

# Disability Advice North East Suffolk Safeguarding Policy

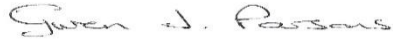
Charitable Incorporated Organisation No: 1180096

Effective Date: September 2022

Next Review Date: September 2025 or sooner if required

Policy created by: Trish Riches

Signature:



Date: September 2022

## The Designated Safeguarding Lead is:

Trish Riches, Manager  
Disability Advice North East Suffolk  
161 Rotterdam Road  
Lowestoft  
Suffolk  
NR32 2EZ

Phone: 01502 581833 Email: [trish@danesonline.co.uk](mailto:trish@danesonline.co.uk)

In the absence of the manager, the Trustee with designated responsibility for Safeguarding is:

Name: Margaret Oldham

Phone: 07714 417430

Email: [maojlo@hotmail.co.uk](mailto:maojlo@hotmail.co.uk)

## Suffolk County Council contact details and guidance:

- Professional consultation line: 0345 6061499
- Suffolk Multi-Agency Safeguarding Hub (MASH): [www.suffolk.gov.uk/MASH](http://www.suffolk.gov.uk/MASH)
- Suffolk County Council Joint Policy and Procedures: <https://www.suffolk.org.uk/working-with-children-and-adults/policies-procedures-and-guidance-children-and-young-people>
- Suffolk County Council Social Services Customer First Website Online: <https://www.suffolk.gov.uk/care-and-support-for-adults/how-social-care-can-help/contact-adult-social-care/>
- Suffolk County Council

## Scope

Disability North East Suffolk (DANES) will promote and prioritise the safety and wellbeing of children & young people and vulnerable adults. DANES will ensure that robust safeguarding arrangements and procedures are in operation to adopt safeguarding best practice through our policies.

This policy is based upon the following principles:

- The welfare of children & young people and vulnerable adults is the primary concern.
- All children & young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse and neglect.

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- It is everyone's responsibility to report any concerns about abuse and the responsibility of Suffolk County Council and the Police to conduct, where appropriate, a joint investigation.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

## General Principles

People seeking advice or other help should feel able to trust the DANES service. DANES has a responsibility to protect the service by safeguarding clients and the wider community from harm and abuse of all kinds. It is recognised that DANES and its volunteers rarely work with unaccompanied children & young people or vulnerable adults. However, the service is open to all, and children & young people and vulnerable adults, may visit for advice or be present at home visits.

Judgements relating to client protection will err on the side of protecting the clients from possible risks or perceptions of risk which may deter someone in need of using the service.

DANES will ensure that all staff (paid or unpaid) and trustees understand their roles and responsibilities in respect of safeguarding, and are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children & young people and vulnerable adults.

Any allegations of abuse will be reported to the Designated Safeguarding Lead (DSL).

## Definitions

A **"Child or Young Person"** is a person under the age of 18. A **"Vulnerable Adult"** or **"adult at risk"** is a person aged 18 years or over **"Who is or may be in need of community care services by reason of mental or other disability, age or illness"** and **"Who is or maybe unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation."**

Thus a vulnerable adult maybe someone who:

- Is Elderly and Frail
- Has a mental disorder including dementia or a personality disorder
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is an alcohol or substance misuser
- Is an unpaid carer

## Abuse

DANES recognises that the welfare of children & young people and vulnerable adults is paramount, regardless of gender, ethnicity, disability, sexuality or beliefs and that they have the right to be protected from abuse. Abuse can take place in any setting, public or private, and can be perpetuated by anyone. All staff and DANES Trustees have a duty to identify abuse and report it.

