

Safeguarding Policy for The Beech House, Willow Lodge and Cherry Blossom

Policy Purpose :

1. To provide all staff and volunteers with a clear framework to ensure all policies, procedures and practice relating to safeguarding young people and children are followed.
2. Promote increased awareness and recognition of the issues surrounding the abuse neglect, mistreatment and radicalisation of adults at risk, young people and children.
3. Ensure that all staff and volunteers understand their responsibility to protect young people and children from actual or the risk of abuse or neglect whenever they can do so.
4. Ensure that when actual or the risk of abuse, neglect, mistreatment and radicalisation is known, or suspected appropriate action is taken. Responsibilities Where it is believed that a young person or child is experiencing, or at risk of, abuse, neglect or radicalisation, the procedures within this policy will be followed. All adults working with young people or children have a responsibility to safeguard and promote their welfare. There are, however, key people within Cameron & Cooper who have specific responsibilities under safeguarding procedures:

Cameron & Co Safeguarding officers-

Each Home Manager and Deputy will be qualified as a Designated Safeguard Lead and keep their safeguard training current. The details on how to contact them will be displayed in the relevant home.

The overarching Safeguarding lead for the company is-

Camilla McInnes – Designated Safeguarding Officer, Responsible Individual - 07884063523

The Safeguarding Officers' responsibility is to respond to safeguarding situations, concerns and queries as they arise. They will ensure that information is accurately recorded and stored, facilitate inter-agency liaison and ensure Cameron & Co. staff and volunteers have access to the most current and relevant information. The Designated Safeguarding Officer will act as the single point of contact for Prevent and the Deputy Safeguarding Officer will act as the deputy single point of contact.

Safeguarding and Prevent training

The Cameron & Co training requirements for staff and volunteers are found within our safer recruitment policy. It may be the case that the staff member or Cameron & Co volunteer is unsure if the matter is covered within the Safeguarding Policy. In this case they should contact one of the safeguarding officers to discuss their concerns. In circumstances where neither of the safeguarding officers are available, the staff member can discuss this in the first instance with their immediate line manager only before a decision is made on whether to report the matter as a safeguarding concern.

Procedures Stage (see appendix 1 for visual aid)

Stage 1:

If a staff member or volunteer:

- Observes something that they feel constitutes actual or the risk of abuse, neglect or radicalisation
or
- Is informed about actual or the risk of abuse, neglect or radicalisation
or

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- Is told something that they feel constitutes actual or the risk of abuse, neglect or radicalisation They are responsible for immediately alerting one of the CCltD Safeguarding Officers within 4 hours. The staff member or volunteer must make a written record of the incident observed or the disclosure made and give this to the designated or deputy safeguarding officer within the working day .

A suggested template for recording allegations, disclosures or suspicions of abuse or neglect is available (Appendix 2).

If a written record has been received from the child/young person or any witness. The written record should be given to the designated safeguarding or deputy safeguarding officer within the working day.

In emergency situations

Where the person needs immediate medical attention or where the abuse or neglect is observed, immediate action should be taken to safeguard the young person or child and evidence should be preserved. In this case the emergency services should be contacted on 999.

If a Cameron & Co Safeguarding Officer is not available, the Surrey Multi-Agency Safeguarding Hub (MASH) should be contacted unless the concern is an emergency or in connection with radicalisation when the emergency services or Surrey Police Prevent Team should be contacted. If it is between the hours of 5pm and 9am (weekdays) or at a weekend or on a public/bank holidays then the MASH out of hours Emergency Duty Team must be informed unless the concern is an emergency or in connection with radicalisation when the emergency services or Surrey Police Prevent Team should be contacted. If either the MASH, the emergency services or Surrey Police Prevent Team is contacted, either the designated or deputy safeguarding officer must be alerted the next working day.

External contacts:

in the event of a Cameron & Co Safeguarding Officer not being available:

999 For emergency situations

Surrey Multi-Agency Safeguarding Hub (MASH) 0300 470 9100 Monday - Friday, 9.00am - 5.00pm

01483 517898 out of hours emergency duty team

For concerns relating to possible radicalisation 101 Surrey Police Prevent Team

Remote Working:

If a safeguarding issue arises and the member of staff or volunteer is not able to make submit a written record immediately because they work in a remote locations, the report should be made verbally to either the designated or deputy safeguarding officer within 4 hours and the written record must follow within the next working day of the safeguarding issue arising.

Stage 2:

Upon receipt of any verbal or written report the designated or deputy safeguarding officer will make any necessary referrals to the appropriate external agencies such as:

- MASH, Adult Social Care locality team or contact centre, Apprentices workplace Safeguarding Officer



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- Community Mental Health Recovery Services
- The emergency services
- Surrey Police Prevent Engagement Officers in the Prevent Team
- Ofsted

The procedures and advice from the external agencies will then be followed and records maintained on ClearCare by starting a safeguarding form, all actions and the chronology of events to be stored on there.

The Surrey Police Prevent Team will assess all reported Prevent concerns and if an intervention is deemed a Channel panel will be convened to devise a support package. If the concern does not meet the threshold the designated or deputy safeguarding officer will consider signposting or referring to other agencies as part of the internal Cameron & Co support for the individual. Any concerns connected with possible or actual radicalisation will also be reported to the Homes manager and the R.I.

Stage 3:

Reports of all disclosures or concerns will be made by the designated safeguarding officer. These will be anonymised and submitted to the governing body. A safeguarding report will form part of the Service Principal's termly reporting to the governors.

Allegation of Peer on Peer Abuse:

Cameron & Co will record, investigate, and deal with any allegation of peer-on-peer abuse in an open and transparent manner following the usual reporting processes to external agencies where appropriate. Cameron & Co will support any young person or child affected by peer-on-peer abuse in a manner appropriate to the situation regardless of whether they are the alleged perpetrator or victim. A risk assessment will be carried out to consider:

- The victim, especially their support and protection needs
- The alleged perpetrator, their support and any other needs
- Other children/young people within the home
- The victim and alleged perpetrator sharing spaces within the home. Where there is professional intervention and /or other specialist assessments, this information will be used to inform CCLtd's approach to supporting and protecting the children/young people.

Safeguarding Allegation against Cameron & Co staff or volunteer:

Cameron & Co recognises its primary concern is to ensure the safety of the young person or child. It has a duty to investigate the allegation, but Cameron & Co also has a duty of care to the staff member or volunteer. To minimise stress to the staff member or volunteer Cameron & Co will provide effective support for anyone facing an allegation and provide the staff member or volunteer with a named contact if they are suspended.

All allegations against staff members or volunteers will be investigated, with LADO's input following a referral being made and advice sought. This process will determine whether the allegation is:

Substantiated – i.e. there is enough evidence to prove the allegation.

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False – i.e. there is enough evidence to disprove the allegation.

Malicious – i.e. there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.

Unfounded – i.e. there is no evidence which supports the allegation. It might also indicate the person making the allegation misinterpreted the incident or was mistaken about what they saw.

Unsubstantiated - i.e. there is insufficient evidence to prove or disprove the allegation. If the allegation is substantiated, the staff member is dismissed or resigns or the volunteer's services are no longer offered or accepted by CCltd, the Safeguarding Officer will decide on whether to refer the individual to the DBS for consideration of inclusion in the Barred Lists. If the allegation is determined to be unfounded or malicious, the Safeguarding Officer will refer the person who made the allegation to Children's Services to determine if the individual needs further support.

If the allegation is shown to be malicious the Safeguarding Officer and home manager will decide if sanctions against the person who made the allegation are appropriate including whether to refer to the police. In the case of a safeguarding allegation against a subcontractor, the subcontractor's own procedures will apply.

Disclosure and Barring Service checks:

Staff and volunteers' roles which are subject to an Enhanced DBS check because they involve working with or volunteering with children, often in an unsupervised capacity or on a premise and were within the definition of regulated activity.

- All managers, deputy managers, seniors, care workers, teachers and teaching assistants working within Cameron & Co establishments
- All volunteers
- In keeping with Cameron & Co safer recruitment policy, staff are required to be on the update service, so annual checks can take place and ensure nothing has changed.

Guidance for Cameron & Co staff and volunteers:

Safeguarding Staff and Volunteer Code of Conduct All staff and volunteers must adhere to the Cameron & Co Safeguarding Code of Conduct.

Whistle blowing Any member of staff or volunteer who has concerns about any wrongdoing, which could include alleged abuse or neglect, by a colleague must refer to and follow the Cameron & Co Whistle blowing policy.

