

# SAFEGUARDING POLICY

## **Policy Document Number 15**

**Policy Owner:** Project Manager

**Policy Appeal to:** Trustees

**Date:** February 2023

**Review date:** February 2024

The purpose of the safeguarding policy is to provide a secure framework for all staff, volunteers and Trustees of Project 21 in safeguarding and to promote 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 to feel safe and adopt safe practices;
- Staff, members, Trustees, visitors, volunteers as well as parents/carers/guardians are aware of the expected standards of behaviour and Project 21's responsibilities in relation to safeguarding.

## **Ethos**

Safeguarding at Project 21 is considered to be the responsibility of everyone and, as such, our aim is to create the safest environment within which every member has the opportunity to achieve their goals.

Project 21 recognises the contributions it can make in ensuring that all members, or those who use our activities/facilities, feel that their voices will be heard and that appropriate action will be taken in relation to any concerns which have been raised. Members at our activities must 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 withhold information 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 with appropriate procedures in place. The Board should also check that the project complies with them. The Board of Trustees have a duty to ensure that the policy is available to parents, guardians and carers and that it is published on Project 21's website and be available in writing if requested. It is also the responsibility of the Board of Trustees to oversee that 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 any allegations, including 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: **Mrs Angela Evans**

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](mailto:LADOCentral@suffolk.gcsx.gov.uk) or by using the LADO central telephone number: 0300 123 2044 to report allegations against all staff and volunteers.

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

It is the responsibility of the DSL to ensure that all safeguarding issues raised are effectively responded to, recorded and referred to the appropriate agency. The DSL is also responsible for arranging safeguarding training for all staff and volunteers who regularly and frequently work with members and others 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 DSL immediately. All adults, including the DSL, 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 DSL at 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 by endeavouring to have a prior discussion with the DSL, if it is

felt/identified that a member is at immediate risk and the DSL 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 any form of maltreatment. Somebody may abuse or neglect someone by inflicting harm. Abuse may occur within a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g., via the internet). Abuse can involve 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 anyone makes an allegation or disclosure of abuse, 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 confidential.
- inform your DSL 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 who 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 either as a staff member or volunteer, 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. This might include suspending a member of staff, if deemed necessary, pending the outcome of any investigation. 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, as a result of 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 who are recruited will undertake a formal selection process. References must be obtained and their validity established. Other vetting processes will include CRB checks, all endeavouring to ensure applicants are safe to work with Project 21 members as well as other parties they will come across including, inter alia, staff members, parents, guardians, carers, visitors etc.

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