



FAMILY UNIT TRUST

SAFEGUARDING POLICY

1. INTRODUCTION

Family Unit Trust fully recognises its duty toward safeguarding and promoting the welfare of children and vulnerable adults.

The aim of this policy is to establish a “whole charity” approach to safeguarding children and vulnerable adults, in order to:

- Provide a safe learning and working environment.
- Identify vulnerable adults who are suffering or likely to suffer significant harm and ensure appropriate action to preserve their safety both at home, at the office and in the wider community where possible.

Family Unit Trust will prevent abuse and neglect by ensuring that the ethos and atmosphere of the charity is conducive to a safe environment. Service users will feel supported and able to report safeguarding concerns to any member of staff. Staff will feel they are supported by colleagues and the senior management team, including the Board of Trustees body, and are able to report and seek advice and guidance on any safeguarding concerns, including those regarding colleagues or themselves.

Safeguarding will be reflected throughout the service delivery standard.

As part of our safeguarding ethos, Family Unit Trust encourages service users to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. Family Unit Trust ensures that partisan political views are not promoted in the delivery of any service by the charity and where political issues are brought to the attention of the Service users, reasonably practicable steps will be taken to offer a balanced presentation of opposing views.

Family Unit Trust will protect children and vulnerable adults at risk of abuse and neglect by having safeguarding procedures in place that reflect current legislation, guidance and best practice.

Family Unit Trust also ensures that safer recruitment practices are followed when recruiting staff at all levels across the charity, including volunteers and trustees. Induction and continuous staff training on safeguarding children and vulnerable adults relevant to role and responsibilities is also provided.

Family Unit Trust will make key decisions regarding information sharing in line with guidance and data protection and were a child or young person is involved, Family Unit Trust will always seek



to gain parent's consent, but will always consider the principles of section 1 of the Children Act 1989 whereby the child's needs are paramount.

This policy has been developed in accordance with the principles established by:

- Education Act 2002
- The Care Act 2014
- The Mental Capacity Act (MCA) 2005
- Education Act 2002
- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012
- Counter-Extremism and Strategy Act 2015
- Childcare Act 2006; Childcare (Disqualification) Regulation 2009
- Children and Families Act 2014
- Children and Social Work Act 2017
- Data Protection Act 2018; General Data Protection Regulation (GDPR) 2018

and with reference to the following key documents and statutory guidance:

- Keeping Children Safe in Education 2018
- Safeguarding policy: protecting vulnerable adults
- Working Together to Safeguard Children 2018
- Disqualification under the Childcare Act 2006; effective 31st August 2018
- Prevent Duty Guidance 2015
- Information sharing; Advice for Practitioners providing safeguarding services to children, young people, parents and carers 2018
- Child sexual exploitation: Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation
- Manchester Safeguarding Adults Board
- Manchester Safeguarding Children Board

This policy should be viewed alongside the following charity policies which have relevance to safeguarding and promoting the welfare of children:

- Whistleblowing Policy
- Guidance for Safer Working Practices with Service Users
- Safer Recruitment and Retention Policy
- E-Communication Policy
- Health and Safety Policy
- Child Protection Policy
- Protection of Vulnerable Adults Policy & Procedure



- Equality and Diversity Policy including policy statements on:
 - ✓ Disability and Discrimination
 - ✓ Harassment and Bullying
 - ✓ Mental health
- Social Media Policy
- Drugs Policy
- Anti-radicalisation Policy
- Anti-bullying and Harassment
- Protection on-line
- Photography and Image of Vulnerable Adults Policy & Procedure

Policy Statement

As part of Family Unit Trust's commitment to robust safeguarding, it has a Safeguarding Team. The team have the responsibility for ensuring that all volunteers, employees and trustees across the organisation are aware of the safeguarding policy and procedures.

Mission Statement

Family Unit Trust is committed to safeguarding and promoting the welfare of all children, young people and adults with needs for care and support, as service users, residents and visitors to the area. Family Unit Trust acknowledges the importance of working with partner agencies to ensure that children have safe, healthy and happy childhoods and that young people and adults with needs for care and support are given the support they need to enjoy the quality of life and well-being. This Mission Statement is underpinned by the following:

- valuing, listening to and respecting children, young people and adults as well as promoting their welfare and protection;
- provision of a current and comprehensive Safeguarding Policy and related Procedures which are accessible and promoted to all staff;
- strategic planning and decision-making which considers the impact on children, young people and adults with care and support needs.

