O N C A Trust Limited
Safeguarding Policy & Procedures

Section heading	Section content
1. Introduction	ONCA makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. ONCA comes into contact with children and / or vulnerable adults through arts classes and workshops. The types of contact with children and / or vulnerable adults will be regulated. This policy seeks to ensure that ONCA 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.
2. Legislation	The principal pieces of legislation governing this policy are: • Working together to safeguard Children 2010 • The Children Act 1989 • The Adoption and Children Act 2002: • The Children Act 2004 • Safeguarding Vulnerable Groups Act 2006 • Care Standards Act 2000 • Public Interest Disclosure Act 1998 • The Police Act – CRB 1997 • Mental Health Act 1983 • NHS and Community Care Act 1990 • Rehabilitation of Offenders Act 1974
3. Definitions	Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and/ or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise. 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 • Emotional abuse • Bullying • Neglect • Financial (or material) abuse Definition of a child A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child). Definition of Vulnerable Adults A vulnerable adult 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. This may include a person who: • Is elderly and frail • Has a mental illness including dementia • Has a physical or sensory disability

	• Has a learning disability • Has a severe physical illness • Is a substance misuser • Is homeless
4. Responsibilities	All staff (paid or unpaid) 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. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices. The Designated Senior Manager /lead officer is Persephone Pearl. This person's responsibilities are to ensure that: • The policy is in place and appropriate • The policy is accessible • The policy is implemented • The policy is monitored and reviewed • Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented • Promoting the welfare of children and vulnerable adults • Ensure staff (paid and unpaid) have access to appropriate training/information • Keep up to date with local arrangements for safeguarding and DBS • Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately (this will be done by Lu-Lu Evans in Persephone's absence)
5. Implementation Stages	Safe recruitment ONCA ensures safe recruitment through the following processes: Interviews, references, up –to-date DBS. • Recruitment is done in line with safe recruitment practices. • Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities. • There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding • Short-listing is based on formal application processes/forms and not on provision of CVs • Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification DBS Records Gap Management The organisation commits resources to providing DBS check on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults. In order to avoid DBS gaps, the organisation will maintain and review a list of roles across the organisation which involve contact with children/ vulnerable adults. In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, a 3-year rolling programme of re-checking DBSs is in place for holders of all identified posts.
6. Communications training and support for staff	ONCA commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to safeguarding. Induction will include: • Discussion of the Safeguarding Policy (and confirmation of understanding) • Discussion of other relevant policies • Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence) • Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding • formally assessing new members of staff's competence in applying safe practices (e.g. during probation period) Training

	All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level where necessary. Sources and types of training will include: http://www.brightonandhovelscb.org.uk/ Communications and discussion of safeguarding issues Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice: Regular team, line management and peer-to-peer meetings. Support We recognise 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 paid and unpaid staff so that they can reflect on the issues they have dealt with. • Seeking further support as appropriate e.g. access to counselling. • Staff who have initiated protection concerns will be contacted by line manager /DSM within a certain timescale e.g. 1 week).
7. 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 we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place. ONCA expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must not be breached: • Response to inappropriate behaviour / language • Use of punishment or chastisement • Passing on service users' personal contact details • Degree of accessibility to service users (e.g. not providing personal contact details) • Taking family members to a client's home • Selling to or buying items from a service user • Accepting responsibility for any 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 organisation as an inducement for either doing/ not doing something in their official capacity • Cautious or avoidance of personal contact with clients If the professional boundaries and/or policies are breached, this could result in disciplinary procedures or enactment of the allegation management procedures.
8. Reporting	The process outlined below details the stages involved in raising and reporting safeguarding concerns at ONCA: • Communicate your concerns with your immediate manager • Seek medical attention for the vulnerable person if needed • Discuss with parents of child or with vulnerable person • Obtain permission to make referral if safe and appropriate • If needed seek advice from the Children and Families helpdesk or Adults helpdesk • Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact • Ensure that feedback from the Local Authority is received and their response recorded.
9. Allegations Management	ONCA recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation. The process for raising and dealing with allegations is as follows: First step: Any member of staff (paid or unpaid) from ONCA is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer. A written record of the concern will be completed by the individual /line manager/

14 St George's Place Brighton BN1 4GB 01273 607101 info@onca.org.uk
O N C A is a registered charity in the UK and Ireland. Charity number 1150539

C

A

	safeguarding manager/ peer. Second step: contact local authority for advice. Third step: follow the advice provided. ONCA recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document: http://www.isa-gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf
10. Monitoring	The organisation will monitor the following Safeguarding aspects: • Safe recruitment practices • DBS checks undertaken • References applied for for new staff • Records made and kept of supervision sessions • Training – register/ record of staff training on child/ vulnerable adult protection • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place • Presence and action of Designated senior manager responsible for Safeguarding is in post
11. Managing information	Information will be gathered, recorded and stored in accordance with the following policies: Data Protection Policy, 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 vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager. All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.
12. Communicating and reviewing the policy	ONCA will make clients aware of the Safeguarding Policy via email, online, and in conversations. This policy will be reviewed by Persephone Pearl and Lu-Lu Evans every year and when there are changes in legislation.

Signed (Employer): *Persephone Pearl*

Last Updated: November 2018