

Go-Woman! Alliance CIC Safeguarding Policy

The following designated person has been nominated by the management committee to refer allegations or suspicions of neglect or abuse to the statutory authorities.

The designated person is: Yasmin Akhtar

In the absence of the designated person, the matter should be brought to the attention of the deputy designated person.

The deputy designated person is: Donna Barton

Contacts regarding children

Advice and referral team	0121 303 1888
Emergency duty team	0121 675 4806
Local Safeguarding Board	Children's Advice & Support Service (CASS): 0121 303 1888 / Secure email: CASS@birminghamchildrenstrust.co.uk Outside of normal office hours please call 0121 675 4806 for the Emergency Duty Team

Contacts regarding adults

Adult Social Care	0121 303 1234 (option 1)
Safeguarding Adults Board	0121 464 2612 Emergency Team 0121 675 4806
Local Police Safeguarding Adults from Abuse team	www.bsab.org

If you are concerned for an individual's immediate safety call 999.

If a crime has been committed you need to inform the police, call 101 (non-emergency)

Policy agreed on behalf of the management Committee:

Signed: *Y. Akhtar*

Date: 3rd February 2022

Date for Review: 3rd February 2023

Policy updated: 30th May 2022

Safeguarding Policy

Introduction

Go-Woman! Alliance CIC makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

This policy seeks to ensure that Go-Woman! Alliance 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.

Objective

Our aim is to contribute to the personal safety of all children/young people and adults, by promoting safeguarding awareness, good practice and sound transparent procedures.

Policy statement

We at Go-Woman! Alliance CIC believe that children/young people and adults have the right to be treated equally and to learn in a safe and friendly environment.

This policy is based on the following principles:

- The welfare of the child/young person and/or adult is paramount.
- Everyone whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from neglect and abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Staff/volunteers are trained to understand the nature of abuse and to be alert to matters of concern (for adults and children). All self-employed staff will be expected to familiarise themselves with the policy and have a clear understanding of their expectation. They will be expected to keep up-to-date with the latest legislations.
- All staff/volunteers working for Go-Woman! Alliance CIC have a responsibility to report concerns to the designated person with responsibility for safeguarding.

We aim to safeguard by:

- Adopting safeguarding guidelines through procedures and a code of conduct for staff/volunteers.
- Sharing information about safeguarding and good practice with children/young people, parents and carers and staff/volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children/young people and/or adult appropriately
- Following carefully the procedures for recruitment and selection of staff/volunteers.
- Providing effective management for staff/volunteers through support, supervision and training.
- Reviewing our policy and good practice regularly.

Supervision:

- All staff/volunteers will be supported via supervisions and daily debrief sessions as and when needed.
- A written contract will be shared by Managers and confirmed via email between Supervisee and Supervisor and signed annually.
- Dates and times will be mutually agreed between Supervisee and Supervisor.

Please Note: Any member of Go-Woman! Alliance Team can request an in formal/formal supervision in between their designated allocated Supervision schedule.

Implementation

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:

- Grievance and disciplinary procedures
- Health and safety policy
- Equality and diversity policy
- Data protection policy
- Confidentiality policy
- Recruitment and induction
- Staff training

Procedures

The role of the designated person

It is the responsibility of the Designated Person to make themselves available for consultation by staff, volunteers, visitors, children/young people/adult at risk and their families or carers.

In the absence of the designated person, a deputy or deputies must be identified. The designated person's role includes:

- Working with the Local Safeguarding Children Board (LSCB) and the Safeguarding Adults Board (SAB) to ensure locally agreed procedures are followed.
- Ensuring that this policy is implemented throughout Go-Woman! Alliance CIC and all of its activities.
- Ensuring that all necessary enquiries, procedures and investigations relating to safeguarding are carried out.
- Reporting results of screening enquiries and preserving 'need to know' levels of confidentiality and access to secure records.
- Ensuring that all confidential records relating to safeguarding matters are kept secure.
- Liaising with social care and the police at a formal and informal level on safeguarding matters.
- Reporting allegations and suspicion of abuse to the appropriate authorities.
- Ensuring that there is adequate induction and training relating to safeguarding awareness of children and adults.
- Ensuring that each activity carried out by the organisation is sound in terms of safeguarding as regards personnel, practices and premises.
- Checking all incident reports made by staff/volunteers, countersigning them and making such reference to the appropriate authority as is appropriate.