In order to meet its safeguarding duties and responsibilities, Family Unit Trust will:

- ensure that unsuitable people are prevented from working with children, young people and adults with needs for care and support through the robust use of the organisation's Recruitment and Induction Procedures and through Disclosure and Barring Service (DBS) checking.
- provide training to staff appropriate to their level of involvement with children, young people and adults with needs for care and support to ensure that employees understand the different forms of abuse as well as their roles and

responsibilities with regard to the relevant Family Unit Trust policies and procedures.

- conduct regular reviews of safeguarding practice throughout the organisation.
- ensure that the welfare and needs of service users with needs for care and support are considered by all Members (Board of Trustees), employees, volunteers and contracted services when making decisions in relation to service provision.
- take seriously and respond appropriately and expediently to all concerns, incidents and allegations.
- prevent abuse by promoting good practice amongst staff; creating a safe and healthy environment for children, young people and adults with needs for care and support and encourage a whistleblowing environment where staff feel confident and safe in reporting any concerns.
- work in partnership with other agencies in order to safeguard children, young people and adults with needs for care and support and share information where required and appropriate.
- undertake a complete review of safeguarding policies and procedures annually and in line with any changes in legislation.

2. SCOPE

This Policy and the accompanying Procedures apply to all services within the remit of Family Unit Trust. It covers all aspects of safeguarding for service users, their families, carers and supporters, and local residents. It applies to all Family Unit Trust employees, whether in a paid or unpaid capacity, permanent, seconded or temporary, casual workers, voluntary workers, agency staff, consultants, outside hires and other contracted persons within the duration of that contract. This applies to work carried out in all settings (whether they are based in office premises or at an external privately hired venue) whatever their position, role, or responsibilities.

3. DEFINITION OF TERMS

Child

A child is anyone who has not yet reached their 18th birthday. Child protection guidance highlights that under-18s who are:

- aged 16 or over;
- living independently;
- in further education;
- a member of the armed forces;
- in hospital; or
- in custody in the secure estate

are still legally children and should be given the same protections and entitlements as any other child. **HM Government (2015)**

Adult

“Adult” in this context means a person aged 18 years or over.

Vulnerable Adult

A “vulnerable adult” is any person age 18 or over who is or maybe in need of community care services by reason of mental / physical or learning disability/ age or illness and unable to take care of them self or unable to protect themselves against significant harm or serious exploitation.

They may include for example, people with:

- a mental health problem or mental disorder including dementia, or people on the autistic spectrum
- a physical disability
- a sensory impairment
- a learning disability
- who are frail and who are experiencing a terminal or temporary illness (including cancer)

Community Care Services

- “Community Care Services” will be taken to include all care services provided in any setting or context.

Abuse

Abuse is when someone does or says something that hurts, upsets or frightens another person and that person is not able to stop it happening. It might happen on purpose or the person doing it might not realise it is wrong or causing harm, but both are still wrong and it should not happen. If you think something is wrong, talk to someone.

Abuse can be caused by anyone:

- Parent(s), siblings, partner or relative
- A friend or neighbour. Sometimes a person can pretend to be a friend so they can abuse a person, this is called Mate Crime
- A carer, this can be someone who is paid or a volunteer
- Someone in a position of trust
- A stranger

There are different kinds of abuse:

Physical abuse is when someone physically hurts another person. It could include:

- hitting, slapping, kicking, shaking or pushing
- force feeding

- misusing medication
- throwing things at someone

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described as factitious illness, fabricated or induced illness in children or “Munchausen Syndrome by proxy” after the person who first identified this situation. A person might do this because they enjoy or need the attention they get through having a sick child.

Physical abuse, as well as being the result of a deliberate act, can also be caused through omission or the failure to act to protect.

Financial or material abuse is when someone takes something that belongs to someone else without asking or makes that person give them things. It is when someone does not let another person use their money how they want to use it. It can include:

- internet scamming
- fraud
- misuse of property, possessions or benefits
- pressure or control with financial affairs or wills

Neglect is when a person does not get the help they need and their medical, emotional or physical care needs are ignored. It could include:

- being left alone when the person doesn’t want to be
- being left hungry or thirsty
- not getting help with medication
- not seeing a doctor when the person wants to
- not being helped with personal care or using the toilet
- failure to provide educational services

Note

Recent guidance notes other sources of stress for children and families, such as social exclusion, domestic violence, the mental illness of a parent or carer, or drug and alcohol misuse. These may have a negative impact on a child’s health and development and may be noticed by an organisation caring for a child. If it is felt that a child’s well-being is adversely affected by any of these areas, the same procedures should be followed.

