



Safeguarding Children and Vulnerable Adults Policy

August 2022

Introduction

Root-and-Branch Out CIC makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

Root-and-Branch Out CIC comes into contact with children and / or vulnerable adults through the following activities: Forest School; Home Education; Growers Row Shared Garden; Crafternoons; Community Fridge and community engagement events

The types of contact with children and / or vulnerable adults will be delivery of services, education, general contact.

This policy seeks to ensure that Root-and-Branch Out CIC 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.

Legislation

The principal pieces of legislation governing this policy are:

- The Care Act 2016
- Working together to Safeguard Children 2015
- The Protection of Freedoms Act 2012
- Safeguarding Vulnerable Groups Act 2006
- The Children Act 2004
- The Adoption and Children Act 2002:
- Care Standards Act 2000
- Human Rights Act 1998
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- The Children Act 1989
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

Definitions

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.

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
- Psychological or Emotional abuse
- Neglect or Omission to act
- Financial or material abuse
- Child Sexual Exploitation
- Modern Slavery
- Self Neglect
- Domestic Abuse
- Institutional Abuse
- Discriminatory Abuse
- Harassment
- Radicalisation

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 a vulnerable adult

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.

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

The Designated Safeguarding Lead is **Claire Crowley**

This person's responsibilities are:

- The policy is in place and appropriate
- The policy is accessible
- The policy is implemented
- The policy is monitored and reviewed
- Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented
- Promoting the welfare of children and vulnerable adults
- Ensure staff (paid and unpaid) have access to appropriate training/information
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately
- Keep up to date with local arrangements for safeguarding and DBS
- Develop and maintain effective links with relevant agencies.
- Take forward concerns about responses

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:

Health and Safety Policy

Equal Opportunities Policy

Staff Induction and Training

Forest School Training

Disclosure and Barring Service (DBS) Gap Management

Root-and-Branch Out CIC commits resources to providing DBS records checks on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.

In order to avoid DBS gaps, the organisation will ensure that their established staff and roles are regularly reviewed through:

- A 3 year rolling programme of re-checking DBS is in place for holders of all identified posts.
- Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children / vulnerable adults will be subject to a DBS check.

Service delivery contracting and subcontracting

There will be systematic checking of safeguarding arrangements of partner organisations

Safeguarding will be a fixed agenda item on any partnership reporting meetings.

Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non compliance procedures'.

Communications Training and Support for Staff

Root-and-Branch Out CIC commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding

Induction will include;

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, the roles of line manager and Designated Safeguarding Lead (and who acts in their absence)

- Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alert guide for adult safeguarding

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:

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

Team meetings

Staff meetings

Directors meetings

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:

Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.

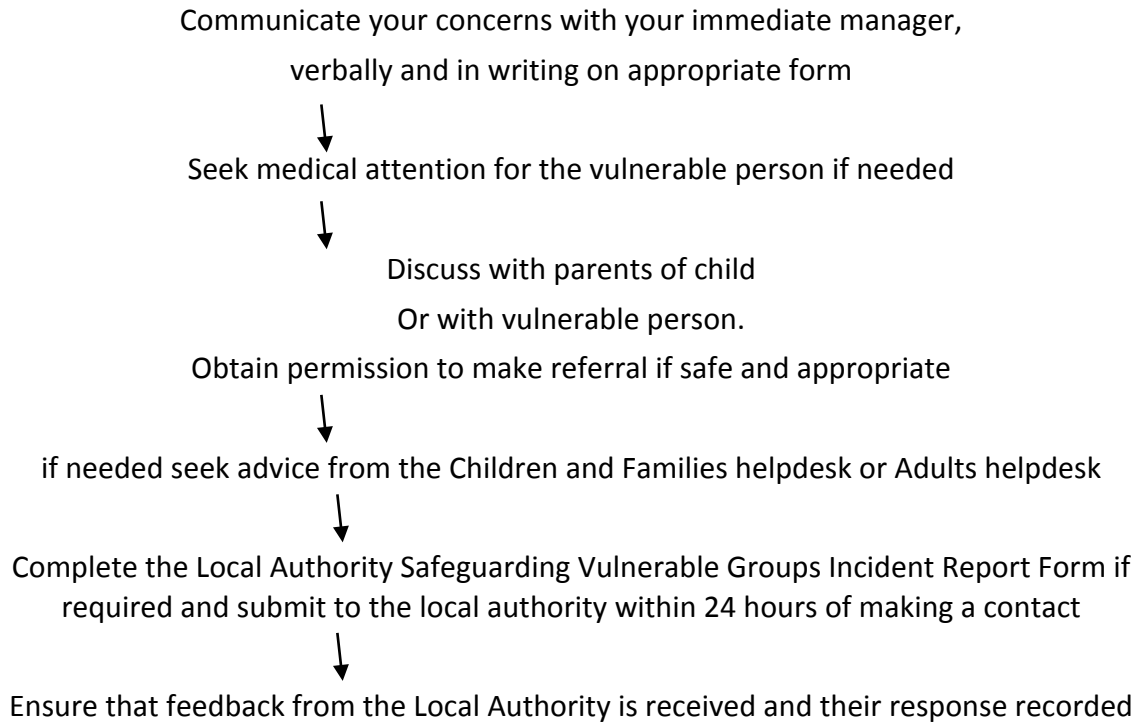
Professional Boundaries

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.

Root-and-Branch Out CIC expects staff to protect the professional integrity of themselves and the organisation.

Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Root-and-Branch Out CIC



Allegations Management

Root-and-Branch Out CIC 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:

First step: Any member of staff (paid or unpaid) from Root-and-Branch Out CIC is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer. Complete Root-and-Branch Out CIC incident Form.

Second step: DSL to contact the local authority for advice. For attention of Jim Foy - Rutland LADO.

Third step: follow the advice provided.

Monitoring

The organisation will monitor the following Safeguarding aspects:

- Safe recruitment practices
- 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 Safeguarding Lead responsible for Safeguarding is in post

Managing Information

Information will be gathered, recorded and stored in accordance with the Data Protection 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 Safeguarding Lead.

All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.

Communicating and Reviewing the Policy

Root-and-Branch Out CIC will make clients aware of the Safeguarding Policy which is available through our website.

This policy will be reviewed by the directors, every year and when there are changes in legislation.

Confirmation of Reading

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Root-and-Branch Out.

Please complete the details below and return this completed form to Claire Crowley

Employee Name:

Employee Signature:

Date:

Alex:07929 989 432 Claire:07811 424 430 Clare:07971 959 039

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