The role of staff/volunteers

When an incident or disclosure has occurred the individual staff member/volunteer will, without discussing the matter with anyone else, contact the designated officer or appointed deputy.

Safe recruitment

Recruitment is done in line with safe recruitment practices.

All staff/volunteers will:

- Be given a clear job description or role description, setting out expectations for their work and conduct (including a reference to safeguarding responsibilities).
- Show that they meet the person specification for the post or role (where applicable there will be a statement on core competency with regards to safeguarding children and adults).
- Volunteers will fill in a volunteer application form on first appointment and update this annually to update their personal details, previous and current work/volunteering experience and qualifications.
- Supply the names of two referees, who will be contacted personally.
- Be required to complete an enhanced DBS check on appointment (where appropriate), and every three years thereafter, giving photographic and other evidence of identity and including a formal declaration of any criminal convictions.
- Be taken through safeguarding policy and procedure on induction, followed by annual refresher training to remind them of procedures and important concepts.
- Be supervised by Volunteer Co-ordinator - **Hassina Begum**.

DBS Gap Management

In order to avoid DBS gaps, the organisation will maintain and review a list of roles across the organisation which involves contact with children/adults at risk. This will be overseen by the designated person.

- A 3 year rolling programme of re-checking DBS's 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 / adults at risk will be subject to a DBS check. All self-employed staff will be expected to provide full DBS checks and ensure that they are kept up-to-date with the latest legislations.

Service delivery contracting and sub-contracting

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

Induction will include

- Discussion of the Safeguarding Policy (and confirmation of understanding).
- Discussion of other relevant policies (as mentioned in this policy).
- Ensure familiarity with reporting processes, the roles of line manager and Designated Person.

Training

All staff and volunteers who, through their role, are in contact with children and /or adults at risk will have access to safeguarding training at an appropriate level. Sources and types of training will include:

- Safer working practices.
- Safeguarding children awareness (level 1 and 2 if required).
- Safeguarding adults awareness (level 1 and 2 if required).
- Inter-agency training (for those with case work)

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice. Mechanisms for enabling effective discussion of safeguarding issues between staff include:

- Encouraging open discussion (e.g. during supervision and team meetings) to identify and barriers to reporting so that they can be addressed.
- Inclusion of safeguarding as a discussion prompt during supervision meetings/ appraisals to encourage reflection.
- How staff are reminded about policies and procedures, we provide annual refresher briefings with the designated person.
- Provision of a clear and effective reporting procedure which encourages reporting of concerns.
- Participation if required in multi-agency safeguarding procedures and meetings in order to be involved in child/ adult protection procedures.

- Safeguarding will be a standing item on agendas for team meetings, management committee board meetings and one-to-ones/supervisions regularly.

Professional boundaries

Professional boundaries are what define the limits of a relationship between a worker (paid or unpaid) and a service user. 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.

We expect staff to protect the professional integrity of themselves and the organisation.

