

PROJECT | 21

ACTIVITIES | CLUBS | EVENTS
FOR PEOPLE WITH DOWN'S SYNDROME

Policy Document Number 15

Policy Owner : Project Manager

Policy Appeal to: Trustees

Date: October 2020

Review date: October 2021

The purpose of Project 21's safeguarding policy is to provide a secure framework for all staff, volunteers and Trustees of Project 21 in safeguarding and promoting the welfare of members who attend our events.

The policy aims to ensure that:

- All members are safe and protected from harm.
- Provision and policies are in place to enable our members feel safe and adopt safe practices;
- Staff, members, Trustees, visitors, volunteers and parents/carers/guardians are aware of the expected behaviours' and Project 21's responsibilities in relation to safeguarding its members.

Ethos:

Safeguarding at Project 21 is considered everyone's responsibility and, as such, our aim is to create the safest environments within which every member has the opportunity to achieve their outcomes.

Project 21 recognises the contributions they can make in ensuring that all members registered, or who use our activities, feel that they will be listened to and have appropriate action taken to any concerns they may raise. Members at our activities will be able to talk freely to any member of staff or volunteer if they are worried or concerned about something. All staff and volunteers will, either through training or induction, know how to recognise a disclosure from a member and will know how to manage this. We will not make promises to any member and we will not keep secrets

relating to any safeguarding disclosures. We will endeavour to work in partnership with other agencies and seek to establish effective working relationships with parents and carers.

Responsibilities and expectations:

Project 21 has a Board of Trustees whose responsibility it is to make sure that Project 21 has an effective safeguarding policy and procedures in place and also to monitor that the project complies with them. The Board of Trustees have a duty to ensure that the policy is made available to parents and carers and that this is published on Project 21's websites or in writing if requested. It is also the responsibility of the Board of Trustees to oversee staff and volunteers are properly vetted to make sure they are safe to work with the members who attend Project 21's activities and that the project has procedures in place for appropriately managing allegations of abuse made against members of staff (including the Project Manager and volunteer helpers). The Board of Trustees will ensure that there is a Named Trustee and a Designated Safeguarding Lead (DSL) who has lead responsibility for dealing with all safeguarding issues during Project 21 activities.

The designated staff and named Board of Trustees are as follows:

Designated Safeguarding Lead is: Miss Alex Munn

Named safeguarding Trustee is: Dr Allison Boggis

In addition, the local authority's Corporate Director for Children and Adults in Suffolk, has identified dedicated staff to undertake the role of Local Authority Designated Officers (LADO). LADOs can be contacted via email on LADOCentral@suffolk.gcsx.gov.uk or by using the LADO central telephone number: 0300 123 2044 for allegations against all staff and volunteers

The Role and Responsibility of the Designated Safeguarding Lead (DSL)

It is the responsibility of the Designated Safeguarding Lead to ensure that all safeguarding issues raised are effectively responded to, recorded and referred to the appropriate agency. They are also responsible for arranging safeguarding training for all staff and volunteers who regularly and frequently work with members people during our events and activities and that this training is regularly updated.

All concerns of safety need to be acted on immediately. If Project 21 staff are concerned that a member may be at risk or is actually suffering abuse, they should report this to the Designated Safeguarding Lead immediately. All adults, including the Designated Safeguarding Lead, have a duty to refer all known or suspected cases of abuse to social care or the police. Where a disclosure is made to a visiting staff member from a different agency, e.g. sports coach or music teacher, it is the responsibility of that person to formally report the referral to the Designated Safeguarding Lead on the event/activity site, in the first instance. Any records made should be kept securely at the Charity's registered address. A referral should not be delayed in order to discuss with the Designated Safeguarding Lead, if it is felt/identified that a member is at immediate risk and the Designated

Safeguarding Lead is unavailable. If concerns for a child's immediate welfare remain, they should be referred to social care via Customer First using the number 0808 800 4005 or call 999.

Recognising concerns - signs and indicators of abuse.

Abuse is defined as a form of maltreatment of a member. Somebody may abuse or neglect a member by inflicting harm. Members may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another young person or persons.

Indicators of abuse are outlined in more detail in the staff handbook. If parents/carers/guardians are interested in finding out any further information, they should contact the DSL or safeguarding Trustee.

Procedures for staff and volunteers

What to do if you are concerned:

If a member makes an allegation or disclosure of abuse against an adult or other young person, it is important that you:

- stay calm and listen carefully.
- reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions. (However, you may be asked to gather enough information to contribute to good decision making and an assessment of risk).
- let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- inform your Designated Safeguarding Lead as soon as possible.
- make a written record of the allegation, disclosure or incident which you must sign, date and record your position.
- Do not include your opinion without stating it is your opinion.
- refer without delay.

Managing Allegations: We are aware of the possibility of allegations being made against staff or volunteers that are working or may come into contact with members whilst supporting an event/activity. Allegations can be made by members or other concerned adults and are made for a variety of reasons. If an allegation is made against an adult in a position of trust whether they be staff or volunteers this should be brought to the immediate attention of the DSL. In the case of the

allegation being made against the Project Manager this will be brought to the immediate attention of the Chair of the board of Trustees.

Appropriate disciplinary procedures should be followed including whether to suspend a member of staff from work until the outcome of any investigation is deemed necessary.

The Disclosure and Barring Service (DBS) should be advised where a member of staff has been dismissed or removed or would have been, had they not resigned, due to safeguarding concerns. This is a legal duty and failure to report to the DBS where the criteria have been met, is a criminal offence.

Allegations against a member of staff who is no longer working for Project 21 should be referred to the police. Historical allegations of abuse should also be referred to the police.

Training:

Staff and volunteers will have access to safeguarding training as required. Our DSL will have enhanced safeguarding training and the Trustees will have access to safeguarding training.

Safer Staff Safer recruitment and selection:

All staff and volunteers recruited are properly selected and checked. We will check references and vetting to ensure that they are safe to work with our members.