

## Safeguarding of Children and Vulnerable Adults Policy and Procedure

<b>Policy Title</b>	Safeguarding of Children and Vulnerable Adults Policy and Procedure
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<b>Related policies or procedures:</b>	Whistle-blowing policy

The National Organisation for FASD (fetal alcohol spectrum disorder) ensures that it has a responsibility to the people we support (children, adults, parents, carers, staff, volunteers and the community) who attend our activities and services to safeguard the individuals welfare and wellbeing.

The National Organisation for FASD acknowledges that abuse can take place and that children and vulnerable adults with learning disabilities can be more vulnerable than other people of the same age. It is especially important that staff and volunteers are vigilant as the children/vulnerable adults may not be able to express and convey to others that abuse is taking place or has taken place.

***Designated Safeguarding Officer for the National Organisation for FASD– Sandra Butcher (Chief Executive)***

***Designated person who oversees Safeguarding concerns – Chair of Trustees***

### Appropriate Recruitment

At the National Organisation for FASD we are committed to the appropriate recruitment of staff and volunteers to ensure that the welfare of the individuals we support is paramount.

- a) We ensure all staff, volunteers, parents and carers are made aware of our Safeguarding policy.
- b) We provide adequate and appropriate staffing resources and equipment to meet the needs of individuals.
- c) Applicants and candidates for posts within the setting are clearly informed of the need for the organisation to carry out enhanced Disclosure and Barring Service (DBS) checks – previously known as CRB checks - and that individuals have to complete the declaration form regarding the rehabilitation of offender’s act 1974.
- d) Where applications are rejected because of information that has been disclosed, applicants have the right to know and challenge incorrect information.
- e) We require a minimum of 2 references and a completed Disclosure and Barring Service check for all staff and volunteers to ensure that no disqualified person or unsuitable person works at the setting or has access to children/ vulnerable adults.

- f) Volunteers are not to work unsupervised on children/youth services.
- g) We have procedures for recording the details of visitors. We ensure we have control over people who come to the organisation so that no unauthorised person has unsupervised access to services.

### **Proper response**

The National Organisation for FASD is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies.

**Statutory Agency:** Hertfordshire Safeguarding Children Partnership 0300 123 4043

[Report concerns about a child or request support | Hertfordshire County Council](#)

Responding to suspicions of abuse:

- a) We acknowledge that abuse can take different forms – physical, emotional, neglect, sexual. Adult abuse also consists of three extra forms of abuse – financial, discrimination and Institutional.
- b) Abuse may be demonstrated through things individuals say (direct/indirect) or observed by staff/volunteers through changes in appearance, behaviour and play/ socialising.
- c) When such evidence is apparent, staff/volunteers must report directly and immediately to the sessional coordinator or service manager who will then ask them to record and date their observation/ concerns.
- d) The service manager and designated safeguarding officer for the organisation will then refer the concern to the local authority/ designated social worker for the individual who will then take the lead.

### **Recording suspicions of abuse and disclosures:**

- a) Where an individual makes comments to a member of staff/ volunteer that gives cause for concern (disclosure), or staff/ volunteers observe signs or signals that give cause for concern, such as significant changes in behaviour, deterioration in general wellbeing, unexplained bruising, marks or signs of possible abuse or neglect. Staff must:
  - Listen to the individual, offer reassurance and give assurance.
  - If urgent, seek medical attention, if in immediate danger contact the police.
  - Confidentiality - Explain the need to inform others but on a need to know basis.
  - Do not question the person.
  - Do not ask leading questions
  - If possible, write down word for word what has been disclosed (do not add or elaborate) Do not make judgements on what you think may have been said or happened.
  - Report directly to sessional coordinator/service manager.
  - Written records/evidence will be stored in individuals file securely and confidentially.

### **Making referral to local Authority:**

- a) For Children's services, Service Manager/ Director will make a referral via the Multi Agency Safeguarding Hub.
- b) For adult services, Service Manager/ Director will contact either nominated social worker, or access point if no nominated social worker, to refer concerns.
- c) All evidence is forwarded to the relevant person dealing with the investigation.
- d) The National Organisation for FASD will then comply with the leading agency and attend any multiagency disciplinary meetings they are invited to.

### **Information/ sharing with parent/carers:**

- a) Parent/ carers are normally the first point of contact to share any concerns. However, if it is felt that sharing the information could cause further risk of significant harm to the person involved, social services would be first point of contact, who will then take the lead.
- b) It is important to remember that vulnerable adults are still adults and have different rights to children and the laws are different. Therefore the organisation's staff will make sure that the person is at the centre and informed at all times, that the vulnerable adult is supported to make decisions and/ or they understand why decisions may be made that they don't want to happen. Where somebody lacks the capacity to make a decision, the organisation's staff will act in their best interests. Duty of care will sometimes supersede a person's wishes, as if an allegation is disclosed, social services will need to be informed.