The following professional boundaries must be adhered to:

- We do not allow paid or unpaid staff to give gifts to or receive gifts from service users. However, gifts may be provided by the organisation as part of a planned activity.
- Do not use of abusive language.
- Avoid accepting responsibility for any valuables on behalf of a service user.
- Avoid being in a situation where you are alone with a child or adult at risk, e.g. taking a child/young person to an event, or dropping them off in your car.
- Avoid spending excessive amounts of time alone with service users away from others.
- Never accept gifts/ rewards or hospitality from individuals as an inducement for either doing/ not doing something in their official capacity.
- Never accept money as a gift/ or borrow money from or lending money to service users.
- Never pass on service users' personal contact details.
- Never take family members to a service user's home.
- Never use of punishment or chastisement.
- Never, engage in rough, physical or sexually provocative games, including horseplay.
- Never, allow or engage in any form of inappropriate touching.
- Never allow individuals to use inappropriate language unchallenged.
- Never make sexually suggestive comments, even in fun.
- Never reduce an individual to tears as a form of control.
- Never allow allegations to go unchallenged, unrecorded or not acted upon.
- Never do things of a personal nature that they are able do for themselves.

Please note

It may sometimes be necessary for staff/volunteers to do things of a personal nature for children/young people and/or adult at risk, particularly if they are young or disabled. These tasks should be carried out only with the full understanding and consent of parents/carers and of the individual involved. An agreed and signed plan should be developed stating tasks needed and how these tasks will be carried out. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices, where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing or where there is physical contact - for example, lifting or assisting a child/young person to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Visiting a service users/learners home address:

If for any reason you visit an address, and no one answers the door, but you are aware that there is a young child or a child who you feel is vulnerable in the house, you have a duty to inform the police that you suspect a young child is at home alone. This also applies to any member of the public in our daily life.

Safeguarding is everyone's responsibility

Guidance for staff when home working:

- All communications/information in regards to service users/learners will be anonymised using unique registration codes.

Guidance for staff:

- On-line virtual sessions: Children/Adults:

When working on-line virtually staff will:

- Agree with Adult learners/children and their parents:
- what activities will take place during sessions and what the tutoring will cover
- where sessions will take place
- whether there is any extra support the child needs, for example if they have a special educational need or disability (SEND) or additional needs
- where parents or carers will be during the session (ideally they should be within earshot so that you are never completely alone with a child).

- discuss Go-Woman! Alliance's safeguarding and child protection policies and procedures.

Creating a safe environment

Go-Woman! Alliance feel It is important to create an environment where children and young people feel safe and able to learn.

Whether the learner/tutor/child/adult is in their own or somebody else's home, a tutoring centre or a school, make sure you and the child are both are comfortable with the environment.

- Staff are required to wear headphones when a service user/learner may be discussing/divulging personal information?
- Is there a desk or table to work at? Is the space big enough? (If you're working online, you and the child should still both sit at a table or desk where possible).
- Is there anything inappropriate in the room that needs to be removed, for example posters with bad language or nudity? If you're working online, do you have a neutral background
- Is there any confidential information in the room that should be removed (such as bank statements)?
- If you're in your own home, are there any personal items (such as photographs) that you should remove in order to maintain the professional relationship?
- If you're using a computer during a face-to-face session, or sharing screens online, be mindful of what a child might see on your computer - only open things that are needed for the session.
- Other people in your home - You should consider the other people who live in your home – are they likely to wander into your session, or in the background of a video call? Make sure the child won't hear or see anything inappropriate.
- You should also check that nobody who lives in your household has been disqualified from working with children.

In England, anyone who lives in the same household as another person who has been disqualified from working with children, can also be disqualified from working with children in domestic premises.

This is called disqualification by association. See legislation and guidance tab for more information about disqualification by association.

- leave the door to the room open

- make sure there is another adult within earshot and/or give parents the option of sitting in on the session. If a parent is not visible. Occasionally call out to the Parent to check they are in earshot.

Keeping parents and carers up-to-date

It's good practice to keep notes about what you've covered in every session. You should also note down anything that concerns you.

