

SAFEGUARDING POLICY

Policy statement

The organisation is committed to protecting service users against all forms of abuse.

This policy sets out how the organisation will manage recruitment for job roles that involve working with vulnerable groups and how it will manage matters arising during employment where it is believed that vulnerable groups could be, or have been, placed at risk.

The policy also explains the responsibilities of staff in relation to the safeguarding of vulnerable groups and the procedure that should be followed when reporting an allegation of abuse of a service user.

Scope

This policy applies to all members of staff and volunteers engaged by the organisation. It is the responsibility of everyone working on behalf of the organisation to report any allegations of abuse.

The policy specifically covers all who work in regulated work with children and vulnerable adults.

Recruitment

The organisation will make it clear to candidates when advertising a job role if the work involved is regarded as regulated work. The organisation will determine this in accordance with the provisions of the Safeguarding Vulnerable Groups Act 2006

Before the organisation can employ a candidate in regulated work, the organisation will require the candidate to provide a satisfactory DBS Check with a relevant barred list check from Disclosure and Barring Service (DBS). The purpose of this check is to confirm that the candidate is suitable to perform this work and is not barred from doing so.

The organisation will make any offer of employment in regulated work conditional upon satisfactory background checks, including satisfactory criminal record and barred list checks. The organisation reserves the right not to employ a candidate where these conditions are not satisfied.

Work that becomes regulated

If work either becomes regulated work, or if an employee is asked to perform work that is regulated work, the organisation will require the individual to provide a satisfactory DBS check with a relevant barred list check from the Disclosure and Barring Service. The purpose of this check is to confirm that the individual is suitable to perform this work and is not barred from doing so.

If an employee refuses to undertake these checks, or if a disclosure confirms that the individual has a relevant criminal conviction or has been placed on a relevant barred list, the organisation will investigate the circumstances further and will fully consider the effect of this on continued employment.

Where an individual is not legally permitted to perform a regulated activity, or where the organisation otherwise has reason to believe that this will be inappropriate, the organisation

may consider if there are any other non-regulated activities in which the individual can be employed.

The organisation reserves the right to dismiss an employee where continued employment cannot be supported.

Where an employee is added to a barred list during employment:

- If an employee is added to a barred list during employment, the organisation cannot legally allow the employee to continue to engage in a regulated activity.
- Where an individual is not permitted to perform a regulated activity, or where, the organisation may investigate if there are any other non-regulated activities in which the individual can be employed.

The organisation reserves the right to dismiss an employee where continued employment cannot be supported.

Reporting allegations of abuse

All members of staff, and any volunteers engaged on behalf of the organisation, must be vigilant at all times to risks of abuse towards service users. This may include behaviour from relatives, other service users and members of staff.

Abuse is a violation of an individual's civil or human rights by another person. This can be a single act or multiple acts and it may occur in a variety of ways. Abuse of an individual may be verbal, physical or psychological. It may occur from a deliberate act or a failure to act.

Abuse may also occur when an individual is persuaded to do something that he or she has not consented to, or is unable to consent to, or where the individual is exploited by another person.

Any person who believes or suspects that a service user has been subjected to abuse must refer the matter to his or her manager (or another manager, if appropriate) immediately. The organisation will consider all allegations of abuse seriously.

When reporting an allegation of abuse, it is important to provide as much detail as possible, including the name of the person who has been subjected to abuse, the nature of the abuse, the dates and times of any specific incidents and details of any evidence or other witnesses that may be available.

Investigation

The organisation will investigate all complaints of alleged or suspected abuse fully, in accordance with the disciplinary procedure, where the alleged perpetrator is a staff member.

The organisation may be required to refer information to the Disclosure and Barring Service. The organisation may also consider it necessary to inform the Police of allegations under investigation.

Where the alleged perpetrator is external to the organisation (eg a relative or employee of another organisation/contractor), the line manager or other senior manager will determine the appropriate authority (eg social work / police) to which to report the allegations.

Suspension

The organisation reserves the right to suspend an employee on full pay pending investigation into an allegation of abuse and pending any resulting disciplinary proceedings.

Disciplinary action

Where the organisation has reason to believe that an allegation of abuse has foundation, the organisation will arrange a disciplinary meeting with the individual. This could result in a decision to take disciplinary action against the employee, up to and including dismissal.

This policy has been approved & authorised by:

Name: Simon Philipp
Position: Director
Date: 23rd September 2020
Signature:

