



## **Safeguarding Children and Vulnerable Adults**

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**Version : 4.0**

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**Date of Next Review: September 2023**

We are committed to a practice, which protects children from harm.

Staff, trustees, freelancers and volunteers in this organisation accept and recognise our responsibilities to develop awareness of issues, which cause children and young people harm.

We will endeavour to safeguard children and young people by:

- Adopting child protection guidelines through a code of behaviour for staff, trustees, freelancers and volunteers.
- Sharing information about child protection and good practice with children, parents, staff, trustees, freelancers and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children where appropriate.
- Following carefully the procedures for recruitment and selection of staff, freelancers and volunteers, including DBS checks, reference checks and other related processes.
- Providing effective management for staff, trustees, freelancers and volunteers through supervision, support and training.

We are also committed to reviewing our policy and good practice on an annual basis.

## CODE OF BEHAVIOUR

### Statement of Intent

It is the policy of **Together As One** to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm.

This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of **Together As One** programmes, training events or workshops.

Personnel should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of **Together As One**.

## CODE OF BEHAVIOUR

**ATTITUDES** Staff, trustees, freelancers and volunteers should be committed to

- Treating children and young people with respect and dignity
- Always listening to what a child or young person is saying
- Valuing every child and young person
- Recognising the unique contribution each individual can make
- Encouraging and praising each child or young person

**BY EXAMPLE** Staff, trustees, freelancers and volunteers should endeavour to

- Provide an example, which we would wish others to follow
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people
- Respect a young person's right to privacy

**ONE TO ONE CONTACT** Staff, trustees, freelancers and volunteers should

- Not spend excessive amounts of time alone with children, away from others
- In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible
- If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts

**PHYSICAL CONTACT** Staff, trustees, freelancers and volunteers should never

- Engage in sexually provocative or rough physical games, including horseplay
- Do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, **Together As One** staff should seek a member of school staff or leader of the youth organisation to deal with such an incident
- Allow, or engage in, inappropriate touching of any kind

**GENERAL** Staff, trustees, freelancers and volunteers should

- Be aware that someone might misinterpret our actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow ourselves to be drawn into inappropriate attention seeking situations such as tantrums or crushes
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun

**RELATIONSHIPS** Staff, trustees, freelancers and volunteers

- Who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within **Together As One** or the work of the Consortium.

## **SHARING INFORMATION ABOUT CHILD PROTECTION AND GOOD**

### **PRACTICE WITH, CHILDREN, STAFF, FREELANCERS AND VOLUNTEERS**

Good communication is essential in any organisation. In **Together As One** every effort will be made to ensure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

#### **Children and young people**

Children and young people have a right to information, especially any information that could make life better and safer for them. **Together As One** will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, **Together As One** personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

#### **Parents**

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their child/ren are involved with a credible organisation.

We achieve this by

- Publicising information on all our workshops (including our website).
- Publishing the named Designated Child Protection Person(s) and how to make a complaint on all registration paperwork
- Publishing a full copy of the safeguarding policy on our website

#### **Staff & Volunteers**

As an organisation, which offers support and guidance to children and young people, it is imperative that each member of the **Together As One** staff is aware of their responsibilities under the Child Protection/Safeguarding legislation and has a working knowledge of **Together As One's** procedures. Each member of staff will receive updated training in Child Protection/Safeguarding.

#### **Other Bodies**

A copy of our Safeguarding Policy will be made available to any other appropriate body, as well as through our website.

**SHARING INFORMATION ABOUT CONCERNS WITH AGENCIES WHO  
NEED TO KNOW AND INVOLVING PARENTS AND CHILDREN APPROPRIATELY**

**PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE**

**In any case where an allegation is made, or someone in *Together As One* has concerns, a record should be made.**

**Details must include, as far as practical:**

1. Name of child or young person
2. Age
3. Home Address (if known)
4. Date of Birth (if known)
5. Name/s and Address of parent/s or person/s with parental responsibility
6. Telephone numbers if available
7. Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
8. What has prompted the concerns? Include dates and times of any specific incidents
9. Has the child or young person been spoken to? If so, what was said?
10. Has anybody been alleged to be the abuser? If so, record details
11. Who has this been passed on to, in order that appropriate action is taken?  
e.g. school, designated officer, social services etc
12. Has anyone else been consulted? If so, record details