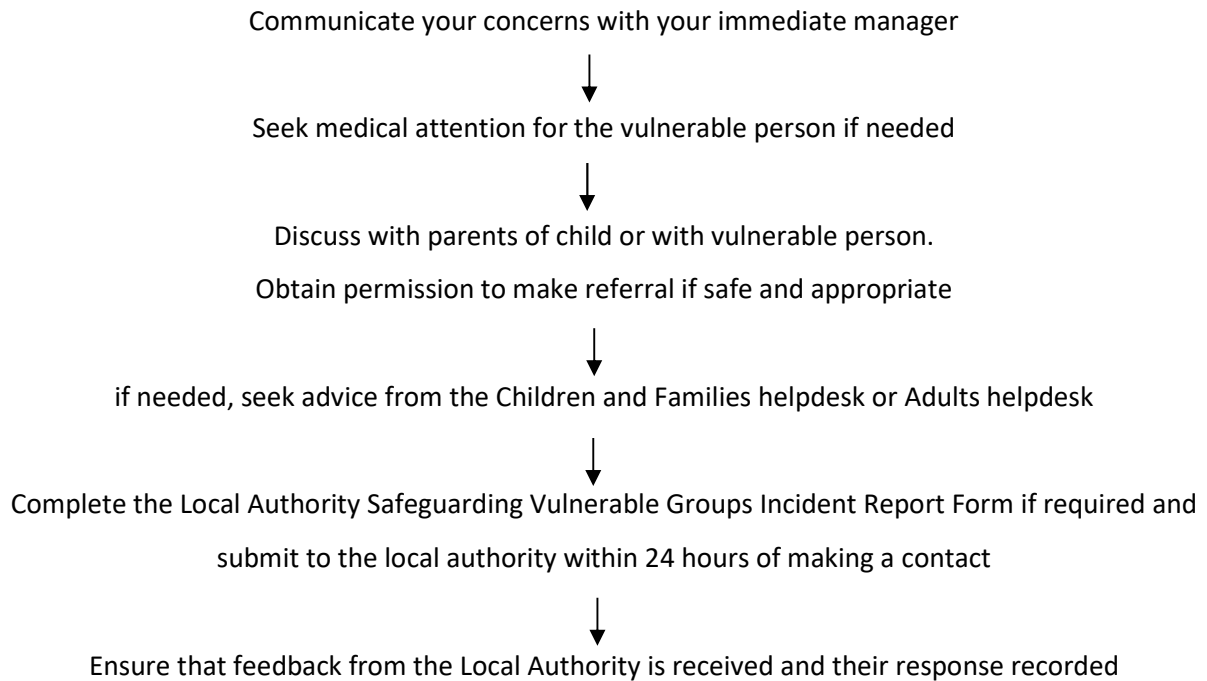
Spend five minutes/phone calls at the end of each session updating parents and carers on how the session went. This is also a good opportunity to discuss areas where you need support, for example if a child is displaying challenging behaviour, is struggling with a particular subject or is anxious about something.

Introductory training courses

Browse our introductory training courses to help you learn how to recognise, respond and report concerns about a child's welfare.

Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Go-Woman! Alliance CIC.



If the immediate manager is implicated, then refer to their line manager or peer.

Responding to allegations of abuse

Allegations against a member of staff/volunteer

Go-Woman! Alliance 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.

We will fully support and protect anyone who, in good faith, reports their concern that a colleague is, or may be, abusing a child/young person and/or adult.

The process for raising and dealing with allegations is as follows:

1. Any member of staff (paid or unpaid) from Go-Woman! Alliance CIC is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer.
2. Contact local authority for advice. 0121 303 1234 (option 1)
3. Follow the advice provided

Where there is a complaint against a member of staff/volunteer, there may be three types of investigation: criminal investigation, child/adult protection investigation or disciplinary/misconduct investigation. The results of the police and child/adult protection investigation may well influence the disciplinary investigation, but this will not necessarily be the case.

In the first instance you should report the allegation to the designated person or in their absence the deputy designated person (use the reporting sheet appendix 3).

The designated person will contact the Local Authority Designated Officer (LADO) for children or if the allegation is in relation to abuse of an adult the Adults Helpdesk (Social Care), who will conduct an investigation into the allegation.