### **Liaison with other agencies:**

- a) We work within the Hertfordshire Safeguarding Children Partnership at Hertfordshire County Council.
- b) We have a copy of 'What to do if you're worried a child is being abused' for parent/carers, staff, volunteers in order for them to be familiar with what to do if they have concerns.
- c) We notify Ofsted and the Hertfordshire Safeguarding Children Partnership of any accident/incident and any changes in our arrangements which may affect the wellbeing of children, and the Hertfordshire Safeguarding Partnership at Hertfordshire County Council in relation to adults.
- d) Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) and Hertfordshire Safeguarding Children Partnership is kept.

### **Allegations against staff**

- a) We ensure that all parent/carers know how to complain about the behaviour or actions of staff/volunteers within the organisation which may include an allegation of abuse or actual abuse.
- b) We respond immediately to any disclosure by individuals or staff/volunteers that have or are currently experiencing inappropriate behaviour by a member of staff/volunteer within the organisation, for example inappropriate sexual comments, excessive one to one attention beyond the requirement of their usual role and responsibility; or inappropriate sharing of

images, by first recording the details of any such alleged incident – refer also to whistle-blowing policy.

- c) The allegation is taken to the designated safeguarding officer who will then refer to the Hertfordshire Safeguarding Children Partnership. If the incident concerns a child, Ofsted will also be informed regarding the action that the organisation have taken.
- d) The National Organisation for FASD will co-operate entirely with any investigation carried out by Hertfordshire Safeguarding Children Partnership in conjunction with the police.
- e) Where the National Organisation for FASD Senior Management and Board of Trustees agree it is appropriate under the circumstances, the chairman will suspend the member of staff (if core staff on full pay)/volunteer for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children/vulnerable adults and families throughout the process.

### **Disciplinary Action**

- a) Where a member of staff/volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children and vulnerable adults, we notify the Disclosure and Baring Service (previously the Independent Safeguarding Authority) of relevant information so that individuals who pose a threat to children/vulnerable adults can be identified and barred from working with these groups of vulnerable people.

### **Promoting awareness**

The National Organisation for FASD is committed to promoting awareness of abuse to children/vulnerable adults through staff training and creating a safe environment:

### **Training/Supervision**

- a) All senior managers and designated safeguarding officer attend Safeguarding Awareness training.
- b) All staff/ volunteers are required to attend the National Organisation for FASD in house safeguarding training workshop every three years.
- c) The training workshop covers recognising the signs and signals of all forms of abuse, types of abuse, guidelines of what to do if concerned/information is disclosed and how and who to report and record concerns too within the organisation. Also the training includes adult behaviour which might indicate abuse is taking place.
- d) All session co-ordinators have six monthly individual supervision and sessional staff/volunteers have at least 2 group supervisions per year.
- e) For each session, co-ordinators hold a briefing at the start of each session and a de-brief at the end and request if there are any safeguarding issues/concerns.

### **Planning/Environment**

- a) During Brain Bases, all areas at the National Organisation for FASD are constantly supervised and no individuals are left in a room on their own. All individuals are allocated an appropriate staffing ratio for their needs.
- b) Staff/volunteers are only to use the National Organisation for FASD camera or an approved service as dictated by the CEO.
- c) The Children and Young People's Information Form asks Parent/ carers to provide signed, written consent for the use of children's images and for the application of suncream.
- d) All incidents/accidents are recorded on the National Organisation for FASD Incident/accident form including a body map. Parent/carers are requested to sign and read the form before leaving the service the individual has attended.

### **Confidentiality**

- a) At the National Organisation for FASD all suspicions and investigations are kept confidential and only shared with those staff who need to know.
- b) All files and records on individuals including staff/volunteers are kept in a secure and locked cabinet.

### **Support to families**

- a) At the National Organisation for FASD we believe in building a trusting and supportive relationship with families, staff and volunteers
- b) We make it clear to parent/carers our roles and responsibilities in relation to safeguarding, such as reporting of concerns, providing information, monitoring individuals and liaising at all times with Hertfordshire Safeguarding Children Partnership.
- c) The National Organisation for FASD will continue to support the individual and the family whilst investigations are being made in relation to any alleged abuse
- d) We follow the advice and information from the lead person in the investigation for how best to support the individual and their family during the time of investigation
- e) Confidential records are kept on individuals and are shared with the individuals parent/carers who have parental responsibility for the individual in accordance with the confidentiality procedure and only if appropriate under the Hertfordshire Safeguarding Children Partnership. For adults- the person must be involved and remain at the centre, informed, supported and part of the decision making process.

### **Legal Framework**

- a) Childrens Act (1989)
- b) Protection of Children Act (1999)
- c) Equality Act 2010
- d) Human Rights Act (1999)
- e) Data Protection Act (1998)

For more information on the legal framework visit

[http://www.nspcc.org.uk/Inform/policyandpublicaffairs/england/cps-england\\_wda91441.html](http://www.nspcc.org.uk/Inform/policyandpublicaffairs/england/cps-england_wda91441.html)

### Further Guidance

- a) What to do if you're worried a child is being abused (HMG 2006)
- b) Information Sharing: Practitioners Guide (HMG 2006)
- c) NSPCC – An introduction to child protection legislation in the UK (2012)
- d) Hertfordshire Safeguarding Children Partnership
- e) Independent Safeguarding Authority: [www.isa.gov.org.uk](http://www.isa.gov.org.uk)