

Safeguarding policy

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers/ sessional workers, agency staff, students or anyone working on behalf of the Reading list Foundation.

The purpose of this policy is:

- To protect children, young people and vulnerable adults who receive or benefit from services provided by the Reading List Foundation. This includes the children of adults who use our services;
- To provide staff, trustees and volunteers with the overarching principles that guide our approach to safeguarding

The Reading List Foundation believes that no individual should ever have to experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable adults, namely:

- Keeping Children Safe in Education 2019
- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 1998
- Children Act 1989
- Relevant Government guidance on safeguarding children

We recognise that:

- The Welfare of the child is paramount, as displayed in the Children Act 1989
- Some individuals are especially vulnerable due to the impact of previous experiences, their level of dependency, their communication needs or other issues
- All children regardless of their age, disability, gender, race, religious beliefs, sexual orientation or identity, have the right to equal protection from harm
- Working in partnership with young people, their parents, vulnerable adults, carers and other agencies is essential in promoting the welfare of those we need to protect.

Safeguarding is everyone's responsibility:

The safeguarding of children and vulnerable adults is part of the wider role of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children or vulnerable adults who are suffering or are at risk of suffering significant harm. Whether a trustee, a member of staff or a volunteer, everyone has a responsibility to promote safeguarding and the welfare of others.

The safeguarding and welfare of children and vulnerable adults (in particular the protection of them from significant harm) depends upon effective joint working between agencies and professionals that have different roles and expertise.

Individual children and vulnerable adults, especially those at greatest risk of social exclusion, will need co-ordinated help from health, education, children's social care, and quite possibly the voluntary sector and other agencies, including justice services.

For those children or adults who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote welfare of the individual and – where necessary – to help bring to justice the perpetrators of any crimes. All agencies and professionals should:

- be alert to potential indicators of abuse or neglect;
- be alert to the risks which individual abusers, or potential abusers, may pose;
- share and help to analyse information so that an assessment can be made of the individual's needs and circumstances;
- contribute to whatever actions are needed to safeguard and promote the individual's welfare;
- take part in regularly reviewing the outcomes for the individual against specific plans;
- work co-operatively with parents and/or other carers unless this is inconsistent with ensuring the individual's safety.

We will adhere to safer recruitment principals appointing new members of staff, volunteers or trustees and for those likely to come into direct contact with children or vulnerable adults, we will take up references and make use of criminal records checks (DBS). Training will be provided on a regular basis.

Definitions of abuse and neglect:

There are different types and patterns of abuse and neglect and different circumstances in which they may take place. The Care Act 2014 identifies the following as an illustrative guide and is not intended to be exhaustive list as to the sort of behaviour which could give rise to a safeguarding concern.

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.

Modern Slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

Domestic Abuse and coercive control – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. It can occur between any family members.

Discriminatory Abuse – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

Organisational Abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Physical Abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

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.

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.

Neglect – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Emotional or Psychological Abuse – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Staff awareness

All staff will be made aware of this policy as part of their initial induction process and there will be regular briefings and updates for all staff.

Where necessary or possible, staff will be provided appropriate opportunities for training.

Reviewing the Policy and Procedure

This policy and procedure will be reviewed every year, this will include checking telephone numbers, accuracy of personnel details, and any updates required by a change in local or national policy.

Procedures

What to do if you have concerns about the safety or wellbeing of either a child or vulnerable adult:

Whatever the nature of your concerns, discuss them with the designated member of the trust board as soon as is feasibly possible. See the diagram for the process to follow.

Concerns about Individuals under the age of 18

You may have concerns about a child or vulnerable adult because of something you have seen or heard, or an individual may choose to disclose something to you. If a disclosure of information is made to you by a child (under the age of 18), you should ensure you:

- Do not promise confidentiality, you have a duty to share this information and refer to Children's Social Care Services.
- Listen to what is being said, without displaying shock or disbelief.

- Accept what is said.
- Reassure the child, but only as far as is honest, don't make promises you may not be able to keep eg: *'Everything will be alright now', 'You'll never have to see that person again'.*
- Do reassure and alleviate guilt, if the child refers to it. For example, you could say, *'You're not to blame'.*
- Do not interrogate the child; it is not your responsibility to investigate.
- Do not ask leading questions (eg: Did he touch your private parts?), ask open questions such as *'Anything else to tell me?'*
- Do not ask the child to repeat the information for another member of staff.
- Explain what you have to do next and who you have to talk to.
- Take notes if possible or write up your conversation as soon as possible afterwards.
- Record the date, time, place any non-verbal behaviour and the words used by the child (do not paraphrase).
- Record statements and observable things rather than interpretations or assumptions.

Following discussion with the designated safeguarding member of the trust board, if there remains a concern the designated safeguarding trustee should in the first instance liaise with Designated Safeguarding Lead (DSL) in place at the educational establishment to which the child is enrolled. If it is suspected there is deliberate injury, or are concerned for a child or adult's immediate safety or they are afraid to return home, Children/Adult Services or the Police must be contacted without delay.

