



Safeguarding Policy

We aim to protect all our clients, volunteers, and anyone else who comes into contact with our organisation from harm or maltreatment or exploitation, prevent the impairment of health or development, ensure the provision of safe and effective care, support and guidance, promote people's life chances, opportunities and growth and ensure children and adults participate fully and to the best of their ability.

In addition, in our work with children / young people / adults who may be at risk due to age, illness or disability, we will endeavour at all times to provide services and activities in which it is safe for children, young people or adults at risk to participate.

We will work in partnership with other local / national agencies to put in place appropriate procedures for reporting, making referrals, accessing training and specialist support as and when required.

Our **Designated Safeguarding Officer** is Steve MacVicar and our **Deputy Safeguarding Officer** is Di Bell. They will be available to all volunteers, trustees, members, and clients to speak to when they have any concerns, issues or complaints regarding the safety, well-being or conduct of clients, volunteers and anyone else involved with the SGTS.

The safeguarding officer and deputy will have access to appropriate training to support them in these roles.

They will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records and keep confidentiality, adhere to and promote this policy within the organisation, and support or provide access to support for individuals suffering harm or abuse.

Recruitment of volunteers

We will seek to recruit all volunteers using appropriate procedures, safeguards and checks. We will determine which roles are within regulated activity and so subject to a barring list check, which roles are eligible for enhanced DBS checks only, and take up references for all posts and volunteer roles. Volunteers who work directly with children and adults at risk will be subject to enhanced DBS checks.

We will provide an induction programme for all new volunteers, which will include reference to this safeguarding policy, appropriate training to enable volunteers to undertake their roles safely and confidently, and ongoing training as benefits the personal and professional development of individuals and of our organisation.

We will review our recruitment procedures in response to changes in legislation and systems external to our organisation e.g. the Disclosure and Barring Service.

Awareness of harm and abuse in our organisation

We will be aware of the following potential areas of risk:

- sexual harassment, abuse and exploitation
 - criminal exploitation
 - cyber abuse
 - modern day slavery
 - negligent treatment
 - self-neglect
 - physical or emotional abuse
 - bullying or harassment
 - health and safety
 - commercial exploitation
 - extremism and radicalisation
 - forced marriage
 - human trafficking
 - female genital mutilation
 - discrimination on any of the grounds in the Equality Act 2010
 - people may target our organisation
 - our culture may allow poor behaviour and poor accountability
 - people may abuse a position of trust they hold within our organisation
 - data breaches, including those under General Data Protection Regulations (GDPR)
- Harm is caused by accidents, deliberate abuse (physical, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes or a failure to enable a person to participate in activities that are open to most of their peers.

All incidents of harm to anyone involved in our service will require an appropriate response to safeguard the individual(s), to reduce risks and improve our service.

Deliberate acts of harm (sexual, physical, emotional, financial), exploitation and neglect are abuses against the person and will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies and the Disclosure and Barring Service (DBS) where appropriate.

To encourage everyone involved in our organisation to understand that safeguarding is everybody's business, we will have safeguarding as a standing agenda item at Trustees, CIO Forum, and Steering Group meetings and make minutes of these meetings available to all, provide opportunities for discussions about issues and concerns, policy and procedures to reflect, review and to continue to learn and improve in our safeguarding responsibilities.

Actions to be undertaken if there is risk or concern of significant harm

Where there is risk or concern of harm or there is reasonable cause to suspect abuse to our clients, volunteers, trustees, members or others, the Safeguarding Officer and Deputy are empowered to act accordingly:

- to log all conversations regarding the issue
- to act quickly, ensuring they stop or minimise any further harm or damage
- to sign and request signatures on reports and statements
- to seek advice from expert sources
- to share concerns (with consent where required and appropriate) internally with trustees

- to share concerns and make referrals to external agencies such as Social Services, the Police or NSPCC as appropriate to the circumstances (with special reference to the All Wales Child Protection Procedures)
- to make a referral to the Disclosure and Barring Service regarding volunteers or members in regulated activity whose conduct is harmful to service users and when they are removed from regulated activity
- to submit a Serious Incident Report to the Charity Commission when appropriate

Confidentiality

All reports and logs (including personnel records) will be kept securely and confidentially in accord with our Data Protection Policy and Confidentiality statement, until or unless it is necessary to share this material with the agencies named above. Information will be shared on a “need-to-know” basis only – internally and externally.

Communication and Reporting Concerns

We will communicate this policy to all trustees, volunteers, members, clients and their families / carers, and relevant other people, using appropriate methods, formats and language so that our message is understood by all.

We support and encourage all clients, volunteers, trustees, members and anyone connected with Seiriol Alliance to speak up where they have a(n)

- **concern** - a worry, issue or doubt about practice or treatment of a client or volunteer, or their circumstances,
- **disclosure** - information about a person at risk of or suffering from significant harm
- **allegation** - the possibility that a volunteer could cause harm to a person in their care or vice versa

and to report to our named Safeguarding Officer or Deputy.

Whistleblowing (Disclosure in the Public Interest)

We encourage trustees, volunteers, and members to report things that aren't right, are illegal or if anyone at within the Seiriol Alliance organisation is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing.

In the first instance the trustee/volunteer/member should speak with the Safeguarding Officer, their Deputy or another trustee.

Though we would prefer trustees/volunteers/members to use internal processes whenever possible to make a report as above, this does not prevent them from making a report or referral to e.g. Social Services, in their own right as a private individual.

Domestic Violence

Where trustees, clients, volunteers, or members report an incident of domestic violence this must be treated as a disclosure of abuse and should be passed on to a Safeguarding Officer with immediate effect.

Where volunteers/members witness an act of domestic violence, they should contact the police immediately.

Use of Images

The Seiriol Alliance recognises that protecting and upholding the rights of everyone is of paramount importance and this includes on the internet and other promotional materials. The Seiriol Alliance endeavours to present everyone in a positive, empowering and dignified manner. Furthermore, images will only be used where individuals or their guardians have given their informed consent.

The following principles will be adhered to:

- Images will not be taken without consent from the subject and/or their parent/guardian.
- The Seiriol Alliance will explain to the subject and their parent/guardian how and where the images will be used and will adhere to this.
- Images used on the Seiriol Alliance website and social media pages will not be used on personal social media pages.

External media, television crews and journalists are usually responsible for obtaining their own informed consent from clients.

Disclosure of Information

There is a difference between confidentiality and secrecy. All personal and delicate information disclosed to the Seiriol Alliance is confidential, but may not always be secret. Personal and delicate information about clients, volunteers, and members will be:

Confidential to the Seiriol Alliance and can be shared on a 'need to know basis' and can be shared with another agency when:

- Permission is given by the person about whom the information is held *or*
- There is an overriding justification to share information without the person's consent *or*
- The law requires it.

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Signed:



Steve MacVicar
Chair