



## **POLICY SAFEGUARDING ADULTS AT RISK and CHILDREN**

### **1. Purpose**

This policy seeks to ensure that YANA undertakes its responsibilities with regard to the protection of adults at risk, and children, and will respond to concerns appropriately. The policy establishes a framework to support YANA staff in their practices and clarifies the organisation's expectations.

References to YANA 'staff' in this policy means ALL roles within YANA, whether they be paid or unpaid, and therefore includes all trustees, volunteers, and contracted employees.

Safeguarding is everybody's responsibility. All YANA staff that come into regular contact with service users will be taught to recognise and appropriately respond to suspicions or allegations of abuse.

YANA's helpline service is aimed at **adults** living in rural communities who are experiencing issues with their mental health. However, there may be occasions where a person under 18 years of age contacts the helpline directly. Also, communications with service users may alert YANA staff to the possibility of harm or abuse to children.

YANA staff members may be invited to give talks or attend events at which children are present. In order to ensure the best outcome for any child disclosing harm or abuse directly to YANA staff members, YANA's policy is to support and encourage the child to access the services of organisations with recognised expertise in this field, such as Childline, NSPCC, Action for Children etc.

YANA makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

YANA comes into contact with adults at risk, and children, through the following activities:

- Calls to the helpline
- Attending events

### **2. Introduction**

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and/or adults at risk wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

### **3. Types of abuse or harm**

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Psychological or Emotional abuse
- Neglect or Omission to act
- Financial or material abuse
- Child Sexual Exploitation
- Modern Slavery
- Self-Neglect
- Domestic Abuse
- Institutional Abuse
- Discriminatory Abuse
- Harassment
- Radicalisation

Definitions and examples of the different types of abuse can be found in Appendix 1 to YANA's Safeguarding Procedure. YANA encourages all staff members to familiarise themselves with these examples in order that they may be more easily able to identify concerning behaviour.

### **4. Definition of an adult at risk**

An adult at risk is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

YANA aims to ensure that adults at risk are protected and kept safe from harm while they are in contact with staff and volunteers in this organisation. In order to achieve this, YANA will ensure that its staff and volunteers are carefully selected, screened, trained and supervised.

### **5. Who do adult safeguarding duties apply to?**

The Care Act 2014 sets out that adult safeguarding duties apply to *any* adult who:

- has care and support needs, and
- is experiencing, or is at risk of, abuse and neglect, and
- is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs

A person not meeting these criteria will not be able to access statutory Adult Safeguarding assistance. However, you should consider what other help is available to them and assist them in seeking that help. The Designated Safeguarding Lead and Charity Manager can support you with this.

All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse.

An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning

disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

YANA adheres to the following the six key principles that underpin safeguarding work (See Care Act guidance)

- Empowerment – this is people being supported and encouraged to make their own decisions
- Prevention – the idea that it is better to take action *before* the harm occurs
- Proportionality – respond in the least intrusive manner, appropriate to the risk
- Protection – this is the support and representation for the most vulnerable people
- Partnership – working with other agencies and the local community to help keep people safe
- Accountability – everyone close to a vulnerable person is responsible for noting safeguarding concerns

## **6. Responsibilities**

All staff have a responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

YANA expects all staff to promote good practice by being excellent role models, contributing to discussions about safeguarding, and positively involving people in developing safe practices.

YANA will conduct due diligence to ensure that any partners or agencies it refers service users to have appropriate safeguarding policies and procedures in place, and/or operate within a framework that has the safety and wellbeing of service users as a paramount concern.

### **Additional specific responsibilities**

Trustees have responsibility to ensure:

- The policy is in place and appropriate
- The policy is monitored and reviewed
- Regular liaison with the Designated Safeguarding Lead and monitoring of their work
- Sufficient resources (time, staff and funds) are allocated to ensure that the policy can be effectively implemented
- Staff concerns about safeguarding are responded to seriously, swiftly and appropriately

The current Designated Safeguarding Lead and other specific roles and responsibilities can be found in Appendix 2 to YANA's Safeguarding Procedure.

## 7. Policy

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within YANA. These include:

- Safe Recruitment
- Confidentiality
- Code of conduct
- Complaints and disciplinary
- Equality, Diversity and Inclusion
- Data protection and privacy
- Whistleblowing
- Staff induction

### 7a. Safe recruitment

YANA ensures safe recruitment through the following processes:

- Providing the following safeguarding statement in recruitment adverts or application details – ‘recruitment is carried out in line with safe recruitment practices.’
- Job or role descriptions for all roles involving contact with adults at risk will contain reference to safeguarding responsibilities.
- There are person specifications for roles which contain a statement with regard to adults at risk protection/safeguarding.
- Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification.
- DBS checks will be conducted for all staff working with adults at risk that match the criteria set out by the Disclosure and Barring Service. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or adults at risk in a wide range of posts.
- Any formal job offers are made pending the outcome of checks for suitability (including DBS where required and 2 references).