**ACTION TAKEN**

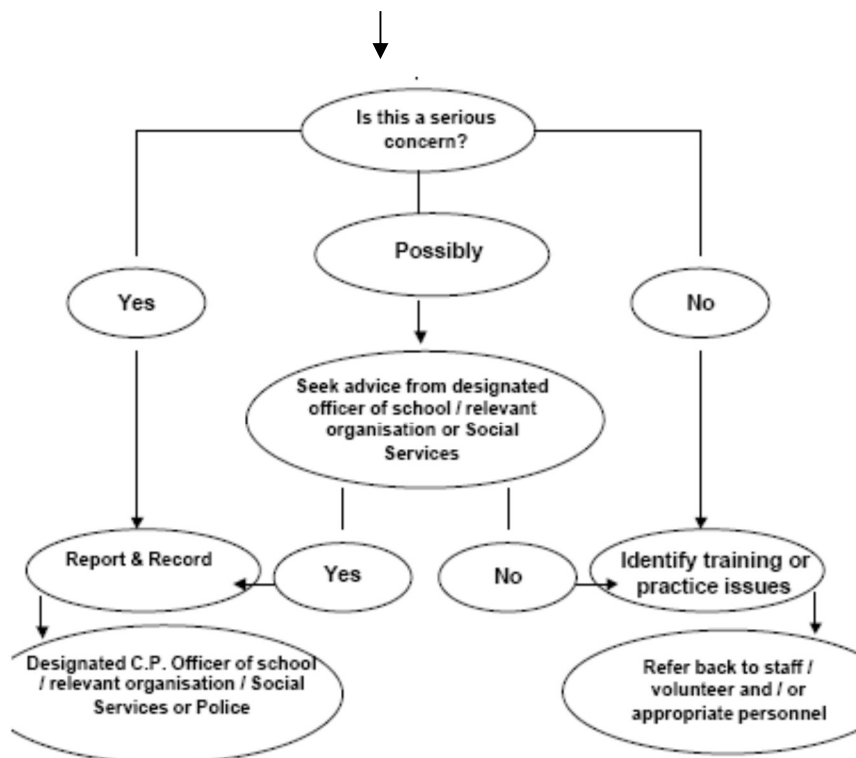
**REPORTING PROCEDURES (A)**

**Staff / volunteer has concerns**

**Record & Report**

**Designated Person(s)**

Dominique Oliver (RP), Rob Deeks (Together As One), Jamie Green (SWIPE)



## **DESIGNATED CHILD PROTECTION PERSONS**

For reasons of confidentiality the only persons who need to know this information are the following Designated Child Protection Persons

### **Designated Persons**

Dominique Oliver Mobile: 0771597914

Jamie Green Mobile: 07814602901

Rob Deeks Mobile: 07919575476

Together As One

C/O Rob Deeks

Together As One - Together As One,  
29 Church Street  
Slough  
SL1 1PL



## **DESIGNATED CHILD PROTECTION PERSONS**

The Designated Person(s) will inform the relevant outside organisation of the incident.

### **Slough Children First**

For enquiries on children in need, fostering and adoption,  
child protection, children with disabilities etc

First Contact (if you have a concern) :  
01753 875 362

General enquiries :  
01753 477 321

### **The Community Mental Health Team**

The team supports people with serious or enduring mental health problems by providing a range of services which include approved social work service, community psychiatrist service, advice and information on mental health issues, occupational therapy, therapeutic groups etc.

E-mail: [socialservices@slough.gov.uk](mailto:socialservices@slough.gov.uk)

Telephone: 01753 690950  
Fax: 01753 690949

Opening hours: Monday - Friday 9am-5pm

### **Community Team for People with Learning Disabilities**

The team provides a range of services, which include community nursing, social work/care management, occupational therapy, behavioural support and clinical psychology.

E-mail: [socialservices@slough.gov.uk](mailto:socialservices@slough.gov.uk)

Tel: 01753 690860  
Fax: 01753 690886

Opening hours: Monday - Friday 9am-5pm

## **Emergencies**

The emergency duty team deals with emergency situations outside of normal working hours and can be contacted through the social services emergency message desk on:

01344 786543

## **NSPCC Help line**

Tel: 0800 800 500 – 24 hours, Freephone

## **RECORD-KEEPING**

- All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet.
- Only the designated persons will have access to these files.

## **DISCLOSURE**

- Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.
- Listen to the child/young person, rather than question him or her directly. Offer him/her reassurance without making promises, and take what the child/young person says seriously.
- Allow the child/young person to speak without interruption. Accept what is said – it is not your role to investigate or question. Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement
- Advise that you will try to offer support, but that you must pass the information on. Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event. Use the child/young person's words or explanations – do not translate into your own words, in case you have misconstrued what the child/young person was trying to say.
- Contact the *Together As One* Designated Persons for advice / guidance. The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- If the Designated Persons are not available, or it is inappropriate to approach them, the volunteer / member of staff with the concern should make direct contact with the relevant organisation themselves.
- Record any discussions or actions taken within 24 hours.

## **FOLLOWING CAREFULLY THE PROCEDURES FOR RECRUITMENT & SELECTION OF STAFF & VOLUNTEERS**

Together As One operates employment and supervision procedures that ensure the highest priority is given to issues relating to child protection.

