

Safeguarding Policy

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Authorised by: Caroline Walmsley

All staff, third party providers and volunteers operating for or on behalf of Further My Future have a duty of care to safeguard and promote the welfare of children, young people and adults. Everyone working with children, their families and vulnerable adults should be familiar with this document and their role in supporting safeguarding concerns to relevant local authority and internal Further My Future recording procedures.

This policy is also available to service users, and should be made available to service users at the initial point of their engagement with Further My Future.

All Further My Future should be fully aware of the Child Protection procedures associated with the content of this policy, outlined in Appendix 4.

Further My Future's approach to safeguarding

Further My Future's approach to safeguarding is based on the strength of our relationships. We prioritise the use of a dynamic approach to the identification, assessment and response to risk in all interventions with service users.

Our organisational structure and approach to safeguarding emphasises the collaborative relationship with all service users and any partners associated with our service delivery. This approach ensures a timely and effective response to any safeguarding concerns. Working in partnership with stakeholders we seek to learn lessons from practice and inform our safeguarding.

In this context:

- Staff are informed and aware of indicators of possible harm and vulnerabilities.

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- Staff and managers know how to respond when possible abuse or neglect is suspected or disclosed
- Staff are skilled in a range of interventions to prevent further or future risk to service users
- Our approach enables the service user. Supporting the individual to find solutions to any risks to their safety or wellbeing.

This document outlines the standards Further My Future applies to the safeguarding of children, young people and adults. These standards allow our organisation to measure performance and achievements in safeguarding children, young people and vulnerable adults across provision.

We promote and actively encourage agreed staff behaviours designed to support effective safeguarding practice and prevention of harm. Key legislation and statutory guidance referenced within this document guides our safeguarding practice in all contexts.

What is Safeguarding

Safeguarding is dependent on the context but is encapsulated in the following:

- Protecting children from maltreatment
- Preventing the impairment of a child's health and development
- Ensuring children and young people experience safe and effective care
- Taking action to ensure children, young people and adults have access to the best outcomes
- Where deemed applicable, taking action to protect children, adults who may be in a position of vulnerability. In this context, individuals could be at risk of abuse or neglect due to action or inaction of another person(s), professional(s) or other staff within them within an institution

Definitions:

Risk is the future possibility that someone may be harmed due to a variety of neglectful or unwanted behaviours. We endeavour to reduce the likelihood of harm to our service users and to act to reduce the severity of that behaviour on the individual.

Harm is described as the 'ill-treatment or the impairment of health or development'.

Significant is defined in the Children Act 1989 (Section 47) as 'the threshold that justifies compulsory intervention in family life being in the best interests of the child' and gives local authorities a duty to make enquiries to decide whether they should take action to safeguard and promote the welfare of a child suffering or likely to suffer significant harm.

Significant harm relates to four categories of abuse: physical, emotional, and sexual and neglect, as defined in statutory documentation.

Development in this context means physical, emotional, social, intellectual or behavioural development

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Health means both physical or mental health

Ill-treatment includes sexual abuse and any/all forms of ill-treatment including those that are not physical. The Adoption and Children Act 2002 states the definition of harm includes the 'impairment suffered by hearing or seeing the ill-treatment of another'.

Abuse and **neglect** are identified in the Care Act 2014. These are clarified below:

- Physical abuse
- Sexual abuse
- Domestic violence or abuse
- Neglect or acts of omission
- Self-neglect
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse

How Further My Future Safeguards Service Users

Organisational arrangements

Our Senior Leadership Team has responsibility for the management and review of this policy and all matters relating to safeguarding.

Attached to this the team actively reviews and monitors safeguarding incidents and organisational lessons learnt, adapting operational procedures in light of this analysis, identifying improvements and adjustments in our operational delivery.

The team is responsible for disseminating safeguarding roles and responsibilities to all staff and setting the strategic direction of safeguarding across the organisation. The group is responsible for effective communication between managers and departments, acting as leadership through:

- Provision of up to date knowledge on all safeguarding issues
- Ensuring staff have access to relevant training
- Review of the impact and effectiveness of safeguarding policy in working practice

Organisational Structure & Responsibility

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The Founder has overall accountability for ensuring safeguarding arrangements. Central within this is ensuring that the senior management team has identified a Designated Safeguarding Lead for the organisation who has relevant experience and qualifications. Details can be viewed in Appendix 1.

This role includes liaison with staff involved in the delivery to service users on a regular basis to ensure that the delivery in their specific service areas is effective in implementing this policy. The role is key in ensuring the effective operational safeguarding across the service. This individual also holds responsibility for ensuring delivery staff develop close working relationships with other agencies involved in safeguarding arrangements in order that they effectively monitor the safety of the children, young people and adults that Further My Future supports.