### 7b. Disclosure and Barring Service (DBS) Gap Management

The organisation commits resources to providing DBS records check on staff whose roles involve contact with adults at risk and meet the criteria set out by the DBS.

In order to avoid DBS gaps, the organisation will ensure:

- A 3 year rolling programme of re-checking DBS is in place for holders of all identified posts. Appendix 2 sets out the roles and what level of DBS check they should have.

YANA commits resources for staff inductions, safeguarding training, effective communications and support mechanisms in relation to safeguarding.

An **Induction** will include:

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Understanding of the Safeguarding Procedure
- Discussion of other relevant policies
- Familiarity with reporting processes, the roles of line manager and Designated Safeguarding Lead (and who acts in their absence)
- Initial training on safeguarding for those working directly with adults at risk

## 7c. Training and Support

All staff who, through their role, are in contact with adults at risk will have access to safeguarding training at an appropriate level to their role.

YANA recognises that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

- Debriefing support for staff so that they can reflect on the issues they have dealt with.
- Seeking further support as appropriate e.g. access to counselling or supervision.
- Staff who have initiated protection concerns will be contacted by line manager within 1 week.

ROLE	TRAINING	OCURRENCE	PROVIDER
Designated Safeguarding Lead	DSL training	Every two years	<a href="https://www.scie.org.uk/training/safeguarding/adults-managers/">https://www.scie.org.uk/training/safeguarding/adults-managers/</a>
Trustee Safeguarding Lead	DSL training	Every two years	<a href="https://www.scie.org.uk/training/safeguarding/adults-managers/">https://www.scie.org.uk/training/safeguarding/adults-managers/</a>
Helpline Co-ordinator	Safeguarding training	Every two years	<a href="https://www.scie.org.uk/e-learning/safeguarding-adults">https://www.scie.org.uk/e-learning/safeguarding-adults</a>
All staff and trustees	Safeguarding training	Every two years	<a href="https://www.scie.org.uk/e-learning/safeguarding-adults">https://www.scie.org.uk/e-learning/safeguarding-adults</a>
Charity Manager	DSL training	Every two years	<a href="https://www.scie.org.uk/training/safeguarding/adults-managers/">https://www.scie.org.uk/training/safeguarding/adults-managers/</a>
Volunteers	Internal training	Annually	YANA

## 7d. Professional boundaries

Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards all YANA staff agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

YANA expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:

- **Giving and receiving gifts from clients:** YANA does not allow staff to give gifts to or receive gifts from clients. However, gifts may be provided by YANA as part of a planned activity.
- **Staff contact with user groups.** Personal relationships between a member of staff and a client who is a current service user is prohibited. This includes relationships through social networking sites such as Facebook and Instagram, and the sending of personal communication(s).  
It is also prohibited to enter into a personal relationship with a person who has been a service user within the previous 12 months.

The following are **not** permitted or tolerated by YANA:

- Accepting responsibility for any property or valuables on behalf of a client
- Accepting money as a gift
- Borrowing money from, or lending money to, service users
- Personal relationships with a third party related to or known to service users
- Accepting gifts, rewards or hospitality from an organisation as an inducement for either doing/not doing something in their official capacity
- Personal contact with clients
- Use of abusive language
- Inappropriate behaviour or language
- Punishment or chastisement of service users
- Passing on service users' personal contact details (unless required to do so, and never outside of the work context)
- Providing personal contact details to service users

Failure to comply with these conditions may be considered gross misconduct and could lead to dismissal.

The following policies also contain guidance on staff conduct:

- Code of Conduct
- Social Media Policy
- Conflicts of Interest
- Data Protection
- Supervision
- Health & Safety
- Anti-Harassment and Bullying

Failure to adhere to these policies or to meet the expected standards of personal conduct may result in disciplinary action or, in cases of gross misconduct, dismissal.

**Related Documents:**

- Equality, Diversity and Inclusion Policy
- Complaints Policy
- Code of Conduct
- Safeguarding Roles and Responsibilities
- Safeguarding Flowchart for Referrals
- Safeguarding Reporting a Concern Form
- Safeguarding Case File

**Revision history**

This policy and related guidance will be monitored by the Chair of Trustees/Charity Manager on a regular basis for compliance and will be reviewed at least annually.

<b>Date policy approved or amended</b>	<b>Amendments</b>	<b>Signed</b>
4 November 2020		
7 December 2021	Updated Policy and Process	E.Haley
October 2023	Policy separated from procedure. Policy updated by external consultants, Kiltti Ltd.	E.Haley