

# **Bendrigg Trust Safeguarding Policy**

## **Policy Statement**

The Bendrigg Trust is committed to safeguarding the welfare, safety and protection of all its visitors, particularly children and vulnerable adults, and staff. All reasonable steps will be taken to safeguard them from physical, sexual and emotional harm or neglect.

This policy is to be understood by all employees on joining the organisation as well as longer-term volunteers and placements.

## **Policy Aims**

The aims of this policy are to:

- Promote good practice in the provision of appropriate safety and protection for all visitors within a caring safe and stimulating environment.
- Facilitate all Bendrigg staff and volunteers to make informed, appropriate and confident responses to specific issues regarding protection for children and vulnerable adults.
- Ensure that all staff and volunteers are protected in their working and, where appropriate, their living environment.

## **Designated Person**

Although everyone has a role to play in ensuring that children, vulnerable adults and staff are safe, Nick Liley, the Centre Director, is the Designated Safeguarding Person. He has specific responsibility for implementing our policy.

In the Centre Director's absence, another Senior Manager is the first point of contact when a concern is raised. They must then make contact with the Centre Director (if available) or the second designated person.

The Trustee, second designated person with responsibility for Safeguarding is Rachael Hodgson.

The Designated Person has responsibility for:

- Maintaining an up to date policy and procedures, compatible with national governing bodies
- Ensuring that relevant staff and/or volunteers are aware of and follow procedures, including implementing safer recruitment procedures.
- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken in line with the Organisation's procedures.
- Keeping the relevant authorities informed.

All records of Safeguarding incidents will be kept in a secure location within the Centre Director's Office

## **Staff Recruitment, Monitoring and Training**

**Recruitment:** the Bendrigg Trust Recruitment Policy outlines the process that must be followed in the recruitment of staff and volunteers: All pre-employment checks will be completed before successful applicants have regular, unsupervised access to children and vulnerable adults.

All staff and regular volunteers working with our visitors must complete an enhanced disclosure form which will be submitted to the "Disclosure and Barring Scheme". This will be renewed every three years.

Volunteers, working at Bendrigg for short, one-off periods, are not required to complete a disclosure form. Volunteers without a disclosure are instructed that they must not have access to visiting group members unless they are in the presence of a member of Bendrigg staff, or visiting group leader, at all times. All Bendrigg staff are informed of the names of these volunteers at the beginning of every week.

**Monitoring:** all newly employed staff will be on a probationary period for six months. During this time, their line manager and other senior staff will monitor their performance to ensure their suitability to work with children and vulnerable adults.

All staff will be appraised on an annual basis.

**Induction and Training:** all newly employed staff will undertake an induction in Safeguarding. They will be given a pack which will include:-

- Bendrigg Trust Code of Practice (**Appendix A**)
- Understanding of what constitutes abuse (**Appendix B**)
- Identifying possible signs of abuse and how to respond (**Appendix C**)
- Reporting Procedure (**Appendix D**)

Induction for volunteers will include an induction and discussion of the Safeguarding Policy and other relevant policies and procedures.

All staff will receive further safeguarding training at an appropriate level on an annual basis.

The Designated Person and The Second Designated Person will undertake a minimum of Level 3 every two years.

## **Site Security**

Bendrigg Trust has a policy which outlines procedures for preventing unauthorised access to the premises. Within this policy procedures are in place to ensure that all visitors are known to the Centre.

## **Photography**

Publishing articles and photographs in newsletters, on our website, in local newspapers amongst other media, is an excellent way of recognising our visitor's achievements and for promoting Bendrigg Trust. However, it is important to minimise the risk of anyone using these images in an inappropriate way. Authorisation must be obtained from group leaders

and/or the Centre Director for photographs, or other media forms, to be taken by staff, volunteers, the press or media attending an event.

Procedures are in place so that all photos taken by staff or volunteers are monitored prior to any publication. Any concern about inappropriate or intrusive photography should be reported to a senior member of staff.