The Designated Safeguarding Lead will report on a 6-monthly basis, drawing upon the agreed Safeguarding Standards & Behaviours outlined in this document (Appendix 2), quality assurance of practice, feedback from service users and staff, and any outcomes and measurement systems in place that form contractual agreements with service users and partners.

All members of staff and volunteers have responsibility for ensuring that service users are safeguarded throughout their engagement with Further My Future.

Ensuring an effective approach to safeguarding

Further My Future's Safeguarding Standards & Behaviours can be viewed in Appendix 2. They offer all staff and volunteers the underpinning knowledge required to promote safeguarding practice in all services. The criteria has been developed in response to the requirements set out within the Children Act (Section 11 - 2004) and the Care Act (2014). Best practice has been sought from associated guidance including "Working Together to Safeguard Children"(2015).

Further My Future - Staff Safeguarding Behaviour

Further My Future values the relationships formed with all service users and strives to make a difference. This relationship is based on respect for the individual, the development of trust and consideration for the position of the service user. All staff are to ensure clear boundaries in this context are maintained.

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Appendix 1: Designated Safeguarding Lead

Designated Safeguarding Lead	
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Job Title	Candidate Learning Designer
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Appendix 2: Safeguarding Standards & Behaviours

Our Leaders will deliver:

- A committed approach to safeguarding all service users.
- Clarity on lines of accountability within the organisation in relation to the safeguarding and welfare of all service users
- Responsive, flexible and dynamic approach to safeguarding service users, identifying need and achieving positive outcomes for service users
- A strategic approach when working with partners to improve safeguarding for all service users

Policy & Procedures will:

- Ensure all staff are clear on their role and responsibilities in reporting abuse and neglect and on their engagement in safeguarding responses that prevent and protect. This will be achieved through the provision and access to information and training designed to achieve this aim.
- Remain relevant and current in the context of national statutory guidance and locally agreed procedures (e.g. LSCB's)
- Be reviewed by the leadership on a yearly basis

Our Practice will:

- Remain representative of the organisational approach to safeguarding, will maintain and monitor our service and achieve positive outcomes for service users
- Support our staff in effective and measured responses to specific safeguarding concerns that are person-centered in approach
- Promote the effective partnerships and multi-agency work to prevent harm and protect service users

Recruitment

- Our recruitment and human resource management procedures promote the need to safeguard children, young people and vulnerable adults that include arrangement of appropriate checks, induction and ongoing training
- We are clear on our response to claims of abuse or neglect of services users against Further My Future staff or volunteers.

Learning as we practice

- We ensure at all times that our approach to safeguarding is representative of our learning culture. We learn lessons from reporting, auditing and reviewing. This in turn informs our practice to ensure that improvements are made.

Staff Induction & Training will:

- Ensure all staff, contractors and volunteers are made aware of our approach to safeguarding from induction onwards

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- Ensure all staff undertake appropriate training to equip them to carry out safeguarding responsibilities effectively. This training is refreshed at regular interval
- Ensures that all supervision and development reflect the need for the organisation to safeguard service users and enhance working practice.

Learning from service users:

Our service delivery is designed and informed in partnership with service users. This is delivered through our quality assurance processes, engagement in focus groups (e.g. Team Future, Parent's Focus group). We listen to the views of this demographic that in turn enable us to adapt and improve our service delivery, including the safeguarding of service users.

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Appendix 3: Child Protection Procedures

Statement of Intent

Further My Future's delivery and service provides experiences, training and developmental opportunities to a range of service users from a diverse demographic. All procedures are supported by current relevant national guidance and legislation to be found in appendix 4.

This document outlines the Child Protection procedures for all staff.

I'm worried about the possible abuse or neglect of a service user. What do I do now?

It is the responsibility of all staff and volunteers to ensure all child protection concern, whether considered minor or serious, are reported to the Designated Safeguarding Lead (DSL) immediately. Where the DSL is not contactable, the following individuals may be informed:

Kirsty Kearney-Greig, Director of Service Design

Caroline Walmsley, Founder & CEO

It is not the responsibility of staff or volunteers to investigate or decide on the validity of any disclosure or allegation, but to follow procedures, record and discuss concerns with DSL.

The risk that constitutes abuse and neglect are published [here](#). This supporting information will support you to define clearly your concerns and the subsequent risk of harm to the individual that is the subject of your concern.

Any questions or confusion in relation to this guidance should be referred to the Designated Safeguarding Lead (See Appendix 1 for contact details)

In any context where you have concerns about the welfare of a child, young person or vulnerable adult, you have a duty to report concerns to your DSL. However, you do also have a responsibility to respect the individuals' right to confidentiality. Do not discuss information with other staff other than your DSL, or individuals identified previously if the DSL is not available. Your concerns should be reported at the first opportunity available.