Sexual abuse is when someone is made to do sexual things that makes them feel sad, angry, frightened or they do not like or understand. It can include:

- unwanted touching
- rape
- sexual assault
- sexual acts that a person has not given consent to or was pressured into consenting

- pressure to look at sexual images
- when someone talks about sex to a person when they don't want them to
- being subject to sexual innuendo or harassment

Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and or females, by adults and by other young people. This includes people from all different walks of life.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Psychological or emotional abuse is when someone is made to feel sad, afraid or not important. It can happen anywhere including on the internet or phone. It can include:

- calling names, verbal abuse
- being made fun of, humiliated
- blaming a person for things that are not their fault
- ignoring or depriving
- threats or intimidation
- controlling
- cyber bullying

Emotional abuse may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing children to feel frequently frightened or in danger, or the exploitation or corruption of a child. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Discriminatory abuse is when someone is treated badly because they are seen as different to others; this is sometimes called Hate Crime and can include:

- racism
- sexism- sexuality or gender identity
- abuse related to the way someone talks, their religion or age
- acts based on a person's disability
- harassment

Modern Slavery is when someone is forced to work with little or no pay or threatened with violence if they do not work. It can include:

- human trafficking

- forced labour
- domestic servitude

Domestic violence and abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been intimate partners or family members regardless of gender or sexuality. It usually happens in a person's own home and it could include:

- psychological
- physical
- sexual
- financial abuse
- what is known as 'honour' based violence

Self-neglect is when someone might come to harm if they do not look after themselves. It covers a wide range of behaviours where a person fails to care for their own personal hygiene, physical or emotional health or surroundings and it could include:

- not getting enough food, water or heat
- not taking medication or getting medical care that is needed
- not accepting help or support that is necessary to stay safe
- not looking after personal hygiene
- unsafe, hazardous living condition
- hoarding

Organisational abuse is abuse caused by an organisation and is abuse or neglect of an adult by people in a setting or service where the adult is living or using; for example, a care home, hospital or service provided in a person's own home. It could include:

- neglect
- poor practice
- mistreatment of a regime

Extremism is defined in the Counter Extremism Strategy 2015 as "the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist." Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

4. ACCOUNTABILITY

- a) All staff, volunteers and trustees working in the charity, are responsible for the operation of this policy.

- b) The Designated Safeguarding Lead for the Charity is **Margaret Faith Edet**, Trustees.
In her absence, the Deputy Designated Safeguarding Lead is **Adaobi Yvonne Omobogie**, trustee.
- c) All members of staff have a legal duty to report any disclosure, allegation or suspicion of abuse, to the Designated Safeguarding Lead or, in their absence, their Deputy. This must be done immediately following the disclosure or suspicion is made or arises. A Cause for Concern form (Appendix 1) should also be completed, which is then held by the Designated Safeguarding Lead and will be placed in the service user's confidential individual file.
- d) The Designated Safeguarding Lead or a Deputy has a duty to make a referral to Adult Social Care, whenever there is reason to suspect that a vulnerable adult is suffering, or likely to suffer, significant harm.
- e) The Designated Safeguarding Lead or a Deputy may contact Adult Social Care for advice, if unsure as to whether a referral is appropriate.
- f) The Designated Safeguarding Lead or a Deputy will make every effort to attend any meetings resulting from the safeguarding process to which the Charity is invited.
- g) The Designated Safeguarding Lead is responsible for ensuring that any actions agreed at such meetings are progressed and followed up.
- h) The consent of the abused person should be sought before a referral to Manchester Council Adult Social Care is made. However, there may be circumstances where there is a need to overrule their wishes. For example:
- If the person is not making an informed decision or choice, or where this is
 - Uncertain
 - If the vulnerable adult or others affected by the situation are in a life-threatening situation
 - If the vulnerable adult or other people are otherwise at risk
 - If a crime has been or may have been committed.
- i) Any decision to overrule the wishes of the allegedly abused person should be recorded on the Charity's Cause for Concern form, with the reasons for such a decision, and a copy should be kept in the Vulnerable Adult File, held by the Programme Management Team Leader for Welfare.
- j) In cases where the allegedly abused person wishes to self-refer to Manchester Council Adult Social Care, the matter must still be referred to the Designated Safeguarding Officer, who should accordingly refer the matter to Social Care regardless of the individual's decision to self-refer.
- k) The welfare of the person concerned, including the welfare of any other vulnerable adults or children who may be at risk, must always take precedence over confidentiality. Therefore, these procedures must be followed, irrespective of any request to maintain confidentiality.