Where young person or child discloses actual or the risk of abuse including radicalisation or neglect their wishes and feelings must be considered. They must be the centre of any safeguarding response and must be involved in the decision-making process as much as possible. They must be given the information and support necessary to consider options and make decisions.

Confidentiality The sharing of information about an adult at risk, young person or child can occur within Cameron & Co or with other agencies/organisations. Sharing information is essential to keep young people and children safe, help prevent further abuse or neglect and to ensure appropriate support is received and services accessed.

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For the purpose of this policy confidentiality does not mean secrecy and the young person or child making the disclosure or reporting the concern must be made aware that the information given will be passed on to someone who may need to take a course of action. The safeguarding officer will always bear in mind the wishes of the young person or child. Members of staff or volunteers must not promise to keep anything secret and should always ask if information can be passed on to someone else. If consent is given by someone who has mental capacity to give consent, there is no breach of confidence. Sometimes an individual is unwilling or unable to consent to information sharing. All members of staff and volunteers must be prepared to exercise their own judgement because whilst the wishes of the individual must be respected there is also a duty of care to report concerns.

Each situation must be assessed individually as a referral may still be justified e.g.

- A person's life is in danger or their health is at risk
- There is a danger to other people or the community
- A serious crime has been committed
- An individual does not have the mental capacity to consent

The General Data Protection Regulation (GDPR) does not prevent or limit the sharing of information in a safe and secure manner for the purposes of keeping the young person or child safe and receiving the support they need. If in doubt about sharing information staff or volunteers should speak to one of the Cameron & Co Safeguarding Officers, who can escalate to the DPO if required.

Dealing with a disclosure:

If a person tells a staff member or volunteer about something that has happened, that member of staff or volunteer's role is to respond sensitively and pass the information on. The person disclosing the information may be asking for help but sometimes they may not appreciate the significance of what they are saying, or they may not construe the actions of another as harmful or unusual.

The staff member or volunteer should:

- Consider the safety of the person and any others. If there is immediate danger contact the relevant emergency service
- Stay calm –not appear shocked or upset
- Listen carefully
- Show concern and interest in what is being said
- Be sympathetic
- Tell the person that they were right to talk, what is being said is being taken seriously and will be passed to one of the Safeguarding team
- Tell the person what will happen next and where possible let the person know as soon as it has been done. Reassure them that they will be involved in decisions about what will happen next
- Only ask open questions: What happened? → Where did it happen? → Who was involved/who was there? → When did it happen? → What do they want your involvement to achieve? (How can we make a difference)

