



Safeguarding Policy

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Version Control

Version	Date Amended	Reason
DRAFT v1.0	03/03/22	Updated job titles & dates
DRAFT v1.0	03/03/22	Named safeguarding lead

This is Survivors West Yorkshire's Safeguarding Policy. It is a key document about how we prevent abuse within our services and how we respond when we know someone is at risk due to abuse. This could be a person using our services or a child or a vulnerable adult who they are in contact with or aware of. In some circumstances the child or adult at risk may be unknown – for example, if a known perpetrator of abuse is thought to be a current risk to unidentified persons, children or vulnerable adults.

All employees, volunteers and trustees must be familiar with the definitions of abuse and are bound by the content of this policy:

1. Safeguarding statement
2. Management issues and delivery mechanisms
3. Preventing abuse within our service
4. Risk to clients and others –responsibilities of all staff, volunteers and trustees
5. Monitoring and evaluation
6. Review of this policy

Appendix

1. Contact numbers and addresses
2. Recognising abuse

1. Safeguarding statement

Definitions:

In the context of this document **Safeguarding** means preventing and stopping abuse.

Abuse – all abuse including physical, sexual, emotional, financial abuse and neglect including “domestic violence”, child abuse and adult abuse.

Harm means physical or psychological damage caused by abuse by other people.

Significant harm means harm that is likely to have a long term detrimental impact on the person harmed – this includes murder and abduction. The level of harm caused by the same act/s of abuse can be different for different individuals. Harm is more likely to be significant if the person is a child or a “vulnerable” adult.

Child means a person under the age of 18

“Vulnerable” adult means an adult at risk of abuse who is unable to take action or gain support to stop abuse against them due to disability or mental incapacity. This includes people who are disabled by age related frailty, injury, chronic illness, learning disabilities and mental health issues.

- 1.1 Survivors West Yorkshire seeks to ensure that no person using our services experiences abuse in any area of the organisation’s work or service provision.
- 1.2 Survivors West Yorkshire provides services to people who may be at risk from or who are experiencing abuse.
- 1.3 All staff, volunteers and Trustees of SWY will ensure action is taken to prevent significant harm to clients and to others who we become aware may be at risk.
- 1.4 Any actions taken will be consistent with our commitment to client centred practice and wherever possible will be taken with the consent and/or knowledge of the person at risk.
- 1.5 All staff and volunteers are required to demonstrate knowledge of safeguarding practice and to attend training courses and supervision as required to ensure their knowledge is up to date.
Staff will be expected to demonstrate a foundation knowledge of recognising and responding to abuse as well as knowledge of SWY’s confidentiality and information

sharing policy and to sign to say they have read and understood their responsibilities under the policy. Safeguarding issues will form a mandatory section of staff appraisals.

2. Management issues and delivery mechanisms

Survivors West Yorkshire's Board of Trustees has ultimate responsibility for the safeguarding policy. It is however the responsibility of the safeguarding leads to implement, monitor and evaluate the safeguarding policy in terms of employment practice and service delivery. We are also under a duty to ensure that the Board of Trustees is regularly kept informed of the policy's implementation and the implications of the Board of Trustees' decisions and policies for safeguarding issues. It is the responsibility of all staff to report any current risk of harm due to abuse of which they become aware.

All employees, volunteers and student placements and Board of Trustees members will be informed of the safeguarding policy and that they are bound to comply with its requirements. The policy will also be drawn to the attention of SWY members, funding agencies, job applicants and those using the services of SWY.

The safeguarding statement shall be easily available in our offices, accessible to staff and visitors. Staff and trustees are to be given a copy of the whole policy upon appointment/election and whenever the policy is modified.

Survivors West Yorkshire's designated safeguarding lead is its CEO. They will ensure that a suitable deputy is contactable within the organisation at all times and that staff are aware how to make contact with them.

3. Preventing abuse within our services

3.1 Employment

3.1.1. Safe recruitment practice: All appointments to any position in the

organisation will be made following our *recruitment policy*.

Before any member of staff, volunteers or student placements begin their role with Survivors West Yorkshire the recruitment process must be complete. This includes the receipt of two satisfactory references and an enhanced DBS check for all staff having regular contact with service users as well as supervisors and managers.

Trustees must supply two references and an up to date DBS check (or SWY will process a new DBS check).

The interview panel/appointing body will make a decision as to whether or not there are any grounds for a person not taking up the position they have applied for. Where there are grounds for concerns in the area of safeguarding, advice will be sought from safeguarding experts as well as from legal services.

Any independent practitioner providing direct services to clients having access to sensitive and personal information about services users will not be contracted except on the receipt of a DBS check appropriate to their role.

