

# LymeForward Safeguarding Policy & Procedures

(Extracted from the Staff Handbook 2018)

## Safeguarding Policy Statement

LymeForward is committed to supporting the right of children and vulnerable adults to be protected from abuse and to making sure that all personnel work together and act promptly when dealing with allegations or suspicions of abuse.

This policy applies to all Directors, paid staff, steering group members, volunteers, sessional workers, or anyone else working on behalf of LymeForward.

Its purpose is :

- to protect all under 18s and vulnerable adults with whom LymeForward personnel come into contact. This includes the children of adults who use our services and vice versa.
- to provide staff and volunteers with the overarching principles that guide LymeForward's approach to safeguarding.

**SAFEGUARDING IS EVERYBODY'S BUSINESS** - Safeguarding is the responsibility of everyone. If there are concerns that someone is being abused, loyalty to that person comes before anything else – the group, other service users, other partnering organisations and the person's friends and family.

**DOING NOTHING IS NOT AN OPTION** - If anyone knows or suspects that a child or vulnerable adult is being abused, action must be taken and those actions properly recorded.

**However, LymeForward recognises that it has no professional competency in this field, so for children:**

LymeForward will work within the boundaries of the pan-Dorset Inter-Agency Safeguarding Children Procedures. Information regarding reporting of child abuse is available on DorsetForYou at <https://www.dorsetforyou.gov.uk/child-protection-report-a-concern> ;

**and for vulnerable adults:**

LymeForward will work within the boundaries of the Bournemouth, Dorset, and Poole Multi-Agency Safeguarding Adults Procedures. Information regarding reporting of adult abuse is available on Dorset County Council's My Life, My Care website at <https://www.mylifemycare.com/Adult-abuse>.

LymeForward will seek to protect everyone with whom it has contact by:

- valuing everyone as an individual, listening to and respecting them
- responding effectively to any circumstances giving grounds for concern, or where formal complaints or expressions of anxiety are expressed
- adopting appropriate procedures and codes of conduct for all LymeForward personnel
- providing effective management for staff and volunteers through supervision, support and training
- recruiting safely, ensuring all necessary checks are made

- sharing information about good practice in safeguarding issues with all LymeForward personnel
- monitoring and evaluating how LymeForward policies, procedures and practices for protecting children and vulnerable adults are working, and are up to date with good practice and the law in relation to safeguarding children and vulnerable adults

## Definitions

### What is a child?

The Children Act 1989 defines a child as a person under eighteen years of age, for most purposes.

### What is a vulnerable adult?

The definition of a vulnerable adult is a person over the age of 18 years who 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

### Abuse

is a violation of an individual's human and civil rights by any other persons(s) or group of people. Abuse may be single or repeated acts.

It can be:

- **Physical:** for example, hitting, slapping, burning, pushing, restraining or giving the wrong medication.
- **Psychological and emotional:** for example, shouting, swearing, frightening, blaming, ignoring or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse.
- **Financial:** including the illegal or unauthorised use of a person's property, money, pension book or other valuables, pressure in connection with wills, property or inheritance.
- **Sexual:** such as forcing a person to take part in any sexual activity without his or her informed consent – this can occur in any relationship.
- **Discriminatory:** including racist or sexist remarks or comments based on a person's disability, age or illness, and other forms of harassment, slurs or similar treatment. This also includes stopping someone from being involved in religious or cultural activity, services or support networks.
- **Institutional:** the collective failure of an organisation to provide an appropriate and professional service to vulnerable people. This includes a failure to ensure the necessary safeguards are in place to protect vulnerable adults and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers of care.
- **Neglect and acts of omission:** including ignoring medical or physical care needs. These can be deliberate or unintentional, amounting to abuse by a carer or self-neglect by the vulnerable person: for example, where a person is deprived of food,

heat, clothing, comfort or essential medication, or failing to provide access to appropriate health or social care services.

### **How Might Abuse be noticed?**

LymeForward personnel might come into contact with children and / or vulnerable adults through general public events or more closely at consultation groups or when directly delivering services or working alongside other providers in the course of their work.

The types of contact with children and / or vulnerable adults will be both:

- *regulated activity* - ie 'frequent contact' with a vulnerable person (once a month or more) or 'intensive contact' (3 days or more within a 30 day period).- and
- *controlled activity* which includes e.g. ancillary roles – such as caretakers where there may be contact with vulnerable groups, and also includes administrators or trustees who can access data on vulnerable people.

Concerns about or evidence of abuse can come through:

- A direct disclosure by the child or vulnerable adult.
- A complaint or expression of concern by another staff member, volunteer, another service user, a carer, a member of the public or relative.
- An observation of the behaviour of the child or vulnerable adult by the staff member, volunteer, member of staff or carer.

### **Action to be taken if abuse is suspected.**

To ensure any action is correct and up-to-date, see the box in the first paragraph of this policy.

### **Responsibilities and Procedures to implement this Policy**

- If any project plan proposes that any LymeForward personnel will be in a situation where they will have frequent, intensive, and unattended contact with children or vulnerable adults, those volunteers must submit to a Disclosure & Barring Service check, provide two references and undergo safeguarding training before they will be allowed to undertake the project work.
- All volunteers will be requested to read LymeForward's Safeguarding Policy and Procedure.
- Where abuse to a vulnerable person is alleged, suspected, reported or concerns are raised, the Dorset Multi-Agency Safeguarding Procedures must be followed. The confidentiality of the vulnerable person will be respected wherever possible and his/her consent obtained to share information. The vulnerable person should be made aware that staff cannot ignore issues around abuse and that steps will be taken to deal with them in as sensitive a manner as possible. The welfare of the individual is paramount.