



CoCreate TH CIC Safeguarding Policy and Procedures

Name of organisation: **CoCreate TH Community Group**

Section heading	
1. Introduction	<p>CoCreate TH CIC makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>CoCreate TH CIC comes into contact with children and / or vulnerable adults through the following activities: providing workshops in art and expression, supporting clients during meals times and assessing activities in the local communities.</p> <p>The types of contact with children and / or vulnerable adults will be as a frequent contact and controlled in the majority of cases.</p> <p>This policy seeks to ensure that CoCreate TH CIC 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.</p>
2. Confirmation of reading	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for CoCreate TH CIC</p> <p>Please complete the details below and return this completed form to Patricia Gerhardt Rangel.</p> <p>Employee, free-lance facilitator or volunteer name:</p> <p>Signature:</p> <p>Date:</p>

<p>3. Legislation</p>	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"> ○ The Adult Care Act 2014 ○ 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
<p>4. Definitions</p>	<p>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.</p> <p>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.</p> <p>It can take a number of forms, including the following:</p> <ul style="list-style-type: none"> ● Physical abuse ● Sexual abuse ● Emotional abuse ● Bullying ● Neglect ● Financial (or material) abuse <p>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).</p> <p>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.</p> <p>This may include a person who:</p> <ul style="list-style-type: none"> ● Is elderly and frail ● Has a mental illness including dementia

	<ul style="list-style-type: none"> • Has a physical or sensory disability • Has a learning disability • Has a severe physical illness • Is a substance misuser • Is homeless
<p>5. Responsibilities</p>	<p>All staff (paid or unpaid) have 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.</p> <p>Additional specific responsibilities</p> <p>The Designated Senior Manager /lead officer is Patricia Gerhardt Rangel. This person's responsibilities are:</p> <ul style="list-style-type: none"> • 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 • Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately • Keep up to date with local arrangements for safeguarding and DBS • Develop and maintain effective links with relevant agencies. • Take forward concerns about responses
<p>6. Implementation Stages</p>	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:</p> <ul style="list-style-type: none"> • Whistleblowing –ability to inform on other staff/ practices within the organisation • Grievance and disciplinary procedures – to address breaches of procedures/ policies • Health and Safety policy, including lone working procedures, mitigating risk to staff and clients • Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory • Data protection (how records are stored and access to those records) • Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose • Staff induction • Staff training

	<p>Safe recruitment</p> <p>CoCreate TH CIC ensures safe recruitment through the following processes</p> <ul style="list-style-type: none"> • Providing the following safeguarding statement in recruitment adverts or application details –‘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 • Shortlisting 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 checks will be conducted for specific roles • for all staff (paid or unpaid) working with children and vulnerable adults. Portable/ carry over DBS checks from another employer will not be deemed to be sufficient. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts. • No formal job offers are made until after checks for suitability are completed (including DBS and 2 references). <p>Organisations will ensure that their established staff and roles are regularly reviewed through:</p> <ul style="list-style-type: none"> • A 3-year rolling programme of re-checking DBS’s is in place for holders of all identified posts. • Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children / vulnerable adults will be subject to a DBS check. <p>Service delivery contracting and sub contracting</p> <ul style="list-style-type: none"> • ‘There will be systematic checking of safeguarding arrangements of partner organisations • Safeguarding will be a fixed agenda item on any partnership reporting meetings. • Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non-compliance procedures.
<p>7. Communications training and support for staff</p>	<p>CoCreate TH CIC commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p>

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 alert guide for adult safeguarding

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. Sources and types of training could include the following, depending on needs involved:

Safeguarding Adults: Raising an Alert and immediate steps. This training develops and builds on the competency's participants will have gained through undertaking the Basic Awareness.

Domestic abuse of Older People by their family members. - To help those who work with older people and who may also lead, investigate or manage Safeguarding Adult case work to understand, and to feel more confident in their practise.

Protecting against Institutional Abuse and Neglect. - To enable all staff and managers working within any provided services for adults to understand the crucial importance of every person's role and duty of care in keeping vulnerable adults safe.