- l) The Designated Safeguarding Lead and deputies must complete safeguarding training relevant to their role. This level of training must be updated at least every two years, with further safeguarding training to be accessed on a minimum of an annual basis. This is to ensure designated staff have appropriate, up to date knowledge and skills which will enable them to identify concerns and make decisions that support the safety of the charity service users.
- m) All staff working in the Charity must be given a copy of the Vulnerable Adults Safeguarding Policy immediately upon starting work at the Charity as part of their induction.
- n) Targeted staff working in the charity will be given appropriate staff development related to safeguarding vulnerable adults as part of their induction and at a minimum of every three years thereafter.
- o) The trustees will undergo safeguarding training specific to their role and responsibilities at a minimum of every three years. The Designated trustee for Safeguarding will attend appropriate Roles and Responsibilities training at least every two years.
- p) A summary of safeguarding cases and pertinent safeguarding issues that have been dealt with by the charity will be reported to the Board of Trustees on at least an annual basis. All reporting to the Board of Trustees will be anonymised and will contain enough detail to allow appropriate scrutiny and oversight.
- q) The Board of Trustees shall be responsible for ensuring that the Charity has up to date policies in place with respect to safeguarding vulnerable adults.
- r) The Board of Trustees will ensure that the Charity operates safer recruitment procedures including:
 - at least one member of every recruitment panel having completed approved Safer Recruitment training
 - appropriate DBS checks completed for staff (including Barred List checks and career prohibition and relevant overseas checks where appropriate)
 - where appropriate, checks made regarding specific staff whose duties fall within the Childcare (Disqualification) Regulation 2009
 - the maintenance of an accurate Single Central Record

5. ROLES & RESPONSIBILITIES OF STAFF

- a) All staff of the charity are well placed to identify concerns and have individual responsibility for reporting such concerns to the Designated Safeguarding Lead or a Deputy.
- b) Staff will ensure that they are able to recognise possible indicators of abuse and neglect and know who to report their concerns to.
- c) Staff will report any safeguarding concerns to a Safeguarding officer without delay and in a timely fashion. Verbal reporting of concerns will then be followed up in writing as soon as possible but always within 24 hours. Rather than thinking, “what

if I'm wrong?" staff are encouraged to think, "what if I'm right?" in relation to any safeguarding concerns.

- d) Staff will ensure that they record their concerns using the charity's standard recording format (Appendix 1) in a contemporaneous fashion, clearly noting the difference between fact and opinion and where the information has come from. The voice of the vulnerable adult will be made clearly evident.
- e) Staff will ensure that concerns relating to a vulnerable adult remain confidential and are only shared with the Safeguarding Officer.
- f) Staff will co-operate with safeguarding enquiries made by Adult Social Care in relation to our Service users.
- g) Staff will develop effective links with other agencies in the interests of health and wellbeing.
- h) Staff will ensure that they attend full Level 2 Basic Awareness in Safeguarding training appropriate to their role at least every three years and will attend further update training annually.
- i) Staff will ensure that they are familiar with and understand all charity safeguarding related policies and procedures.
- j) Staff will provide a safe environment in which vulnerable adults can be cared for and will have a belief that "it could happen here".
- k) Staff are aware that they should safeguard the wellbeing of vulnerable adults and maintain public trust in the staff to discharge their duties professionally.
- l) Staff understand that it may be appropriate to discuss with the Chair of Trustees matters outside of work, which may have implications for the safeguarding of vulnerable adults in the workplace. This includes information about themselves. Staff will ensure that they are aware of the circumstances where this would be applicable.
- m) Staff understand that failure to follow any of the procedures set out within this policy may result in disciplinary action being taken by the charity.
- n) Ensure that they work in such a way that they do not place vulnerable people in a position of risk.
- o) Report any incidents of concern with respect to safeguarding to the person in charge immediately.
- p) Co-operate with any risk assessment process undertaken by their manager or designated person.
- q) Ensure that they behave appropriately towards any children, young person, or adult with needs for care and support who they come into contact with whilst carrying out their duties.
- r) Seek advice as per the procedures in respect to any issues that they have concerning safeguarding or the welfare of children, young people and adults with care and support needs.