Each new member of staff will be required to undergo an Enhanced DBS check as part of our recruitment policy.

## **PROVIDING EFFECTIVE MANAGEMENT FOR STAFF & VOLUNTEERING THROUGH SUPERVISION, SUPPORT & TRAINING**

Together As One encourages the development of staff, freelancers and volunteers through its ongoing support, supervision and training.

### **○ INDUCTION**

Each new member of staff or volunteer is made familiar with Together As One's policies and procedures including the Safeguarding Policy and Code of Behaviour

### **○ APPRASIALS**

Each new member of staff will undergo 3 monthly and 6 monthly appraisals.

### **○ MENTORING SCHEMES**

Each new member of staff is assigned to a mentor for the duration of 1 year. This provides the new member of staff with opportunities to voice concerns and anxieties or to ask questions about their work or the environment in which they are working.

### **○ TRAINING**

In *Together As One* the management take responsibility for the training needs of staff, freelancers and volunteers. All staff and volunteers will be trained in Level One Universal Safeguarding as a minimum standard, in accordance with recognised best practice and the Slough Quality Protects scheme.

### **○ ANNUAL APPRAISAL**

There is an official annual appraisal system for each member of staff.

## **WHISTLE BLOWING**

### **The aim of this area of the policy:**

- To provide a service to all members of YES staff, irrespective of department, who have major concerns that fall outside the scope of other procedures.
- To provide avenues for you to raise concerns in confidence and receive feedback on any action taken.
- To ensure you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- To reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

### **Rationale:**

- Whistle blowing encourages and enables employees to raise serious concerns within YES rather than overlooking a problem or 'blowing the whistle' outside.
- Children or adult service users cannot be expected to raise concerns where staff fail to do so. It is essential that staff are encouraged to report their concerns to the appropriate persons.

### **Objectives:**

This applies to all staff, paid and voluntary, within YES, and any visiting trade or other professional person who provide services to the YES Consortium or to the children and young people using YES services.

The YES Consortium is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, we expect employees, and others that we deal with, who have serious concerns about any aspect of the Consortium's work, to come forward and voice those concerns.

### **Delivery and Responsibilities:**

We recognise that the decision to report a concern can be a difficult one to make. However, if you raise a concern in good faith you will be protected from any harassment or victimisation. You will be perceived as doing your duty to your employer and to those for whom you are providing a service and will have no action taken against you if the concern is not confirmed.

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you wish. However, you may be asked to come forward as a witness at the appropriate time. You are encouraged to put your name to your allegation where possible – anonymously expressed concerns will be considered at the discretion of YES leads who could take account of the seriousness of the issues raised, the credibility of the concern and the likelihood of confirming the allegation from attributable sources.

### **How to Raise a Concern:**

As a first step you should normally raise concerns with your line manager, unless the concerns you have are about them, in which case you should approach their line manager or the Chair of Trustees. Concerns may be raised verbally or in writing, stating the background and history of the concern, and the reason why are you concerned. You may feel the matter to be of such a serious nature that you wish to contact a YES Designated Person immediately, and this can be

done verbally or in writing. The Responsible Officers for Whistle Blowing are the YES Lead Staff: Rob Deeks, Dom Oliver and Jamie Green. You may prefer to seek independent advice, and the bodies who could be available to you are recorded at the end of this policy. In every case you should receive in ten working days a letter acknowledging the concern has been received, indicating how the matter may be dealt with and within an estimated time frame, and supplying you with information on staff support mechanisms. You are entitled to be accompanied (by a professional representative) at any meetings arranged by the responsible person, and Together As One will take steps to provide any necessary advice in respect of action you may encounter as a result of raising your concern. Together As One accepts you will need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, we will inform you of the outcome of any investigation.

### **How the Matter Can Be Taken Further:**

This policy is intended to provide you with an avenue within Together As One to raise concerns. We hope you will be satisfied with any action taken. If you are not and if you feel it is right to take the matter outside Together As One, the following are possible contact points.

- Public Concern at Work (Tel: 020 7404 6609), a registered charity whose services are free and totally confidential.
- Your trade union.
- Your local Citizens Advice Bureau.
- Your Ofsted Inspector – 08456 404040
- The Police.
- Any other relevant statutory body. If you do take the matter outside YES, you should ensure you do not disclose confidential information.

### **Outcomes:**

- Some concerns may be resolved by agreed action without the need for investigation.
- If urgent action is required this will be taken before any investigation is conducted.
- Within ten working days you will have a written response and an outline proposed action plan for dealing with your concern. This will be provided by the manager you raised the concern with.
- The Responsible Officer will maintain a record of concerns raised and the outcome (in a form which does not endanger your confidentiality) and will report as necessary to the YES steering group, who meet monthly.
- The YES steering group will cooperate with any approved external body in order to investigate a concern which has not been appropriately managed internally.