3.1.2 All workers (staff and volunteers) for the organisation will inform the CEO or deputy of any concerns that have been raised about their behaviour causing harm to others in any work, voluntary or community/family context by statutory agencies, e.g. police, courts, social services. Trustees must inform the chair of the management committee or the safeguarding lead. This will be recorded and a decision will be made as to the person's continued suitability to work for Survivors West Yorkshire by the Chair of Trustees and the safeguarding lead. Should the concerns be about either of those people then a suitable replacement will be nominated to make the decision.

3.1.3 All workers will supply an up to date enhanced DBS check every three years.

3.1.4 Selection, recruitment, training, promotion and employment practices generally will

be subject to regular review to ensure that they comply with the safeguarding policy and are in line with any relevant changes in legislation.

3.2 We expect all workers to carry out their work in a thoughtful and professional manner, in line with the code of practice for their individual professions and in line with the Framework for Ethical Practice of the British Association for Counselling and Psychotherapy. All members of Survivors West Yorkshire must take responsibility for their relationships with clients and raise any difficulties – particularly those where appropriate boundaries to the relationship are not being maintained - in supervision. Supervisors must raise any concerns with the CEO who will inform the trustees of any serious concerns.

3.3 Survivors West Yorkshire has policies, for example its *confidentiality policy*, which work to prevent risk of abuse to clients using our services. Breach of those policies represents a breach of this policy.

3.4 Addressing abuse in our services

3.4.1 Survivors West Yorkshire regards abuse of clients or of others in the course of work as disciplinary offences that would be regarded as gross misconduct. Condoning such behaviour could also be treated as a disciplinary offence.

Anyone who is disciplined through our disciplinary procedures *or asked to stop their contribution to* Survivors West Yorkshire because they have harmed or placed a client at risk of harm will be referred to the Disclosure and Barring Service. Except in exceptional circumstances, they will be informed that this referral is taking place. Where the person is employed or placed by another agency, that organisation will be responsible for making the referral. If they do not do this then SWY Safeguarding lead will seek advice as to whether to make a referral personally.

3.4.2 Survivors West Yorkshire will ensure that anyone working for or using its services thought to be causing significant harm to a client or their children/family /friends is

reported to the relevant authorities. Survivors West Yorkshire will cooperate with and share information with those authorities in order to prevent abuse.

3.4.3. Complaints from people using the organisation's services will be addressed using the complaints procedure for Survivors West Yorkshire. If any client is found to be causing harm to or exposing another client, or their children/family/friends, then their use of services with Survivors West Yorkshire will change so that they are not placing others at risk

4. Risk to clients and others – responsibilities of all staff, volunteers and trustees

4.1 Survivors West Yorkshire recognises its responsibility to ensure that clients receive quality support. This includes supporting them to take steps to stop any abuse that they are experiencing, as well as taking steps to prevent and stop abuse to others, including children and vulnerable adults they know are at risk.

4.2 All those involved in service delivery have a responsibility to ensure that they are mindful of risk of harm on an ongoing basis and record any issues relevant to each client (and to other people relevant to their situation) in the notes of each session. Guidance on note taking and record keeping is available from Survivors West Yorkshire.

4.3 All workers will receive regular supervision (*see clinical supervision policy*). All supervisors will ensure that workers report regularly on the level of current risk to each client (and to other people relevant to their situation) and that staff receive timely support to ensure appropriate steps are initiated to prevent significant harm.

4.4 Anyone with any safeguarding concerns, regardless of the circumstances of the potential "victim" or "perpetrator" should contact the safeguarding lead or their deputy without undue delay to get advice and support. Workers and supervisors are responsible for making sure that this happens and that the concern is actively addressed.

4.5. If anyone becomes aware that a client or someone else is a **risk of significant harm**

then they **must** seek advice from a member of the Survivors West Yorkshire management team - on the same day that they become aware of the concerns. Workers and supervisors are responsible for making sure that this happens and the concern is actively addressed.

4.6 Actions agreed with the safeguarding lead should be recorded together with a timescale for feedback. Actions agreed must be followed through unless there is a clear agreement with the safeguarding lead that a different action is needed.

4.7 Working with other agencies

4.7.1 Survivors West Yorkshire recognises its responsibility to take action to prevent significant harm including referring situations to other agencies who are able to act in an emergency or co-ordinate multi-agency action to prevent harm.

4.7.2 Where we have the consent of the client Survivors West Yorkshire will work in partnership with other agencies to support people who are at risk, or who are caring for a child or adult at risk. This will include sharing information with others who are working to reduce the risk of abuse to that person.

4.7.3 Overriding a client's known wishes or consent is a serious matter that requires adequate and reasoned justification. Survivors West Yorkshire will only override a person's consent to take action to protect them or others in the most serious of situations.