Abuse is a violation of an individual's human and civil rights by another person or persons. It can take a number of forms:

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- **Physical abuse:** hitting, pushing, shaking, inappropriate restraint, force feeding, forcible administration of medicine, neglect or abandonment.
- **Sexual abuse:** Involvement in any sexual activity against their will, molestation of a minor, exposure to pornography, voyeurism and exhibitionism.
- **Emotional/Psychological abuse:** Intimidation, humiliation and control.
- **Financial abuse:** Theft or exerting improper pressure to sign over money from pension or savings.
- **Neglect or acts of Omission:** Being left in wet or soiled clothing, malnutrition, left without basic needs.
- **Discriminatory abuse:** Racial, sexual, disability or religious harassment.
- **Personal exploitation:** denying a person their rights, or forcing them to perform tasks that are against their will.
- **Violation or rights:** preventing an individual speaking their thoughts and opinions.
- **Institutional abuse:** Failure to provide a choice of meals or failure to ensure privacy or dignity.

### **Protecting children/young people and vulnerable adults from abuse and protecting staff, volunteers and trustees from allegations of abuse**

No member of DANES staff will, in their professional capacity:

- Transport a child, young person or vulnerable adult in their car
- Make any comments with sexual overtones, even in humour, or partake in any horseplay with a child, young person or vulnerable adult
- Engage in rough physical games, except in a structured sport activity, which may be part of a community event with a child, young person or vulnerable adult
- Engage in sexually provocative games with a child, young person or vulnerable adult
- Allow a child, young person or vulnerable adult to use inappropriate language unchallenged
- Make sexually suggestive comments to or about a child, young person or vulnerable adult
- Let allegations made by a child, young person or vulnerable adult, go unchallenged or unrecorded/reported
- Do things of a personal nature for a child, young person or vulnerable adult, which they can do themselves

Any allegation of abuse by staff will be dealt with in accordance with the Disciplinary Policy & Procedures.

### **Further precautions**

DANES will:

- Use Safer Recruitment Practice guidelines when recruiting paid staff or volunteers.
- Promote and implement appropriate procedures to safeguard the wellbeing of all clients accessing the service and protect them from abuse.
- Recruit, train, support and supervise its staff and to adopt best practice to safeguard clients from abuse and to minimise risk to themselves.
- Ensure all employed staff working for DANES have a satisfactory enhanced DBS check.
- Require all staff to adopt and abide by this Safeguarding Policy.

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- Respond to any allegations of misconduct or abuse of children & young people or vulnerable adults in line with this Policy as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Investigate and record unusual or excessive contact with a child, young person or vulnerable adult.

## **Reporting Procedure following allegations or suspicion of abuse of a child/ young person or vulnerable adult**

The DSL, normally the Manager, will deal with allegations of abuse against a child/ young person or vulnerable adult. In the absence of the Manager the Trustee with designated responsibility for Safeguarding will deal with allegations.

In the absence of both the Manager and the designated Trustee, members of staff can refer directly to the agencies listed at the start of this document, if, in their judgement, there is a risk of significant harm. Volunteers should report via staff and designated leads.

If a member of staff or Trustee has reason to believe or suspect that a child, young person or vulnerable adult is subject to emotional, physical, sexual abuse or neglect, or if an allegation is made by a child, young person or vulnerable adult or third party, that person will:

- Make a note of the time and date the allegation was made, who made the allegation and the nature of the allegation
- Record only the facts, preferably in the actual words used by the person making the allegation, and not ask “leading” questions
- Immediately report the allegation to the DSL. The person making the allegation will be made aware that it may be necessary to breach confidentiality
- Where the allegation is made by the person suffering abuse, you must not agree to keep this secret, you must advise that you may have to tell someone of authority.
- The DSL will refer these concerns to Suffolk County Council’s Safeguarding Board by making a protection referral to Customer First or, if necessary, directly to Social Services or the Police.
- DANES will not conduct any form of investigation or fact finding about the allegation. This will be carried out by Suffolk County Council or Social Service or the Police.
- If DANES is subsequently found to be subject to a criminal investigation, the DSL will report to the Board and arrangements will be made to seek professional advice.

## **Review**

This Policy and these Procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of children & young people and vulnerable adults.
- Following any issues or concerns raised about the protection of children & young people and/or vulnerable adults within DANES.
- In all other circumstances, after a maximum of 3 years.