

# Safeguarding Policy

## About this policy

### Purpose

Safeguarding refers to the process we use to make sure that our service users are not harmed whilst accessing our services. It is the duty of all staff and volunteers, regardless of seniority or permanency, to prevent, recognise and respond to poor practice, abuse and neglect.

Having safeguards in place within an organisation not only protects and promotes the welfare of children and adults who may be at risk of harm but also enhances the confidence of trustees, staff, service users, parents/carers volunteers and the general public.

### Review

This policy is due for review every 12 months or following any legislative changes, whichever comes first. This means it expires on 21/07/23

The policy will be reviewed by a subcommittee of the Board of Trustees and CEO (Compliance Officer). The final draft of the policy will then go to the Board of Trustees, for approval.

### Policy

Our aim is to ensure that people accessing our services are not harmed in any way through our actions. Some people accessing our services may be less able to protect themselves than others and may have some difficulty making their wishes and feelings known. In this instance, there is a legal requirement to ensure that safeguarding duties are understood and applied in all instances.

Any behaviour that is deemed to put people at risk of harm will not be tolerated and action will be taken immediately with referral if necessary to the appropriate statutory agencies. If the incident involves an employee or volunteer, internal action as outlined in the Disciplinary Policy may be taken.

All employees and volunteers will receive induction training to provide them with information to ensure that they are able to safeguard and promote the welfare of people who access our services. More in-depth training will be provided to all those who work directly with adults at risk to ensure that specific risks and regulatory requirements are understood, applied and managed appropriately.

Safe recruitment practices play a critical role in our aim to ensure that people are suitable to work with vulnerable people. Therefore, any person involved in the recruitment process must be trained in safeguarding and safer recruitment processes – our named person is Deborah Kerrison.

## Definitions

### Adult at risk

In England and Wales an adult at risk is defined as a person over the age of 18 whom:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;

- Is experiencing, or at risk of, abuse or neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

## Safeguarding

The term safeguarding refers to the process of protecting and ensuring the well-being and safety of people who may be at risk of abuse, neglect, maltreatment of health and development through the provision of safe and effective services.

## Prevention

Our intention is to prevent harm wherever possible and the following prevention standards, which provide guidance and signposting to other relevant procedures, must be followed at all times to support this aim.

- Safeguarding prevention standards

## Recognising and responding to abuse and neglect

It is important to recognise that despite our best intentions people may be harmed or put at risk of harm therefore the following procedures have been developed to support staff and volunteers to understand how to recognise and respond to safeguarding concerns.

- Recognising and responding to low level safeguarding concerns
- Recognising and responding to adult abuse and neglect

## Roles and responsibilities

### All staff

All employees and volunteers are required to comply with this policy and associated procedures in order to protect our service users from harm.

All staff and volunteers are required to report any suspected or actual instance of abuse in line with the procedures specified in this policy. In addition, staff and volunteers should familiarise themselves with the Warwickshire Vision Support Whistleblowing policy.

### Managers

Managers/seniors are responsible for implementing this policy and associated procedures and for ensuring that their people comply with the policy and associated procedures.

## Safeguarding and Compliance Officer/CEO

The Chief Executive is responsible for overseeing all safeguarding matters. S/he is responsible for assessing organisational risk and reporting significant findings arising out of safeguarding audits to trustees.

Deborah Kerrison is Designated Safeguarding Lead.

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## The CEO

The CEO is also responsible for monitoring, implementation and compliance of this policy and associated procedures through routine internal safeguarding audits.

## Useful Contacts

CEO	Keith Eales	Tel: 07817929798
Designated Safeguarding Lead	Deb Kerrison	Tel: 07824708638
Chair of Trustees	Liz Theibe	Tel: 01926 411331
Warwickshire CC Social Care and Support		Tel:01926 412080
Police Emergency		Tell: 999
Police non Emergency		Tel:101

## Version control

The table below shows the history of the document and the changes that were made at each version:

Version Number	Date	Author & Job Title	Status & Level of Approval	Changes made
V 1.0	1 April 2017	Phil Arkell	Board of Trustees	Policy first written.
V2.0	21.7.22	Deb Kerrison	Pending	