### **Implementation**

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

- Recruitment Policy
- Site Security Policy (including those for all visitors)
- Whistle-blower policy
- Risk Assessment and disciplinary procedures and policies, including lone working procedures, mitigating staff and clients
- Equal Opportunities Policy
- Data Protection Policy
- Social Media Policy
- Staff Induction and Staff Training

**This Policy will be reviewed by the Board of Trustees every 12 months and when there are any changes in legislation or other factors that make a review prudent.**

# Safeguarding Policy: APPENDIX A

## Bendrigg Trust Code of Practice

**We will treat all children, vulnerable adults, staff and volunteers with respect.**

**We will celebrate the achievements of all our visitors.**

**We will provide an example we wish others to follow.**

**We will recognise signs of abuse and report all concerns no matter how small.**

### Good Practice Guidelines

- Ensure there will be adequate supervision throughout all activity sessions.
- Respect other's rights to personal privacy.
- Strive to create an atmosphere in which young people and adults feel comfortable enough to point out attitudes and behavior they do not like.
- Treat others with sensitivity and respect for dignity when carrying out tasks of a more personal nature, for example with moving and handling or putting on a climbing harness.

### Working Practice: you should:-

- Avoid spending any significant time working with children or vulnerable adults in isolation or in remote locations.
- Not take children or vulnerable adults alone in a car, however short the journey.
- Not take visitors to your home.
- Avoid going into visitor's dormitories unless it is an emergency or it is with the consent of a senior staff member or the visitor's carers or supervisors
- Not do things of a personal nature that visitors can do for themselves.
- Never engage in rough, physical or sexually provocative games
- Never allow or engage in inappropriate touching of any form
- Never engage in inappropriate verbal contact even in fun
- Not permit abusive peer activities for example ridiculing or bullying
- Not show favouritism to any individual.
- Not allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes; deal firmly and fairly with such behaviour at all times.
- Never fail to respond to any allegations of abuse; always act. **(See Appendix C)**

### To Protect Myself: if something I do is misinterpreted:-

- No matter how well intentioned, remember that someone else might misinterpret your actions.
- Do not rely on your good name to protect you: it may not be enough.
- Do not believe, "It can never happen to me!". It can.
- Immediately inform your line manager, a senior member of staff or the Centre Director.
- Make a written record of the details of the incident, including what action you took and what you said. Sign and date this.

**As a centre caring for children and vulnerable adults, we have an open and transparent approach to these difficult subjects. The Bendrigg Trust will follow the procedures in this Code of Practice, and Safeguarding Policy, without fear or favour and abuse at any level will not be tolerated.**

## Safeguarding Policy: APPENDIX B

### What is Abuse?

It is the responsibility of every adult to protect children and vulnerable adults ('visitors'), staff as well as yourself, from abuse. Everyone has a right to be protected from all forms of abuse and discrimination and to be treated equally regardless of age, gender, racial origin, culture, religious belief, language, disability or sexual identity.

The main forms of abuse are:

#### **Physical Abuse**

This involves deliberate infliction of physical hurt or injury. Hitting, shaking, squeezing, burning and biting are all forms of physical abuse. Giving alcohol and inappropriate drugs may be classed as physical abuse as well as giving poison. Attempted suffocation or drowning also comes into this category.

#### **Sexual Abuse**

Abuse by others to meet their own sexual needs. This might be full sexual intercourse, masturbation, oral sex, anal intercourse or fondling. Showing pornographic pictures, magazines or videos may also be a form of sexual abuse.

#### **Emotional Abuse**

Persistent lack of love and attention damages human beings emotionally. Being constantly shouted at, threatened or taunted could make a human being very nervous and withdrawn.

#### **Neglect**

Where adults fail to meet a visitors basic needs, like food or warm clothing. Being constantly left alone constitutes neglect. Emotional neglect occurs through a failure, or refusal, to give the correct attention.

#### **Bullying**

Often the most common form of abuse especially in our digital age. See the Bendrigg Trust Bullying Policy for further details.

**Abuse in all its forms can affect anyone of any age. The effect can be so damaging that it may follow an individual throughout their whole life and, on occasion, lead to suicide.**

## Safeguarding Policy: APPENDIX C

### Identifying Signs of Possible Abuse and What To Do if You Are Concerned

Abuse, and particularly sexual abuse, can arouse strong emotions in those facing a situation and it is important to understand those feelings and not allow them to interfere with your professional judgement.

Staff may become an important link in identifying a case where a visitor, or adult, needs protection. Abuse may come to light in a number of ways:

- A visitor, or staff member, may tell you what has happened to them
- From a third party (for example, another visitor)
- Through the visitor's, or staff member's, behavior
- A suspicious or unexplained injury.