Safeguarding those living with dementia or a mental illness. - To help those who work with these service user groups and who may also lead, investigate or manage Safeguarding Adult case work to understand, and to feel more confident in their practise

Introduction to Financial Abuse - To develop abilities in dealing with concerns/ allegations of financial or material abuse.

E-learning courses available:

Safeguarding Awareness

Legislation and Partnership -Working in the protection of adults at risk

Deprivation of Liberty Safeguards (DoLS)

Mental Capacity Act

Safeguarding children and adults at risk: basic awareness

Care Act - Safeguarding

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- Team meetings
- One to one meeting (formal or informal),
- Regular supervision

Also:

- Participation in multi agency safeguarding procedures and meetings in order to be involved in child/ adult protection procedures
- Provision of a clear and effective reporting procedure which encourages reporting of concerns.
- Encouraging open discussion (e.g. during supervision and team meetings) to identify any barriers to reporting so that they can be addressed.
- Inclusion of safeguarding as a discussion prompt during supervision meetings/ appraisals to encourage reflection
- How staff are reminded about policies and procedures (refresh sessions etc)

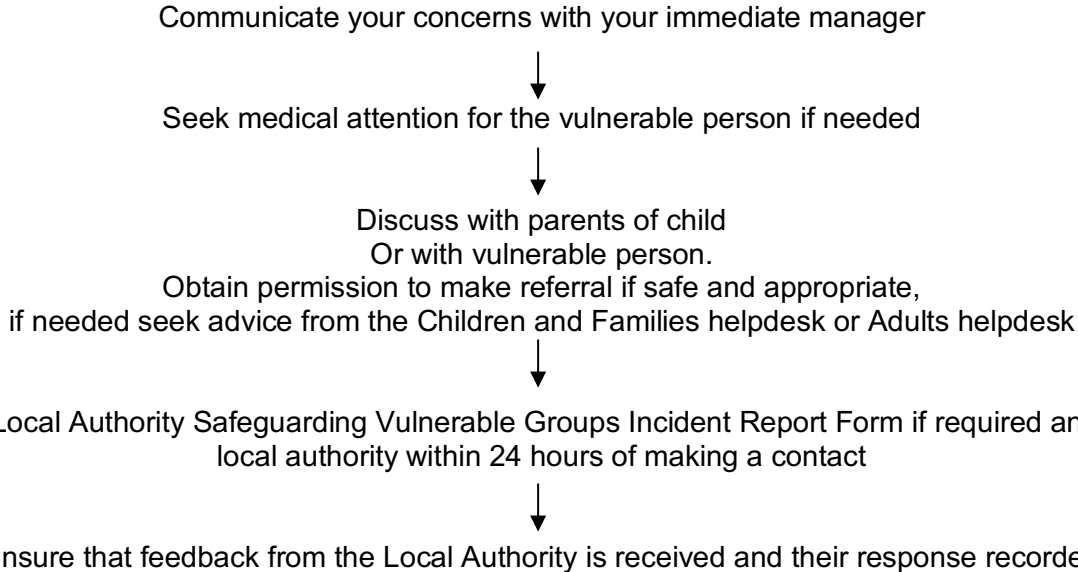
Support

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:

	<ul style="list-style-type: none"> • 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 within a certain timescale e.g. 1 week).
<p>8. Professional boundaries</p>	<p>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.</p> <p>CoCreate TH CIC expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:</p> <ul style="list-style-type: none"> • Giving and receiving gifts from clients: CoCreate TH CIC does not encourage paid or unpaid staff to give gifts to or receive gifts from clients. However, gifts may be provided by the organisation as part of a planned activity' and might be accepted in especial occasions like Christmas. • Personal relationships between a member of staff (paid or unpaid) and a client who is a current service user is prohibited. This includes relationships through social networking sites such as Facebook, unless the content of the exchange is within the service provision and thematic elements of groups' work. It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.' <p>The following practices are to be observed and will be not tolerated:</p> <ul style="list-style-type: none"> • Use of abusive language • Response to inappropriate behaviour / language • Use of punishment or chastisement • Passing on service users' personal contact details without their consent • Degree of accessibility to service users (e.g. not providing personal contact details) • 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 <p>The following policies also contain guidance on staff (paid or unpaid) conduct: Code of conduct, e-safety, computer misuse.</p> <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures</p>

9. Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns at **CoCreate TH CIC**



The local authority has a process for reporting and this must be adopted. Organisations will be expected to complete the local authorities initial contact form when informing them of a concern about a child or vulnerable adult. The use of this form and compliance with the policy will be mandatory and must be built into the policy. Information on reporting concerns will be found at: Adults related: <https://www.towerhamletsccg.nhs.uk/aboutus/Safeguarding> And child related: https://www.towerhamlets.gov.uk/lgnl/health_social_care/children_and_family_care/child_protection.aspx

If the immediate manager is implicated, then refer to their line manager or peer.

10. Allegations Management

CoCreate TH CIC 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 **CoCreate TH CIC** is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer.

Second step - contact local authority for advice.

	<p>Third step – follow the advice provided</p> <p>CoCreate TH CIC 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 https://www.scie-socialcareonline.org.uk/isa-referral-guidance/r/a11G000000181V9IAI</p>
11. Monitoring	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • Safe recruitment practices • DBS checks undertaken • References applied 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
12. Managing information	<p>Information will be gathered, recorded and stored in accordance with the following policies: Data Protection Policy, Confidentiality Policy.</p> <p>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.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
13. Conflict resolution and complaints	<p>CoCreate TH CIC is aware of TH councils' Escalation Policy in resolution of professional disagreements in work relating to the safety of children.</p> <p>Conflicts in respect of safety of vulnerable adults will be taken forward by Patricia Rangel - Designated Senior Manager. *Tower Hamlets council to update the policy for 2020.</p>
14. Communicating and reviewing the policy	<p>CoCreate TH CIC will make clients aware of the Safeguarding Policy through the following means</p> <ul style="list-style-type: none"> • A statement to customers about safeguarding arrangements may be produced and displayed on the website. • There will be an agreement with each client or a pack produced for clients which explain the safeguarding arrangements. • The Complaints Policy/Procedure could be referred to which outlines how clients can make complaint about the

	service. This policy will be reviewed Patricia Rangel – Senior Manager every 1 year and when there are changes in legislation.
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Everybody can help adults to live free from harm and abuse. You play an important part in preventing and identifying neglect and abuse.

If you are concerned about something or you have concerns about someone else, you can make a referral to Children or Adult Social Care via:

Tower Hamlets:

Adults: <https://www.towerhamletsccg.nhs.uk/aboutus/Safeguarding>

Children: https://www.towerhamlets.gov.uk/lgnl/health_social_care/children_and_family_care/child_protection.aspx

Alternatively, you can raise your concerns by contacting one of the following:

- . Safeguarding Adults Referral and Advice Line (out of hours) 020 8489 0000
- . Community Safety Unit (24 hours) 020 8345 1939
- . Police - Criminal Investigation Department (CID) (evenings and weekends): 020 8345 0832
- . You can complete the Safeguarding Adult Referral Form from CCG TH website:
<https://www.towerhamletsccg.nhs.uk/aboutus/Safeguarding>
- . If the danger is immediate, always call the police on: 999

CoCreate TH CIC is committed to safeguarding all children, young people and adults at risk that come into contact with our work. We believe that all children, young people and vulnerable adults have an equal right to protection from abuse, regardless of their age, race, religion, gender, ability, background or sexual identity and consider the welfare of the child, young person or vulnerable adult is paramount. Children, young people and vulnerable adults with autism will be supported in particular to their individual need.

We take every reasonable step to ensure that children, young people and vulnerable adults are protected where our staff and partners/associates are involved in the delivery of our work. All concerns and allegations of abuse will be taken seriously and responded to promptly and appropriately by senior staff.

We enable all our staff and those who work with us to make informed and confident decisions regarding safeguarding. All staff receive training in basic awareness of safeguarding matters.