Internal enquiries and suspension

The designated person will make an immediate decision about whether any individual accused of abuse should be temporarily suspended, pending further police and social care inquiries.

Irrespective of the findings of the social care or police inquiries, the organisation will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be handled sensitively. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the organisation must reach a decision based upon the available information. This might suggest that, on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child/young person and/or adult must remain of paramount importance throughout.

Concerns about poor practice

If, following consideration, the allegation is clearly about poor practice, this will be dealt with as a misconduct issue.

If the allegation is about poor practice by the organisation's designated person, or if the matter has been handled inadequately and concerns remain, it should be reported to their line manager, who will advise how to deal with the allegation and whether or not the organisation should initiate disciplinary proceedings.

The processes for raising and dealing with allegations are in line with local procedures set out by the Local Safeguarding Board and the Safeguarding Adults Board.

What to do if you suspect that abuse may have occurred.

1. You must report your concerns immediately to the designated person.

The designated person will:

- Obtain information from staff/volunteers, children/young people or parents/carers who have child or adult protection concerns and record this information.
- Assess the information quickly and carefully and ask for further information, as appropriate.
- Consult with adult/children's social care.
- Ensure that the parents/carers of the child/young person and/or adult are contacted as soon as possible, following advice from the social care department (as long as this does not place the individual at risk).
- Make a referral to the Local Safeguarding Board (children) or Safeguarding Adults Board within 24 hours or to the police without delay.

If the organisation's designated person is the subject of the suspicion/allegation, the report must be made to their line manager, who will refer the allegation to social care.

2. Suspicions will not be discussed with anyone other than those named above.

3. It is the right of any individual to make direct referrals to the child/adult social care.

If, for any reason, you believe that the designated people have not responded appropriately to your concerns, then it is up to you to contact the child/adult social care directly

4. If an individual makes a disclosure of abuse:

- Use **TED** – Tell, Explain, Describe, do **NOT** ask the child and or adult any leading questions.
- Make notes as soon as possible (ideally within one hour of being told).
- Write down exactly what the individual has said in their words, what you said in reply and what was happening immediately before you were told (for example, what activity was taking place).
- Record dates, times and when you made the record.
- Keep all your handwritten notes secure.
- Report your discussion to the designated person as soon as possible.
- If the designated person is implicated, you need to report to the deputy designated person.
- If both are implicated, report to their line manager.
- Do not discuss your suspicions or allegations with anyone other than those nominated above.
- The designated person must consider carefully whether or not it is safe for an individual to return home to a potentially abusive situation, and, if necessary, they should take immediate action to contact social care in order to discuss putting safety measures into effect.

Managing information

Information will be gathered, recorded and stored in accordance with our Data protection policy and Confidentiality policy.

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and adults at risk. The public interest in safeguarding children and adults at risk may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Person

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

Support for dealing with the aftermath of abuse

Consideration should be given to the kind of support that children/young people or adults, parents/carers and members of staff/volunteers may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The Directory of the British Association for Counselling is available from the British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, tel: 01788 550 899, fax: 01788 562189.

Appendices

1 - Definitions of abuse

2 - Good practice guidelines

3 - Reporting forms

Appendix 1

Definitions of abuse Physical	Includes hitting, slapping, pushing, kicking, and the misuse of medication, restraint, or inappropriate sanctions.
Psychological	Including emotional abuse, threats of harm or abandonment, forced marriage, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
Sexual	Including rape and sexual assault or sexual acts to which the adult has not consented, or could not consent or was pressured into consenting.
Neglect or Acts of Omission	Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
Institutional abuse	Can be different from other forms because it is about who abuses and how that abuse comes about. It can be incidents or poor quality care which regularly happens and is never addressed.
Modern day slavery	It can include victims that have been brought from overseas, and people in the UK, being forced to illegally work against their will in many different sectors, including brothels, cannabis farms, nail bars and agriculture.
Self-neglect	Includes living in grossly unsanitary conditions, suffering from an untreated illness, disease or injury, suffering from malnutrition to such an extent that, without an intervention, the adult's physical or mental health is likely to be severely impaired, creating a hazardous situation that will likely cause serious physical harm to the adult or others or cause substantial damage to or loss of assets, and suffering from an illness, disease or injury that results in the adult dealing with his or her assets in a manner that is likely to cause substantial damage to or loss of the assets.
Discriminatory	Including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.
Financial or Material	Including theft, fraud, exploitation, pressure in connection with wills property or inheritance or financial transactions, or the misuse or misappropriation of property.

