

Trent & Dove Housing Safeguarding Children & Adults at Risk Policy



Safeguarding Children & Adults at Risk Policy

1. Introduction

1.1 Trent & Dove Housing take its responsibility for safeguarding Children and Adults at Risk seriously. This policy provides straightforward guidance for staff, associates and customers with how concerns regarding a Child or Adult at Risk of harm, abuse or neglect (including self neglect) will be dealt with, taking into consideration new legislative requirements contained within the Care Act 2014 and the existing legislation and statutory guidance Working Together to Safeguard Children.

1.2 For the purpose of this policy a child is defined as an individual up to the age of 18. An Adult at Risk is an individual at risk of abuse or neglect and has care or support needs and they are unable to protect themselves from significant harm.

1.3 The policy focuses on protection, taking prompt, proportionate, effective and coordinated action to stop abuse where it is or may be occurring. The aim of the policy is to ensure that abuse or neglect does not go unnoticed or ignored, that staff and associates are given the mechanisms and are empowered to raise any safeguarding concerns and robust recording and follow up processes are in place.

1.4 Safeguarding is built on 6 key principles, balancing safety from or prevention of harm with an **adult's** capacity to choose and control their behaviour. A child is not deemed to have capacity therefore their safety is paramount.

- Empowerment – Supporting **adults** to take decisions with informed consent
- Prevention – Taking action before harm occurs
- Proportionality – Taking the least intrusive appropriate response
- Protection – Support and representation
- Partnership – Services working with communities
- Accountability and transparency

1.5 The policy is not stand alone and operates alongside and in conjunction with other Trent & Dove policies, in particular, but not confined to:

- Anti-Social Behaviour & Hate Crime
- Confidentiality and Data Protection
- Whistleblowing
- Fairness Strategy
- Domestic Violence Policy
- Covert Surveillance Policy
- Disclosure and Barring Service Checks

- Complaints Procedure

1.6 The policy should be read in conjunction with the 'Safeguarding Children and Adults at Risk Procedure' contained in appendix 1.

1.7 The term 'staff' applies to any Trent & Dove staff member. The term 'associates' applies to any volunteer, board member, tenant representative, contractor etc. that is working for or on behalf of Trent & Dove. The term 'customer' applies to any tenant or recipient of a Trent & Dove service, including those on the housing register.

1.8 Staff and associates that are in contact with Children or Adults at Risk have a responsibility to be aware of how to identify abuse, harm and neglect including self neglect and how to raise any concerns they may have.

1.9 Trent & Dove Housing is committed to safe recruitment, selection and vetting of staff that are likely to be in contact with Children or Adults at Risk.

1.10 Effective Safeguarding is not an add-on, but needs to be embedded in the ways of working for all staff and associates, especially those in contact with customers.

2. Policy Purposes and Aims

2.1 The purpose of this policy is to ensure that all staff in contact with Children & Adults at Risk, act in accordance with the Safeguarding Policy and Procedures.

2.2 The approach of this policy is based on and reflects the principles of both UK legislation and guidance and international agreements. Trent & Dove will abide by existing regulatory requirements and legislation as listed:-

Children:

- Children Act 1989
- Adoption & Children Act 2001
- The Children Act (2004)
- The Protection of Children Act (1999)
- Every Child Matters (DoH 2003)
- Working together to Safeguard Children (DoH 2013)

Adults:

- Mental Capacity Act (2005)
- The Human Rights Act (1998)
- Safeguarding Vulnerable Groups Act (2006)
- Care Act 2014

2.3 Trent & Dove will act in accordance with the procedures of the relevant Local Safeguarding Board.

2.4 All relevant staff members will be subject to Disclosure and Barring Service (DBS) checks. These will be updated as required.

2.5 Trent & Dove Housing will operate its Safeguarding Policy in accordance with the Equalities Act 2010.

2.6 A referral procedure and pathway is in place (see appendix 1).

2.7 Everyone working for and on behalf of Trent & Dove is expected to behave towards customers and staff in a way that demonstrates their commitment to this policy. Failure to do so could result in disciplinary action or termination of contracts.

2.8 Trent & Dove will ensure that all partnering contractors who work on its behalf and come into contact with children and vulnerable adults are aware of and have training on this policy. They will also be expected to adhere to the referrals procedure (see appendix 1)

2.9 Trent & Dove Housing recognises that inter-agency co-operation is essential in protecting children and vulnerable adults. The procedures require the sharing of information with and involvement of children and/or parents and of vulnerable adults as appropriate.

2.10 In all circumstances Trent & Dove staff will ensure they consider confidentiality and refer to the Company's 'Confidentiality Policy' and the Data Protection Act 1998. Where the use of photographs or filming of an activity is required for marketing purposes, the parent/carers of these children will be informed and written, signed approval obtained prior to the event.

2.11 The overall responsibility for the Safeguarding Children and Vulnerable Adults Policy lies with the Independent Living Manager. The responsibility for the reporting of any concerns regarding safeguarding lies with any member of staff who witnesses abuse or inappropriate behaviour. The report should be made using the Safeguarding Concerns Referral Form (see Appendix 3) and should be passed to a member of the Safeguarding Team. The incident will then be recorded onto the Safeguarding spreadsheet and the level of risk ascertained, prior to a referral being made to the relevant Local Authority. The referrer will receive feedback from the Safeguarding Team in a timely manner giving information about what safeguards have been put in place

3. Reviewing & Learning

3.1 Monthly reports will be provided to the Assistant Performance Manager on the number of referrals received with a breakdown of internal actions and external referrals and reduction in risk to ensure referrals are dealt with appropriately and in a timely manner.

