



Safeguarding Policy – Frome Area Community Land Trust (FACLT)

This safeguarding vulnerable adults and children's policy and procedures document sets out the best practice framework for FACLT to respond to safeguarding concerns. At the same time, it promotes the importance of safeguarding vulnerable adults and children throughout the whole organisation, and to those who will be using our services.

Safeguarding is working with vulnerable adults and children to protect and keep them safe from abuse or neglect. It is an important part of what many organisations and public services do.

All organisations have a duty to ensure that the welfare of adults and children is ensured. As part of this they need to understand when to implement their safeguarding reporting procedures.

This policy will enable FACLT to demonstrate its commitment to keeping safe the vulnerable adults and children with whom it works alongside or comes in contact with as part of our work. FACLT acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that staff, volunteers, members, those who will use our services and the Board can work to prevent abuse and know what to do in the event of abuse.

The Policy statement and procedures have been drawn up in order to enable FACLT to:

- Promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
- Ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
- Ensure the safety and wellbeing of people who do not have the capacity to recognise abuse or to decide how to respond to it.
- Ensure the safety and wellbeing of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing.
- Stop that abuse occurring.
- Work in partnership with appropriate statutory and non-statutory agencies.

Types of Abuse:

- Domestic abuse, physical and psychological
- Financial or material abuse
- Forced marriage and honour-based violence
- Human trafficking and modern slavery
- 'Cuckooing' - taking over a vulnerable person's home for criminal activity
- Organisational abuse including restraint and restriction on movement
- Sexual abuse or exploitation
- Neglect and self-neglect

The Policy and Procedures relate to the safeguarding of vulnerable adults and children. Vulnerable adults are defined as

- People aged 18 or over
- Who are receiving or may need community care services because of learning, physical or mental disability, age or illness
- Who are or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Children, by virtue of their age (under 18), are considered to be vulnerable and therefore fall under the scope of 'safeguarding'.

The Policy applies to all Board members, paid staff, volunteers, sessional workers, agency staff, students and anyone working on behalf of FACLT, or receiving services from FACLT.

It is acknowledged that significant numbers of vulnerable adults and children are abused and it is important that FACLT has a Safeguarding Policy, a set of procedures to follow and puts in place preventative measures to try and reduce those numbers.

In order to implement the policy FACLT will:

- Promote the freedom and dignity of the person who has or is experiencing abuse
- Promote the rights of all people to live free from abuse and coercion
- Ensure the safety and wellbeing of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing
- Manage services in a way which promotes safety and prevents abuse
- Recruit staff and volunteers safely, ensuring all necessary checks are made
- Provide effective management for staff and volunteers through supervision, support and training.

FACLT will also:

- Ensure that all Board members, staff, volunteers and service users are familiar with this policy and procedures and where necessary receive the appropriate training.
- Seek advice and guidance at an early stage from Somerset Adult Social Care or Children's Services as appropriate.
- Usually gain permission before sharing information with another agency.
- Pass information to the appropriate Social Care Services Team when more than one person is at risk. For example: if the concern relates to a worker, volunteer or organisation who provides a service to vulnerable adults or children.
- Endeavour to keep up to date with national developments relating to preventing abuse and welfare of adults
- Ensure that the Designated Named person (Christopher James) understands his/her responsibility to refer incidents of abuse to the relevant statutory agencies (i.e. Police/Social Care Services)

Responding to people who have experienced or are experiencing abuse

FACLT recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret.

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call police and designated named person
- To preserve evidence
- To keep yourself, staff, volunteers and service users safe
- To record what happened

All situations of abuse or alleged abuse will be discussed with the Designated Named person to assess risk. If a member of the Board, a staff member or volunteer feels unable to raise this concern with the Designated Named Person, or they're not available, then concerns can be raised directly with the appropriate Social Care Direct Team and/or the Chair of the Board. The alleged victim will be told that this will happen. This stage is called the alert.

If it is appropriate and there is consent from the individual, or there is good reason to override consent, such as risk to the individual or others, a referral (alert) will be made to the appropriate Social Care Team.

If the individual experiencing abuse does not have capacity to give informed consent a referral will be made without that person's consent, in their best interests. The Designated Named Person may take advice at the above stage from Social Care or other advice giving organisation such as Police.

DBS Checks

What is a DBS check?

A DBS check is a report listing a person's criminal convictions and cautions and was previously known as the CRB (Criminal Records Bureau) check. There are four degrees of checks:

- Basic check: reporting any unspent convictions.
- Standard check: covering spent and unspent convictions, cautions, reprimands and final warnings.
- Enhanced check: standard check plus any information held by local police considered to be relevant to the role.
- Enhanced check including barred lists: enhanced check plus notification of any inclusion on lists of people barred from specific roles or professions.

Dos

- Make it clear to the prospective employee early on when and what kind of checks will take place;
- Comply with data protection laws when handling criminal records of employees or prospective employees; and
- Be aware of whether your business falls within a category that is able to withhold employment from an individual on the basis of a spent conviction.

Don'ts

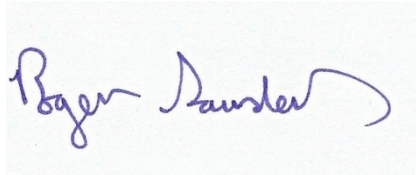
- Operate a blanket dismissal policy; instead consider the nature of a criminal conviction in relation to the specific role, including the context and seriousness of the offence and time passed since;
- Dismiss an employee if they voluntarily disclose a spent conviction or one is revealed through a DBS check unless the profession falls within the list of exceptions. This would be in contravention of the Rehabilitation of Offenders Act and could lead to heavy fines and potentially bad publicity; or
- Conduct a background check by requiring the employee to take out a subject access request as a condition of employment. This is a criminal offence under the Data Protection Act 1998.

Vulnerable Adults and Children's Social Care Somerset 0300 123 2224

Adults <https://ssab.safeguardingsomerset.org.uk/>

Children <https://sscb.safeguardingsomerset.org.uk/>

Police Frome 0845 456 7000

A handwritten signature in blue ink that reads "Roger Saunders". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Signed:

Date: 30th July 2020

Name: Roger Saunders

Position in FACLT: Chairperson

Date of next annual review: July 2021