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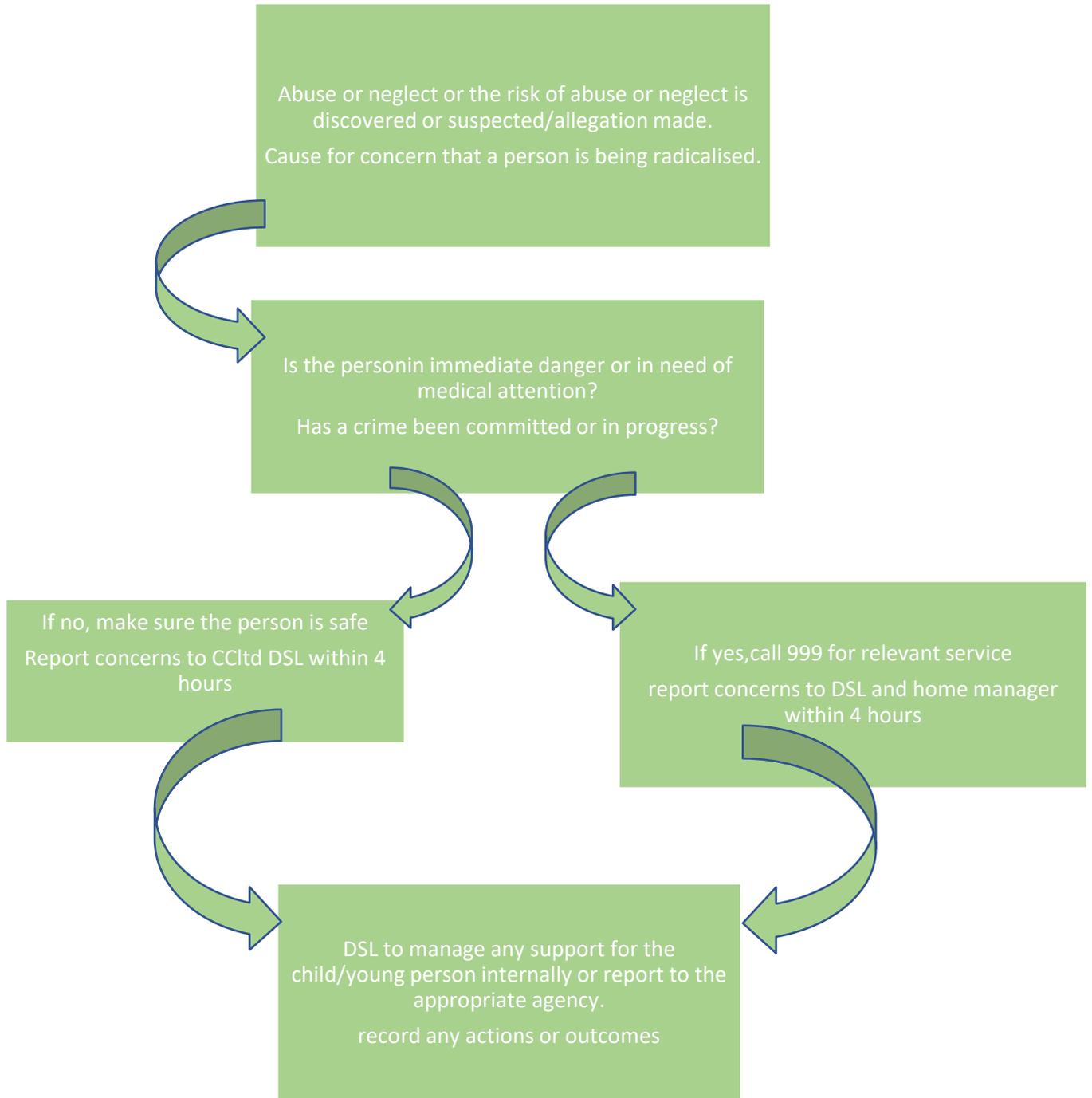
- As soon as possible briefly write down the exact facts (not own thoughts or ideas) that have been disclosed. Include the views and wishes of the individual if possible
- Preserve any evidence
- Follow the Cameron & Co Whistle blowing procedures if relevant

The staff member or volunteer should not:

- Ask probing questions or push the person to reveal more details
 - Stop the person talking once they have started to disclose
 - Promise to keep secrets
 - Make promises that cannot be kept
 - Contact or talk to the person alleged to have caused the abuse or neglect
 - Be judgemental
 - Pass on information other than to those who need to know in order to keep the learner safe and deal with the safeguarding issue
- Written Records Recording allegations, disclosures and/or suspicion of abuse
- If writing by hand – use ink. Be brief, factual and include:
- The details of what you were told and/or saw including dates, times and actual events
 - What the person said - in their own words if possible
 - The wishes of the individual – what they would like to happen next
 - Use clear straightforward language, avoiding abbreviations
 - Do not include your opinions, ideas or assumptions
 - Describe where you were when you were told and /or what you saw, heard etc
 - Record the name(s) of who you were talking to and their date of birth if possible and who else was there
 - Record whether the person is aware that the concerns have been reported
 - Record the date and time you wrote the note Remember what you record may be used in evidence.

For the suggested template for writing a Safeguarding record - refer to Appendix 2.

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Appendix 1: Summary of Safeguarding Procedures

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Name of Referrer:		Referrer Telephone No:	
Name of Child/young Person		DOB	
Address	Tel		
Area of concern: Tick as appropriate	Physical <input type="checkbox"/>	Financial <input type="checkbox"/>	Sexual <input type="checkbox"/>
	Psychological <input type="checkbox"/>	Discrimination <input type="checkbox"/>	Organisational <input type="checkbox"/>
			Neglect/Self Neglect(specify) <input type="checkbox"/>
			Other (specify) <input type="checkbox"/>
Date and time of conversation/Date concern noted:			
Place conversation took place/Concern noted:			
Names of others present:			
Outline concerns (continue overleaf if necessary)			
Is the child/young person aware you are passing on your concerns? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Do you know what the child/young person would like to happen next? Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, please give details)			
Signature of Referrer:		Date/time form completed	
Name of DSL form sent to		Email /Post/by hand	

Appendix 2: Safeguarding Concern Form