It is the duty of the DSL to decide whether to make a referral to Social Care or Police, but it is also important to be aware that as a practitioner in exceptional circumstances, that anyone can make a direct referral. Once you have made a referral you should receive feedback. Where this is not forthcoming it is advisable that you follow up any referral to ensure the concern has been received and actioned.

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When to share information about a service user with a partner agency, and when must I seek consent?

The DSL will advise you in this context as it will depend on the actual circumstances. It is good practice to ensure however that Further My Future seeks consent from service users or their parents where appropriate when you think a referral is required. This must be discussed with the DSL prior to any arrangement being discussed or actioned with the service user, parent or partner agency.

- There are clear guidelines here to help those working with children and young people:

[Information-Sharing Advice for Safeguarding Practitioners \(DfE 2015\)](#)

- And for those working to safeguard adults:

[SCIE guidance on Safeguarding Adults Information sharing](#)

How should I respond if a service user discloses abuse or neglect directly to me?

The mere act of disclosing abuse can be both frightening and challenging for any child, young person or adult. By doing so you are in a position of trust, but you should also be clear about your duty of care for the individual and that you cannot keep any disclosure secret. You should inform the individual that you have a duty to report the information to individuals with a need to know within the organisation and that this will not be common knowledge. You should also record the conversation and assure the individual that they have done the right thing.

Make sure you inform the individual that you will need to write down the details of their situation. Ensure you do not use any question that may be interpreted as 'leading' and refrain where possible from asking 'closed' questions. Remain supportive throughout.

How should I record my concerns?

The personal file of the service user contains all details about their engagement with Further My Future. All details and actions should be recorded here. The document to record any concerns on can be found here

- Be clear
- Ensure you include the key details of the service user and any required description about them in the account
- Be accurate
- Be concise
- Record only relevant information to this report
- Ensure that you are clear what is a fact and what is your opinion

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- You may need to offer some analysis – in this circumstance you need to be clear about why you are worried? What is the likelihood and possible impact should the risk occur?

How does my record of the disclosure get used?

The recordings taken in any disclosure for the basis of any referral to agencies such as Social Care or the Police in extreme circumstances. It may also be used in court reports and statutory safeguarding processes, such as Child Protection Conferences.

Further MY Future will store this record confidentially and use this report to update the progress of the incident. The document will also be used to inform and where appropriate, escalate concerns to senior members of the team, named in this document. This will be undertaken with consideration and on a need to know basis.

I'm concerned about another member of staff. I suspect their practice may be causing harm to another person or could be considered a criminal offence against another person

In the instance of an allegation being made against a staff member, their line manager will be required to immediately refer the matter to the Director of Service Design, Kirsty Kearney-Greig. The Director is then required to confirm whether the incident presents a safeguarding risk, or alternatively is a matter that should be dealt with under the organisations Complaints Policy and Disciplinary procedures.

Allegations of a safeguarding nature will typically include:

- Concern that the staff member is not suitable to practice with children, young people or vulnerable adults
- A service user has suffered harm due to the staff members actions
- The actions of the staff member are criminal in nature or intent

It will be the duty of the Operational Director to liaise with the DSL and relevant line management of the individual to follow a full investigation into the allegation.

How should I respond if I believe a service user is being radicalised?

Concerns relating to radicalisation of service users are subject to the same procedures outlined in our duty of safeguarding, already outlined in this document. In addition, the staff member should be aware that all

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localities will have a Channel Panel in place. This panel is an operational partnership designed to respond to concerns relating to radicalisation.

Working under guidance from the DSL, Further My Future staff will be supported in making an appropriate referral to the panel. This referral will then be screened for suitability by the local Channel Coordinator and the relevant local authority. The Channel Panel will subsequently be made aware of the concerns and decide on support measures if deemed appropriate.

What information do I need to make a referral to Children or Adults Social Care, or the Channel Panel?

The local safeguarding procedures should offer guidance on this, however as a guide, please be prepared to offer the following information:

- Name and address of the service user and subject of the referral
- Age and date of birth
- Communication method and language, religion, ethnicity, disability or developmental needs
- Name and address of people involved in the incident, concern or allegation
- Date and time of the incident, concern or allegation
- Nature of injury, the unwanted behaviour or other concern
- When the behaviour or injury was first noticed
- Accurate recording of the disclosure, including any questions asked by the reporting member of staff
- Date and time of any disclosure, alleged incident or witnessed behaviour

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Appendix 4: Key Legislation & Guidance

This policy has been developed using the following guidance:

- The Children Act 2004
- The Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act (2012)
- The Children Act 1989,
- The Human Rights Act 1998,
- The Data Protection Act and 1998,
- The Female Genital Mutilation Act 2003
- The Care Act 2014
- Female Genital Mutilation mandatory reporting 2015 –Procedural Information
- Channel Duty Guidance 2015 and the Prevent Duty for Schools and Childcare Providers 2015
- Working Together to Safeguard Children 2015
- Keeping Children Safe in Education 2016

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