4.7.4 Where a worker has good reason to believe that a person is in immediate danger of significant harm - and they know enough information to enable action to be taken - then they **must** contact the police. This includes situations where someone is about to be abducted, seriously assaulted or murdered or if there is a risk that serious harm is being caused to a child.

4.7.5 Where we are aware that there is a risk of significant harm to a person, whether

child or an adult who is unable to report abuse themselves (e.g. because they are under the age of 18 or they do not have mental capacity to give their consent or because the abuse prevents them consenting) and we do not have assurance that effective steps are being taken to stop that harm then Survivors West Yorkshire will normally assume that it is in that person's best interest to work in partnership with other agencies to prevent serious harm.

4.7.6 SWY will normally co-operate with multi-agency partnerships (e.g. MARAC, child or adult protection case conferences) working to prevent significant harm to an individual client or a group and we will share information relevant to protecting that person.

4.7.7 Survivors West Yorkshire will normally assume that it is appropriate for us to co-operate fully with any Serious Case Review or Domestic Homicide review carried out in relation to a person who has been one of our clients. Any decision not to co-operate with such a review must be referred to the trustees for ratification.

5. Monitoring and evaluation

Survivors West Yorkshire will regularly evaluate its services and the effectiveness of its safeguarding policy, by a variety of means. This will include monitoring the number of safeguarding concerns raised and evaluating how these have been addressed.

6. Review of this policy

Survivors West Yorkshire's commitment to safeguarding is an active one. This document should be updated on a regular basis, if necessary, as part of this active commitment. Survivors West Yorkshire's safeguarding policy will be reviewed every **six months** and in line with changes in legislation.

Survivors West Yorkshire will also seek to keep abreast of new developments in safeguarding practice and actively seek information on this issue.

Appendix 1

Useful contact details

Robert Balfour CEO / Safeguarding Lead

Email: ceo@survivorswestyorkshire.org.uk

Mobile: 07736 530 008

Bradford Safeguarding Children's Board

http://www.bradford.gov.uk/bmdc/health_well-being_and_care/child_care/safeguarding_children

NSPCC Help and advice line

Tel: 0808 800 5000

http://www.nspcc.org.uk/help-and-advice/worried-about-a-child/the-nspcc-helpline/how-to-contact-us/how-to-contact-us_wda89787.html#

Bradford Safeguarding Adults Board

Advice - 01274 431077

http://www.bradford.gov.uk/bmdc/health_well-being_and_care/adult_care/adult_abuse/for_apracs/safeguarding_adults_board

Police

Dial 999 to get police assistance if you believe someone is in immediate danger or a crime is taking place. This includes if you fear someone is about to be abducted, seriously assaulted or murdered and if you fear serious harm is being caused to a child.

Appendix 2

Recognising abuse

You may be told directly by a client that they are being abused in a current relationship or that their children or someone else in their household or network is being abused.

But you may also notice signs that they are experiencing abuse or there may be things that they tell you that make you worry about others. This can include knowledge that the perpetrator of the abuse is a risk to others whose identities are known e.g. children in his/her current household. It may also include a worry that the client you are working with is abusing or neglecting their children or an adult they are a carer for.

If you are worried that abuse is taking place don't ignore your knowledge/feelings. You must talk to the Survivors West Yorkshire's safeguarding lead.

There are some signs that abuse and neglect are taking place that you need to be aware of. The lists below are purely indicators. The presence of one or more does not necessarily confirm abuse. But, as stated above, **if you are worried that abuse may be taking place you mustn't keep this to yourself.**

General indicators

Abuse and neglect are the misuse of power. Abuse can be physical, sexual, psychological/emotional or financial. Neglect of "vulnerable adults" and children is also a form of abuse.

Key signs that abuse may be occurring are when:

- A person is frightened
- Their choices and freedom of movement are being unnecessarily limited by another person
- They have no privacy or are being followed or stalked
- Their money or property has been stolen or is being used without their permission by another person
- They do not feel able to express their own views and opinions or make decisions of their own even though they have the capacity to do so
- Their rights are not respected
- They are not listened to

- They are spoken or written about in a way that would not be used generally to speak about others
- Pictures or information about them are shared in order to humiliate or degrade
- They are isolated from contact with people other than those who are abusing them
- They have physical injuries that are consistent with abuse e.g. multiple bruises of different ages, carpet, iron shaped or cigarette burns to their skin, unexplained fractures, injuries to their vagina/anus/ mouth/throat, finger point bruising or bruises consistent with attempted strangulation, bruises that match the shape of objects e.g. slipper soles, belts
- They have illnesses that are consistent with abuse e.g. sexually transmitted diseases or they are pregnant when they could not have consented to sex
- Their needs for food, drink, warmth, medical and personal care have not been met
- A child is not growing or developing as would be expected