Concerns about individuals over the age of 18

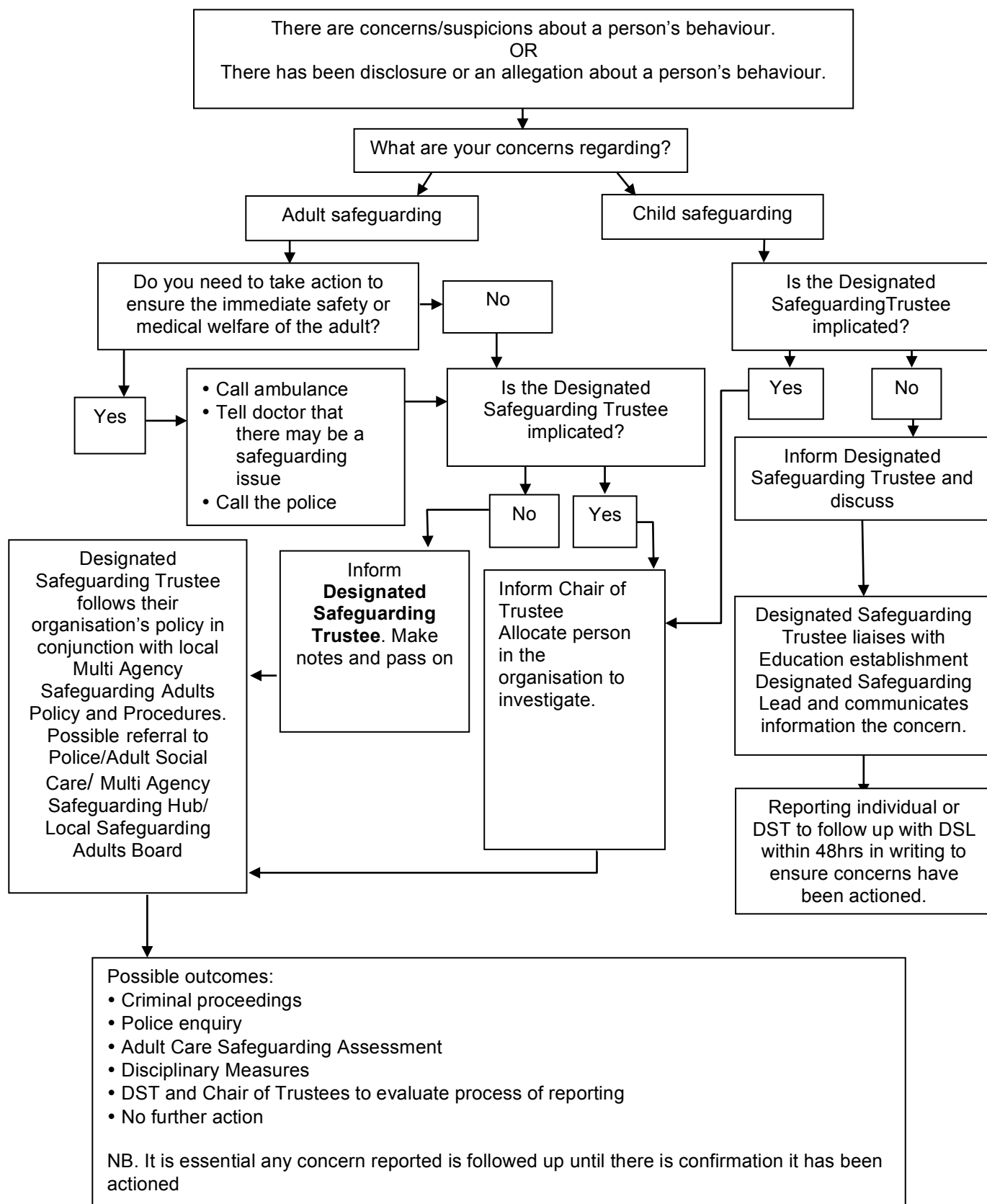
- It is not your responsibility to decide whether or not an adult has been abused. It is however everyone's responsibility to respond to and report concerns.
- If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- If you have concerns and or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to designated safeguarding trustee, or, if this individual is implicated then report to the Chair of Trustees.
- It is good practice to seek the adult's views on what they would like to happen next and to inform the adult you will be passing on your concern.
- It is important when considering your concern that you also ensure that keep the person informed about any decisions and action taken about them and always consider their needs and wishes.

How to respond to a concern

- Make a note of your concerns.
- Make a note of what the person has said using his or her own words as soon as practicable.
- Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns to the designated safeguarding trustee.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be confidential at all times, this information must only be shared with your designated safeguarding trustee and others on a need to know basis.
- If the matter is urgent and relates to the immediate safety of an adult at risk then contact the emergency services immediately.

Safeguarding Flowchart

Dealing with Concerns, Suspicions or Disclosure



Remember to involve the adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity

We are committed to reviewing our policy and good practice annually

This policy and procedure will be reviewed every year, this will include checking telephone numbers, accuracy of personnel details, and any updates required by a change in local or national policy.

Change Record

Date of Change:	Changed By:	Comments:
09/10/19	A Davidson	Policy approved by the Trustees.

This policy was last reviewed on: (18/10/19)

Appendix 1 Incident Report Form

To be completed as fully as possible if you have a concern regarding any individual. If an adult, it is important to inform them about your concerns first and that you have a duty to pass the information onto the Designated Safeguarding Trustee (DST). The information will then be discussed in order to agree a course of action in conjunction with yourself, the adult involved and if necessary social care or other relevant organisations.

Section 1 – Details of the individual at risk	
Name	
Address	
Date of Birth / Age	
School (if under 18)	
Contact number	
Section 2 – Your details	
Name	
Contact phone number(s)	
Email address	
Section 3 – Details of Concern	
Detail what you have seen/been told/other that makes you believe the individual is at risk, is being abused or is at risk of abuse (include dates/times/evidence from records/photos etc.). If an adult, include their views of on what they would like to happen.	
Office Use – Completed by DST	
Details of any contact with the adult at risk. Have they consented to information being shared outside of the Reading List Foundation?	
Details of any other agencies contacted – advice can be still sought without giving personal details if you do not have consent for a referral	
Details of the outcome of this concern	