6. ROLES & RESPONSIBILITIES OF DESIGNATED SAFEGUARDING LEAD

The board of trustees will ensure that an appropriate senior member of staff is appointed to the role of Designated Safeguarding Lead. The Designated Safeguarding Lead (DSL) will be a member of the Senior Leadership team (trustee) and the role will be explicit within their job description. This person will have the appropriate status and authority within the charity to carry out the duties of the post. They will be given the time, funding, training, resources and support to provide advice and support to other staff, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of vulnerable adults. He / she will undertake the following as part of the role:

- Provide support, advice and guidance to colleagues
- Recognise signs / indicators of abuse and decide when referrals to Adult Social Care /other relevant agencies are appropriate. This should include identification of cases where Early Intervention would be appropriate
- Liaise with relevant agencies (where appropriate) to inform the decision on whether to make a referral to Adult Social Care
- Liaise with Principal (where the role is not carried out by the Principal) to inform him /her of any issues or on-going investigations. Ensure there is always cover for the DSL role by having a named deputy or team of deputies
- Ensure that the named deputy or deputies are trained to the same level of the DSL and that the role is also explicit within their job description
- Lead a team of Deputy Safeguarding Leads if the establishment is large enough to require this (including providing effective support and supervision to these colleagues)
- Attend and effectively contribute to meetings or plans requested by other agencies
- Provide written reports at such meetings using the Local Authority report template
- Keep detailed, accurate and secure written records of referrals and concerns. Ensure these records are stored in a locked filing cabinet and are not accessible by staff /Service users
- Monitor and track the progress of all vulnerable Service users
- Provide the Board of Trustees Body with an up to date analysis of safeguarding related issues and numbers of vulnerable Service users to enable them to scrutinise, challenge and support the Charity as necessary
- Ensure the Charity's safeguarding related policies are up to date and reviewed annually. Work with the Board of Trustees Body / Designated Trustees regarding this.
- Ensure every member of staff has access to and understands the Charity's safeguarding related policies (including whistleblowing, etc.)
- Ensure Service users are aware of the Safeguarding Vulnerable Adults Policy

- Ensure that the most up to date version of the Safeguarding Vulnerable Adults Policy is available to download from the Charity website and that appropriate safeguarding information is displayed to website visitors
- Ensure all staff have induction training which covers safeguarding and are able to recognise and report any concerns immediately when they arise, including the fact that there is also the possibility of peer-on-peer abuse
- Ensure that all staff have full Level 2 Basic Awareness in Safeguarding training at least once every three years and ensure that all staff receive safeguarding update training on a minimum of an annual basis. Keep accurate records of staff participation in this
- Ensure that all staff have completed training in relation to their Prevent Duty
- Ensure all staff are aware of and adhere to the Charity's Guidelines for Safer Working. Practice. Ensure that this includes references to online conduct and e-safety and is reviewed on an annual basis
- Attend Level 3 multi-agency Working Together training, and subsequent Refresher training every 2 years
- Continually update safeguarding knowledge by attending appropriate Level 3 multiagency safeguarding training on a minimum of an annual basis
- Ensure safe messages are displayed in reception / visitor areas and that appropriate checks are made on entry to the Charity. Ensure visitors to the establishment are aware of who the DSL and deputies are and how to share concerns should they arise
- Share and disseminate good practice within own charity and within the local area

7. ROLES & RESPONSIBILITIES OF BOARD OF TRUSTEES

- The charity's board of trustees are responsible for ensuring the charity's policies and procedures for safeguarding. All trustees have a responsibility to ensure the charity's safeguarding measures meet statutory requirements and all should know what to do if they have concerns about a vulnerable adult.
- The Designated Safeguarding Lead should liaise with the Designated trustee for Safeguarding so that the Designated trustee can report to the board of trustees about safeguarding issues. Reports to the board of trustees should not be about specific cases but should review the safeguarding policies and procedures. It is good practice for the Designated trustee and the Designated Safeguarding Lead to present the report together.

8. PROCEDURES REGARDING SAFEGUARDING CONCERNS

- All trustees, staff and volunteers of the charity have a statutory duty to safeguard and promote the welfare of vulnerable adults. If any member of the charity has a safeguarding concern, they should contact a Safeguarding officer immediately. Staff and trustees should not investigate possible abuse or neglect themselves.

