

**SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS POLICY AND PROCEDURE**

**Purpose and aim**

Grace House North East’s safeguarding policy aims to provide clear direction to staff and others about expected codes of behaviour in dealing with Safeguarding issues. The policy also aims to make explicit the commitment to the development of good practice and sound procedures. The purpose of the policy is, therefore, to ensure that Safeguarding concerns and referrals are handled sensitively, professionally and in ways that support the child’s/vulnerable adult’s well-being.

**Introduction**

Grace House fully recognises the contribution it can make to safeguard and support children, young people and vulnerable adults. There are three main elements to our safeguarding approach:

1. Prevention (creating a positive atmosphere, careful and vigilant working, supporting children and young people, providing good adult role models)
2. Protection (following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Safeguarding concerns)
3. Support (to children and young people and staff and to children who may have been abused)

This policy applies to all staff, volunteers including the Board of Trustees, sessional workers, agency staff, students or anyone working or volunteering on behalf of Grace House North East.

**Definitions**

Child - anyone under the age of 18: any reference within this Policy to children and young people means people of 18 years of age or under.

Adult - a Vulnerable Adult (also referred to as an Adult at Risk) is a person who is 18 years or over and who is or may be in need of, community care or health care services by reason of mental or other disability or illness; and who is or may be

children... it may include, "for example, impairment suffered from seeing or hearing the ill treatment of another".

Harm is defined as the ill treatment or impairment of health and development.

In relation to adults: The impact of harm upon a person will be individual and depend upon each person's circumstances and the severity, degree, impact or effect of this upon that person. The concept of Significant Harm is therefore relative to each individual concerned.

Significant Harm

In relation to children: The Children Act 1989 introduced Significant Harm as the threshold that justifies compulsory intervention in family life in the best interests of unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

**What is abuse and neglect?**

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about neglect - a lack of love, care and attention. Abuse can include bullying, sexual exploitation, female genital mutilation, grooming, witnessing domestic abuse, trafficking and radicalisation. An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. And it can increasingly happen online.

Adults can experience any of the above, as well as:

* Financial abuse: taking or using a person’s money or belongings without their informed consent
* Discriminatory abuse: treating someone less favourably because of their age, disability, gender (including reassignment), marriage or civil partnership, pregnancy or maternity, race, religion and belief, sexual orientation or sex
* Institutional abuse: the mistreatment of people brought about by poor or inadequate care or support, or systematic poor practice that affects the whole care setting. It occurs when the individual's wishes and needs are sacrificed for the smooth running of a group, service or organisation

None of these lists are exhaustive

**Values**

Grace House North East believes that no child or young person should ever experience abuse or neglect of any kind. We have a responsibility to promote the welfare of all children, young people and adults at risk and to keep them safe. We are committed to practice in a way that protects them.

No organisation operates in isolation. Safeguarding is the responsibility of everyone especially those working with children.

**Principles**

Everyone should be aware that Grace House will take any reasonable action to safeguard the welfare of children and young people. In cases where we have reason to be concerned that a child may be subject to significant harm, neglect or other forms of abuse, staff will follow Sunderland Safeguarding Children Board Procedures and inform the Integrated Contact and Referral Team (ICRT) or the Police Public Protection Unit of their concern.

**Roles and Responsibilities**

All adults working with or on behalf of children have a responsibility to protect children. Within Grace House the following individuals have special responsibilities:

Victoria Brown, Chief Executive Officer (Designated Person) vb@gracehouse.co.uk or telephone 0191 4352088

Vicki Cavanagh, project co-ordinator (Deputy Designated Person) vc@gracehouse.co.uk or telephone 0191 4352088

Chris Pretty , Trustee (Nominated Board Member with responsibility for Safeguarding)

Their role is to co-ordinate all matters relating to safeguarding issues. These will include:

1. Make sure that all issues concerning the safety and welfare of children and young people and vulnerable adults are properly dealt with through policies, procedures and administrative systems.
2. Make sure that the staff, trustees and volunteers at Grace House, as well as children/young people and parents/carers are made aware of the safeguarding policy and procedures and what they should do if they have concerns about a child or vulnerable adult.
3. Ensure all staff and appropriate volunteers undertake training in Safeguarding every 3 years.
4. If Trustees fail to complete their Safeguarding every 3 years they will be asked to leave the Board of Trustees.
5. Take the lead on dealing with information that may constitute a safeguarding concern. This includes assessing and clarifying the information, and taking decisions where necessary in consultation with the chair and safeguarding lead of the Board of Trustees and statutory child protection agencies.
6. Consult with, pass on information to and receive information from statutory child protection agencies. Make referrals, if appropriate, to Together for Children’s (ICRT), the police, or for allegations against staff/volunteers/trustees to the Local Authority Designated Officer (LADO).
7. Dealing with complaints against staff and/or volunteers.
8. Keeping the organisation’s Board of Trustees fully informed of all Safeguarding issues that may arise.
9. Be familiar with issues relating to child protection and abuse, and keep up-to-date with new developments in this area.
10. The Designated Person and Deputy will undertake safeguarding training every 2 years and share knowledge from that training with staff, volunteers and trustees.

11.Ensure that all new staff/volunteers must completed the Sunderland Online Safeguarding Training in the first month with Grace House.

Details of the Designated Person and the Board Member with responsibility for Safeguarding will be displayed in a public part of the building.

**Procedures**

The Designated Person will be informed immediately by an employee, volunteer or other persons which includes the parents, child or members of the public, in the following circumstances.

