted thoroughly. The Designated Lead Officer is :Trustee/ secretary. This person's responsibilities are to ensure all new staff have read and agreed to the safeguarding policy, and that it is updated and readily available.
6. Implementation Stages	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: **Safe recruitment** HCP ensures safe recruitment through the following processes: implementation of the Equal Opportunities Policy, and that all new staff have verified references and undergo a DBS check

	Criminal Bureau Records Gap Management The organisation commits resources to providing Criminal Bureau Records check on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults. In order to avoid CRB gaps, the organisation will ensure the individual does not work with children/vulnerable adults until the DBS check is complete. In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place: they will undergo DBS checks **Service delivery contracting and sub-contracting** HCP will ensure that all those who they sub-contract will have all the relevant documentation and checks to work with children/vulnerable adults.
7. **Communications training and support for staff**	HCP commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding **Induction** will include a starter pack with all relevant information, and an induction session to go through policies and procedures. **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. **Communications and discussion of safeguarding issues** Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice: staff meetings and induction processes **Support** We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include: speak to any member of the Trustee board, or a Trustee. If additional resource is identified, then this will be supplied by HCP.
8. **Professional boundaries**	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. HCP expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to: • Do not use offensive language, make sexual comments or jokes.

	- Behave as if you are on camera. - Make sure your personal needs are being met appropriately, and not in the context of your profession or practice. - Avoid personal and professional isolation. - Use touch correctly and appropriately. - Do not accept or give gifts, loans, money, or other valuables to or from clients. - Do not visit or spend extra times with a person that is not part of your assignment. - Do not share personal or financial information with the person. - Maintain a courteous and respectful attitude with all patients equally. - When in doubt, seek the advice of a trusted colleague—not someone who will tell you what you want to hear, but someone who will offer an honest and informed opinion. If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures
9. Reporting	The process outlined below details the stages involved in raising and reporting safeguarding concerns at HCP. Contact the point of contact listed in employee contract either verbally or in writing. They will work with you to resolve the concern or take it to the next level, which will include the Chair of Trustees or an external body.
10. Allegations Management	HCP recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation. The process for raising and dealing with allegations is as follows: 1.Contact the named person in the employee contact (or the next relevant person named if the concern involves the first member of staff 2. If the resolution here is unsatisfactory, contact the Chair of Trustees 3. If the resolution is still unsatisfactory then contact the Local Borough Council and/ or the Police (or other suitable body) HCP 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: http://www.isa-gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf
11. Monitoring	The organisation will monitor the following Safeguarding aspects: The HCP Trustees will monitor compliance of this policy Trustee Secretary is responsible for the monitoring, revision and updating this policy.

	This policy will be monitored regarding the implications of equality and diversity on a regular basis.
12. Managing information	Information will be gathered, recorded, and stored in accordance with the following policies Data Protection Policy, Confidentiality Policy, Equal Opportunities Policy. 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. All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.
13. Conflict resolution and complaints	HCP is aware of the policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy and if necessary, this will be taken forward by the Chairman. Conflicts in respect of safety of vulnerable adults will be taken forward by the Chairman via Community and Adult Care Directorate
14. Communicating and reviewing the policy	HCP will make clients aware of the Safeguarding Policy through the following means: training, induction and review and implementation of policies. This policy will be reviewed by the Board of Trustees, every year and when there are changes in legislation.

Reviewed: 19th February 2022