These definitions do not minimise other forms of maltreatment.

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

Appendix 2

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (for example, avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all people equally, and with respect and dignity.
- Always putting the welfare of each child/young person/adult first.
- Maintaining a safe and appropriate distance with children/young people/adults.
- Building balanced relationships based on mutual trust, empowering children/young people and/or adults to share in the decision-making process.
- Making activities and other off-site activities, fun, enjoyable and safe.
- Keeping up to date with technical skills, qualifications and insurance.
- Involving parents/carers wherever possible – for example, by encouraging them to take responsibility for children, young people and/or adult in their care.
- Ensuring that parents/carers, staff/volunteers, coaches or officials work in pairs.
- Ensuring that, when mixed groups are taken away, they are always accompanied by a male and a female member of staff/volunteer (but remember that same-gender abuse can also occur).
- Being an excellent role model, including not smoking or drinking alcohol in the company of children/young people/ adults.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of children/young people and not pushing them against their will.
- Securing written consent from parents/carers for staff to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written consent from parents/carers, if it is necessary for staff/volunteers to transport children/young people in their cars.

Good practice when responding to a disclosure

With both children and adults there are a few things to remember **NOT** to do:

- Do not ask any direct questions.
- Do not interview the person.
- Do not examine marks and injuries.
- Do not ask them to remove clothing.
- Do not take photographs.
- Do not give an OPINION or talk about your own experiences.
- Do not get them to write anything down.

Responding to a disclosure

- It is important **not** to make promises that you may not be able to keep.
- Do **not** say that you will keep confidential what an individual is about to tell you, as you may have a duty to share it with others.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others.
- Stay calm and listen carefully to what the person is saying.
- Allow the person to continue at their own pace.
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer.
- Reassure the person that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- As soon as possible, record in writing what was said, using their own words.
- Make a note of the date, time, any names mentioned and to whom the information was given, and ensure that the record is signed and dated.

Helpful statements to make

- 'I believe you (showing acceptance of what the person says).'
- 'Thank you for telling me.'
- 'It's not your fault.'
- 'I will help you.'

Do not say:

- 'Why didn't you tell anyone before?'
- 'I can't believe it!'
- 'Are you sure that this is true?'
- 'Why? Who? When? Where?'
- Never make promises you can't keep.

Appendix 3 - Reporting allegations or suspicions of abuse

If you have any concerns about a child/young person or adult being abused, you should inform the designated person named on the first page of the policy.

Confidential recording sheet

Name of person reporting:			
Name of child/young person/adult:			
Age:		Date of birth:	
Ethnicity:		Religion:	
First language:		Disability:	
Parent's/carer's name(s):			
Home address:			
Postcode:			
Telephone numbers:			
Are you reporting your own concerns or someone else's? Please give details.			
Give a brief description of what has prompted the concerns – include date, time and an outline of specific incidents.			
Any physical signs? Behaviour signs? Indirect signs?			
Have you spoken to the child/young person/? If			

so, what was said?			
Have you spoken to the parent(s)/carer(s)? If so, what was said?			
Has a specific person been alleged to be the abuser? If so, please give details.			
Have you consulted anyone else? Please give details.			
Name of person reported to:		Date of reporting:	
Signature of person reporting:		Today's date:	
Action taken:			
Notes:			