- Injuries noted should be reported to the Safeguarding Officer immediately as it is acknowledged that once an injury occurs, the body will start to heal and therefore evidence will start to diminish.
- The Safeguarding Officer will consider the information they have received and will determine what action should be taken He/she must record the outcome of this decision-making process.
- If the Safeguarding Officer is unsure as to whether the presenting concern reaches the threshold for referral to Adult Social Care, they should contact the Team Adult Social Care contact details are as follows:

Manchester Social Services

Manchester Social Services 0161 499 2121 or;

Greater Manchester Police

In an emergency, when life is in immediate danger or a crime is in progress, call 999 or Website: www.gmp.police.uk.

NSPCC

Help for adults concerned about a child - Call us on 0808 800 5000

Help for children and young people - Call Childline on 0800 1111

9. PROCESS TO FOLLOW IF A VULNERABLE ADULT MAKES A DISCLOSURE

If a vulnerable adult makes a disclosure of abuse to you:

You should

- Listen and keep calm. Do not interrupt
- You MUST NOT promise the vulnerable adult that you will keep the matter confidential.
- Explain to them who you will need to tell and why.
- Keep questions to a minimum, as your role is not to investigate. If you need to ask questions in order to ascertain whether this is a safeguarding concern, ensure they are open questions.
- Make a record of what has been said immediately afterwards in words used by the vulnerable adult and yourself to the best of your memory.
- Note anything about the vulnerable adult which is connected i.e. any visible injuries including the position and description, the demeanor of the vulnerable adult i.e. crying, withdrawn etc.
- Clearly indicate whether fact, opinion or third-party information.
- Report the matter immediately to a Safeguarding Officer.
- If in doubt seek advice from the Safeguarding Team

You should not

- Ask leading questions or press for details
- Rush the vulnerable adult

- Examine the vulnerable adult
- Investigate
- Promise confidentiality
- Summarise or use your own words to describe events
- Delay sharing the information with a Safeguarding Officer

10. SAFE RECRUITMENT

It is a criminal offence for an employer not to undertake the appropriate checks on an employee working with children, young people and adults with care and support needs, or to knowingly give a job to someone who is inappropriate to work with these groups. Family Unit Trust has adopted the Manchester Safeguarding Children Board (KSCB) and takes all reasonable steps to ensure that unsuitable people are prevented from working with vulnerable groups, regardless of their position. All job descriptions are risk assessed to identify which roles are likely to involve regular substantial unsupervised contact with children and adults with care and support needs. For all new employees, confirmation of employment will be dependent on satisfactory checks where appropriate.

Disclosure and Barring Service (DBS) Enhanced Plus checks are sought where staff will have unsupervised and substantial contact with children and young people or who will undertake certain prescribed activities for adults with needs for care and support as part of their duties or responsibilities.

11. CONFIDENTIALITY

- Family Unit Trust recognises that all matters relating to safeguarding are confidential.
- The Chief Executive, Designated Safeguarding Lead and/or Deputy will disclose any information about a vulnerable adult to other members of staff on a need to know basis only. Guidance about sharing information can be found in the 2018 document *“Information Sharing: Advice for Practitioners providing safeguarding services to children, young people, parents and carers 2018”*
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard vulnerable adults.
- All staff must be aware that they cannot promise confidentiality which might result in the vulnerable adult’s safety or wellbeing being compromised.
- The Charity pays due regard to the relevant data protection principles which allow us to share personal information, as provided for in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). The Charity is aware of the processing conditions under the Data Protection Act 2018 and the GDPR which allow us to store and share information for safeguarding purposes, including information which is sensitive and personal, and this is treated as “special category personal data”. Where we would need to share special category personal data, we are aware that the Data Protection Act 2018 contains “safeguarding of children

and individuals at risk” as a processing condition that allows us to share information.

- This includes allowing the charity to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that we can gain consent, or if to gain consent would place a vulnerable adult at risk.

12. COMPLAINTS

Family Unit Trust has a formal complaints procedure for families who are unhappy if they feel Family Unit Trust has: not done something it should have done or agreed to do something but have been too slow to act. The process enables Family Unit Trust to deal with families’ complaints as quickly and effectively as possible for a mutually satisfactory outcome. If families have a complaint, they are expected to write to Family Unit Trust, and we respond quickly to resolve the complaint.