#### Identifying Signs of Possible Abuse

Recognising abuse is not easy, even for individuals who have experience of working with abuse. Most visitors will receive cuts, grazes and bruise from time to time, and their behavior may give reason for concern. There may well be other reasons for these factors other than abuse, but any concern should be immediately discussed with your line manager or a senior colleague to assess the situation.

Warning signs, which may alert staff to the possibility of abuse, include:

- Unexplained bruising, cuts or burns, particularly if these are parts of the body not normally injured in accidents
- An injury which a carer tries to hide, or for which they might have given different explanations
- Changes in behavior such as suddenly becoming very quiet, tearful, withdrawn, aggressive, or displaying severe tantrums
- An inappropriately dressed, or ill-kempt visitor
- Sexually explicit behavior, for instance playing games and showing awareness which is inappropriate for the age
- Continual masturbation, aggressive and inappropriate sex play
- Running away from home, attempted suicides and self-inflicted injuries
- A lack of trust in adults, particularly those who would normally be close to a child
- Disturbed sleep, nightmares and bed wetting
- Eating problems, including over-eating or loss of appetite

#### What to do if you are concerned

Remember; the above signs do not necessarily mean that abuse has occurred. However, if you are concerned, you must act: welfare of the visitor is paramount and this must be the most important consideration. Do not assume that someone else will help – they might not.

1. However small your concern, you must inform your line manager or the Centre Director: they will take responsibility for seeking additional advice, and taking further action, if required.
2. If a concern is raised or a complaint or allegation is made to you, you should:
  - Listen carefully and tell and show the visitor that you are taking them seriously
  - Let them talk to you; if questions are needed, keep these to a minimum and they should be "open". It is essential to avoid "leading" questions. Make sure you are absolutely clear about what has been said to you so that you can pass this information on.

- If necessary, acknowledge how difficult and painful it must have been for them to confide in you, and reassure them that they are not to blame.
- Never promise complete confidentiality: you must pass this on.
- Stay calm. Do not take hasty or inappropriate action.
- Seek immediate medical assistance if needed.
- You must consult your line manager or the Centre Director: you must not take sole responsibility. You may need support for yourself in what could become a difficult situation.
- As soon as possible, make a written record of what was said, how the visitor was behaving and what you did in response. Sign and date this.
- Be aware that people may try to retract all that they have told you.
- Do not 'gossip' about the situation with others.

**APPENDIX D outlines the procedure which will be followed if a safeguarding concern is raised**

# Safeguarding Policy: APPENDIX D

## Reporting Procedure

The process outlined below details the stages involved in raising awareness of, and reporting, safeguarding concerns at Bendrigg Trust.

1. Communicate your concerns with your immediate line manager or senior manager
2. Seek Medical attention for the vulnerable person if needed
3. Make a written record of your concerns
4. This must be reported to a Line manager/senior manager who will report to the Designated Person. \*
5. The Designated Person (Centre Director) will report a concern to the Police and/or Local Authority Safeguarding team within 24 hours \*\*
6. The Centre Director will contact the Chair of Trustees and/or the Second Designated Person.
7. Ensure that feedback from the Local authority is received and their response recorded

*\* In the event that the person being reported is the Designated Person, the report should be made to the Second Designated Person or the Chair of Trustees's*

*In the event that a concern is raised about a member of staff or a volunteer they will immediately be suspended without prejudice prior to an investigation taking place.*

*This is to enable an objective investigation to occur and for the immediate protection of both the visitors and the member of staff concerned.*

**\*\*** If you have a serious safeguarding concern about a child that is in an emergency situation please call the Police immediately on 999.

### **Child Protection Team**

Barrow and South Lakes Child Protection Team: 01229 408100

### **Cumbria Safeguarding Children Partnership**

Multi Agency Safeguarding Hub: 0333 240 1727

South Lakeland Safeguarding Hub (out of hours): 0333 240 1727

<http://www.cumbria.gov.uk/childrenservices/childrenandfamilies/intervention.asp>

### **Safeguarding Adults at Risk Partnership**

South Lakeland: 0300 303 2704

South Lakeland (out of hours): 01228 526690

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Last Update: **14.01.2022**