* Suspicion that a child is being harmed.
* There is evidence that a child is being harmed.
* Concerns about a vulnerable adult

The Designated Person will keep a full record of concerns ***(Grace House template*** ***appendix 1)*** raised and make referrals to Children’s Services Social Care/Police if necessary ***(Together for Children referral template appendix 2).*** The Board Member with responsibility for Safeguarding will be kept informed at all times.

In the case of concerns about a vulnerable adult, the Designated Person will keep a record of concerns, and seek advice from Adult Services or police if that is appropriate.

**If the Designated person, deputy or the Nominated Board Member with responsibility for Safeguarding are not available a staff member from Grace House must follow the instructions below-**

For a **CHILD or YOUNG PERSON** (aged under 18) go to [www.togetherforchildren.org.uk/what-we-do/concerned](https://www.togetherforchildren.org.uk/what-we-do/concerned) where you can make a referral to Together for Children Sunderland by downloading and completing the **Child Protection/Child in Need Referral Form** (this is the interagency referral form). You must send the referral form to the contact details listed on the Together for Children Sunderland website.

If you need any additional guidance or information you can speak to a trained social worker in Together for Children’s Integrated Contact and Referral Team on **0191 561 7007** (available 8.30am to 5.00pm Monday - Thursday, 8.30am to 4.30pm Friday); or the Out of Hours Team on 0191 520 5552 (also available 24 hours Saturday and Sunday).

The Local Authority Designated Officer (LADO) can be contacted on **0191 561 5632 and 5613901**

**CONTACT DETAILS**

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| Agency: | Contact details |  |
| If an emergency call the Police | 999 or 101 |  |
| Integrated Contact and Referral Team (ICRT) |  |
|  | 0191 520 5552 (outside office hours)If there is reasonable cause to suspect that a child has suffered or is likely to suffer significant harm, a referral can be made on **0191 561 7007**. A written referral must be sent within one working day. Please send referrals to Safeguarding.Children@togetherforchildren.org.ukIf you are worried about a child, please let us know. Contact Children's Safeguarding on 0191 561 7007 (Monday to Thursday, 8.30am to 5.15pm and Friday, 8.30am to 4.45pm) or the Out Of Hours team on 0191 520 5552 (Monday to Thursday, 5.15pm to 8.30am or Friday from 4.45pm to 8.30am on Monday). |
| Safeguarding Adults | **0191 520 5552** | office hours |
|  |  | Email:safeguarding.adults@sunderland.gov.ukReferral can also be made on the Portal link to be found on Adult Safeguarding Page on Council website |
| LADO | 0191 5617146 | / 561 3901 |
| Children’s Safeguarding Co-ordinator | 0191 [561 5632](https://www.google.com/search?q=sunderland+safeguarding+telephone+number&rlz=1C1GCEU_en-GBGB942GB942&oq=sunderland+safeguarding+telephone+&aqs=chrome.1.69i57j33i160l2.15341j1j15&sourceid=chrome&ie=UTF-8) |  |
| Children’s Safeguarding  |  | Safeguarding.children@togetherforchildren.org.uk |

**LADO CONTACT REGIONAL DETAILS**

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| --- | --- |
| Agency: | Tel No |
| **Sunderland council** | How do I contact the Designated Officer?All new referrals must be made via email by completing the referral form below and returning it to designatedofficer@togetherforchildren.org.uk. |

Any member of staff who is unhappy with the decision made by the Designated Person can contact the ICRT direct.

If unhappy about the outcome of the referral to the ICRT/Children’s Services Social Care/Police, you should consider the Professional Resolution Procedure in the ‘Resolving Professional Differences’ of the SSCB Safeguarding Children Procedures, which can be found at [www.sunderlandscb.com](http://www.sunderlandscb.com/)

**Records and Monitoring**

Grace House has a standard form for recording incidents, concerns and referrals. Forms are completed at the time of the incident/concerns or as soon after as possible. These are stored securely in compliance with relevant legislation such as the Data Protection Act 1998. Where no legal requirement to retain information beyond the closure of the record exists, information will not be held for longer than 6 years after the subject’s last contact with Grace House. Exceptions to the 6 year period will occur when records:

* Need to be retained because the information in them is relevant to legal action that has been started

Are required to be kept longer by law.

* Are archived for historical purposes (e.g. where the organisation was party to legal proceedings or involved in proceedings brought by a local authority).
* Consist of a sample of records maintained for the purposes of research.
* Relate to individuals and providers of services who have, or whose staff, have been judged unsatisfactory.
* Are held in order to provide, for the subject, aspects of his/her personal history (e.g. where the child might seek access to the file at a later date and the information would not be available elsewhere).

When records are being kept for more than the 6-year period, files will be clearly marked and the reasons for the extension period clearly identified

**Attendance at Safeguarding Conferences**

In the event of Grace House being invited to attend Initial Child Protection Conferences, Review Conferences or Core Groups, the Designated Person will represent the organisation and provide information relevant to the meeting, using the Pro-forma found in Local Publications Section, on the Sunderland Safeguarding Children Board website, which can be found at: [www.sunderlandscb.com](http://www.sunderlandscb.com/)

This policy has been informed by the following:

* Children Act 1989 and Children Act 2004
* Framework for the Assessment of Children and Families
* Working Together to Safeguard Children 2015
* Sunderland Safeguarding Children Board Procedures
* Sunderland City Council procedures for dealing with allegations/complaints against staff
* Data Protection Act 1998
* Sexual Offences Act 2003
* Safeguarding Vulnerable Groups Act 2006
* Freedom of Information Act 2000
* Keeping Children safe in Education (2015)
* Section 26 of the Counter Terrorism and Security Act (2015).