We expect everyone (including staff, partner agencies, associates and, volunteers) to understand and adhere to this policy.

Aims of the Statement of Principles

We will endeavour to safeguard children, young people and vulnerable adults by:

- . Valuing them, listening to and respecting them;
 - . Responding immediately and effectively to all concerns;
 - . Adopting this policy and adhering to our associated procedures and code of conduct for staff;
 - . Recruiting all staff, volunteers and associates safely by ensuring that all the necessary checks are made;
 - . Sharing immediately and effectively any concerns where children are involved in Children's Services; and
 - . Providing effective management of staff and associates through supervision, support and training.
- Ensuring that safeguarding children and adult strategies and associated policies are in place, including safe recruitment of staff,

a whistle- blowing policy and safeguarding training and supervision policies.

The following measures ensure that safeguarding and promoting the welfare of children, young people and vulnerable adults is given priority and is discharged effectively.

Safeguarding adults is about working with adults with care and support needs to keep themselves safe from abuse or neglect. It is about people and organisations working together to prevent abuse.

The Care Act came into force on 1 April 2015 and has introduced a definition of who safeguarding adults will help:

“over 18 years old and is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or is unable to protect him or herself against significant harm or exploitation”¹

“Anyone who has a need for care and support and is experiencing, or is at risk of, abuse and 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”

More information on the Care Act 2014 can be found on page 23 Care Act and Safeguarding. Further information can be found on <http://www.childrenandfamiliestrust.co.uk>

CoCreate TH CIC is committed to:

- . Stop abuse or neglect wherever possible;
- . Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs;
- . Safeguard adults in a way that supports them in making choices and having control over their lives;
- . Promote an approach that concentrates on improving life for the adults concerned;
- . Raise public awareness so that communities as a whole play their part in preventing, identifying and responding to abuse and neglect.

- . Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult;
- . Address what has caused the abuse or neglect. To achieve these aims we must:
 - Ensure individuals and organisations are clear about their roles and responsibilities;
 - Create strong multi-agency partnerships that provide timely and effective prevention of and responses to abuse or neglect;
 - Support the development of a positive learning environment and at all levels to help break down cultures that are risk-averse and seek to scapegoat or blame practitioners;
 - Clarify how safeguarding concerns arising from poor quality and inadequate services, including patient safety in the health sector, should be responded to.

¹ *This definition comes from the safeguarding adult's policy guidance, No Secrets, published in 2000.*

What constitutes abuse and neglect?

Abuse may be:

- A single act or repeated acts. Abuse may take the form of a single act that has abusive consequences for the vulnerable adult or may comprise a series of acts, large or small, whose cumulative impact adversely affects the individual.
- Unintentional. Sometimes the abusive act was wilful on the part of the perpetrator but sometimes it may be unintentional. Causing harm may be unintentional but nevertheless harm was caused and therefore abuse has taken place, requiring a response under the safeguarding adults' procedures. The nature of the response is likely to depend on whether the act was intentional or not.
- An act of neglect or a failure to act. Abuse may be caused as a result of a person with caring responsibilities acting in a way that is harmful to a dependent person. Failure to act so as to provide the level of care a reasonable person would be expected to provide, which results in harm to an adult at risk, is also abuse and requires a response under the safeguarding procedures.
- Multiple acts. An adult may experience several types of abuse simultaneously. Although the different forms of abuse are presented below as though they are discreet categories, there is often a lot of overlap between them.

Abuse and neglect can include:

- Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions;
- Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence;
- Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting;
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming,

controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks;

- Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;
- Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude;
- Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion;
- Organisational abuse – including neglect and poor care practice within an institution care setting such as a hospital or care home, or in one’s own home;
- Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating; and
- Self-neglect – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. Other types of abuse The Domestic Abuse definition includes coercive control which is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim. Hate crime - A crime motivated by racial, sexual, or other prejudice. Female Genital Mutilation – also known as female circumcision or female genital cutting, is defined by the World Health Organisation (WHO) as "all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for nonmedical reasons.

SAFEGUARDING ADULTS IS EVERYONES BUSINESS!

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