13. WHISTLEBLOWING

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Staff should understand their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies, which is particularly important where the welfare of children and young people may be at risk. All staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with vulnerable people so that appropriate support can be provided or action can be taken. Staff should:

- be familiar with methods for raising and recording concerns.
- take responsibility for recording any incident and passing on that information to the relevant people within Family Unit Trust in the appropriate manner.
- report any behaviour by colleagues which raises concern.
- discuss any concerns with their line manager if they believe a service is being provided which may result in putting a child, young person or adult with needs for care and support at risk.

Allegations against Staff or Members

Family Unit Trust takes seriously any complaints made about the conduct of staff and volunteers in respect of their contact with children, young people, families and adults with care and support needs. This includes any person who works with children or adults that has, in any connection with her/his employment, voluntary activity or in a personal capacity:

- behaved in a way that has, or may have harmed a child, young person or adult with needs for care and support.
- possibly committed a criminal offence against, or related to, a child, young person or adult with needs for care and support, or; behaved in a way which indicated

they are unsuitable to work with children, young people or adults with care and support needs.

All allegations received by Family Unit Trust will be investigated fully, and, where applicable, action will be taken against the member of staff via the disciplinary procedure. If deemed necessary, the member of staff will be re-deployed or suspended whilst the investigation takes place. Support is routinely offered to all staff who are subject to an allegation. In the case of malicious or unfounded allegations being made against a member of staff by a colleague in the organisation or a member of the public, Family Unit Trust will treat this very seriously and take any necessary action accordingly. Safeguarding allegations against any member of the board of trustees will be treated the same way as an allegation against a member of the public. This will involve a referral to the police, who will conduct a full investigation into any allegation made.

Risk Assessment

A risk assessment is an important part of protecting employees and families, as well as complying with the law and should be integral to all planning processes. It helps identify risks that really matter the ones with the potential to cause real harm. The law does not expect Family Unit Trust to eliminate all risk, but it is required to protect people as far as reasonably practicable.

All staff who work with vulnerable children, young people and adults with needs for care and support should be aware of the risks and complete a risk assessment for any activities they develop and deliver. This is simply a careful examination of what could cause harm to people, to ensure that the appropriate measures are put in place to prevent this from happening.

- potential risks that they and other adults may face.
- if there are any risks to others.

Assessment of risk is dynamic and ongoing and should be reviewed throughout so that adjustments can be made in response to changes in the levels and nature of risk.

Data Protection

All copies of the Safeguarding Report Form (the form used by staff to raise safeguarding concerns to the Safeguarding Team) are retained on Family Unit Trust secure database in accordance with data protection periods and as per the Retention of Records Policy. All copies of Referral Forms sent to Social Service or the police are retained by the Safeguarding Team in a secure location to ensure confidentiality. This information is retained in accordance with data protection periods and no other copies are kept.

Monitoring and Review

This Policy will be reviewed annually by the Safeguarding Lead Officer unless legislation or processes change in the interim.

Monitoring mechanisms include:

- engagement with Family Unit Trust Safeguarding Boards and subgroups.

- internal audits.
- recording of staff training at different levels.
- reporting to Family Unit Trust Trustees.

Contact details

Our Safeguarding Lead

Name: Margaret Edet

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Our Deputy Safeguarding Officer

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Appendix 1

FAMILY UNIT TRUST

Child/Vulnerable Adult Safeguarding Cause for Concern form Confidential

Name of child/vulnerable adult:

Gender:

DOB:

Service User Ref No:

Does the child/vulnerable adult know you are speaking to a Safeguarding officer: Yes No

Reason for Concern:

(State what the child/vulnerable adult said, or what you observed that caused suspicion. Include date, and time of event. Where reporting what someone has said to you, try to use as close to their exact words as you can remember). *Continue on additional pages if necessary.*

Category of abuse causing concern

(Tick any that apply)

Physical Sexual Emotional Neglect Financial Institutional

Whom have you spoken to and what was said?

Details of person completing this form:

Name: _____

Position: _____

Signature: _____

Date: _____

To be completed by a Safeguarding officer

State what action was taken and when (*Continue on additional pages if necessary*).

Name: _____

Position: _____

Date: _____

Policy Review

Written By:	Authorised by:	Date:	Review Date:	Approved by:
Margaret Faith Edet	Chair of Trustees	June 2024	June 2025	Board of Trustees on 06/07/2024