3.2 To ensure consistency and competency, a six monthly review will be undertaken by the Safeguarding Team for all concerns raised, to:

- Identify any common themes/patterns that need to be considered.
- Identify any training requirements.
- Report to Executive Team and Board.

3.3 Training will be provided to all staff and associates commensurate with their job role to ensure Trent and Dove meets with relevant legislative and regulatory requirements. This will enable and empower staff and associates to recognise the signs and symptoms of abuse and how to act on any concerns internally.

3.4 New employees will be made aware of the policy and procedures in place during their induction process.

3.5 The Safeguarding Team (nominated members of the Independent Living Team) will undertake any relevant inter-agency training as necessary, such as Designated Person training.

3.6 The Safeguarding Team will offer staff and associates guidance and supervision around issues of abuse and neglect and a member of the team will be available during normal office working hours to provide advice if necessary.

3.7 Staff and associates will be kept informed (within the bounds of confidentiality) of any resulting action following on from a referral highlighting their concerns so they are reassured about the person's wellbeing and are aware that their intervention was of value.

4. Promotion

4.1 The Safeguarding Team will actively promote a Safeguarding culture and Awareness and amongst staff, associates and clients in a number of ways, including articles in Streetwise, a leaflet for its customers etc.

4.2 The Safeguarding Team will regularly attend internal team meetings and events where appropriate to promote the culture of safeguarding and provide feedback on cases where necessary.

4.3 The Safeguarding Team will make links into local networks in areas where it operates and attend relevant multi-agency meetings aimed at keeping our customers safe, such as the Multi-Agency Safeguarding Hub.

4.4 The Safeguarding Team will make links with the relevant Local Authority Safeguarding Leads to create cooperation and encourage joint working.

4.5 Consideration will be given to Senior Management and Board Champions within Safeguarding, to reinforce the organisational priority and cement this within its core purpose and values.

5. Review & Monitoring

5.1 Any proposed changes to this policy prior to implementation will be fully discussed with the Board of Management, relevant staff and any other relevant body.

5.2 This policy will be reviewed where:-

- There are significant changes to legislation or regulation
- There are found to be deficiencies or failures in this policy, as a result of complaints or findings from any independent organisations.

5.3 Appeals against any decision made under this policy will be dealt with through the Company's usual appeals procedure.

Trent & Dove Housing is committed to providing high quality services to all of our customers ensuring that everyone is treated without discrimination due to any of the protected characteristics set out in the Equality Act 2010. The company's Fairness Strategy provides a framework for Trent & Dove to operate fairly in service provision to customers, staff and contracted operations. The policy is available on request and comments can be made to the Director of Housing.

Equality Impact Assessment Checklist	
Title	Safeguarding Children & Adults at Risk Policy

1. Describe the aims, objectives and purpose of the policy					
To ensure that all staff and associates that are in contact with children and adults at risk, act in accordance with the Safeguarding Procedures. The Policy focuses on protection, taking prompt, proportionate, effective and coordinated action to stop abuse where it may be occurring.					
2. Who is intended to benefit from the policy and in what way?					
Any tenant or member of their household group who may be at risk of abuse, exploitation or neglect (including self neglect) and may require protection and security. Any child or adult at risk that a member of staff may come into contact with during their working hours. Any member of staff that may be affected by abuse, exploitation or neglect.					
3. What outcomes are required from this policy?					
Straightforward guidance to staff, associates and customers with how concerns regarding a child or adult at risk of harm, abuse or neglect should be dealt with.					
4. Who are the main stakeholders in relation to the policy?					
Customers, Trent & Dove staff, Board Members, Contractors and any other associates who come into contact with children or adults that may be at risk.					
5. Who implements the policy and who is responsible for the policy?					
The Director of Housing, Independent Living Manager and the Safeguarding Team (nominated members of the Independent Living Team).					
6. Could this policy have a differential impact based upon any of the following factors?					
	Y/N		Y/N		Y/N
Gender	N	Age	N	Gender reassignment	N
Disability	N	Religious Belief	N	Pregnancy & maternity	N
Race	N	Sexual Orientation	N	Marriage/Civil Partnership	N
7. If no differential impact is anticipated, please explain why.					
The Safeguarding of Children & Adults at Risk is appropriate irrespective of the protected characteristics set out in the Equality Act 2010.					
8. If a differential impact is anticipated, provide a detailed justification.					
9. Recommendation					
Implement					
The policy positively promotes fairness and equality of opportunity					
There is no differential impact arising from the Policy					x
Any differential impact is insignificant or justified in order to achieve a wider goal					
Do Not Implement					
Policy may produce a negative differential impact – further investigation required					
Policy is likely to have a significant adverse impact on a particular group					

10.	Name	Title / Organisation	Date
Lead Assessor	David Jones	Director of Housing Services	08/03/2016
Consultees	Jane Stokes	Independent Living Manager	08/03/2016