

Policy title:	Safeguarding Policy		
Scope:	Group-wide – Aspire Housing, PM Training and Realise		
Policy owner & job title:	Daniel Canavan – Director of Operations PM Training Paul Malkin – Head of Customer Services Alun Bragg – Head of Neighbourhoods		
Approver:	Daniel Canavan & Paul Malkin		
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POLICY SUMMARY

- Aspire includes Aspire Housing, PM Training and Realise
- Aspire Housing believes that children and adults with care and support needs must be protected from harm at all times
- To ensure children and adults with care and support needs are protected, Aspire will have up to date safeguarding policies, procedures and processes which all appropriate staff members have read and received training on
- All members of staff have a duty to ensure that they follow procedures to help ensure that children and adults with care and support needs are protected from harm

Associated Policies and Procedures: -

- Children and Vulnerable Adults Safeguarding Procedure 2019
- Prevent Policy 2019
- Acceptable Behaviour Policy 2019 (PM Training only)

Please Note: All relevant staff should read the Children and Vulnerable Adults Safeguarding Procedure

1. POLICY STATEMENT

1. Scope of Policy

Aspire is committed to safeguarding the welfare of children and adults with care and support needs. This policy and the corresponding procedure, aims to meet our responsibilities to protect the safeguarding and welfare of children and adults with care and support needs.

This policy applies to all staff (including temporary staff), volunteers, contractors and agents who work for Aspire. It will also be applicable to any training subcontracting to PM Training.

2. Policy Definitions

2.1 Safeguarding

Safeguarding and promoting the welfare of children and adults with care and support needs is defined as:

- Protecting children and adults with care and support needs from maltreatment
- Preventing impairment of children's and adults with care and support need's health or development.

2.2 Abuse and neglect

- Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child or an adult with care and support needs by inflicting harm, or by failing to act to prevent harm.
- Children and adults with care and support needs may be abused in a family or in an organisation 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 child or children.
- The source of risk may intentionally be abusing the child or adult with care and support needs and in other cases they may be causing risk to the person by their inability to cope with any given situation or level of support and care needs.

2.3 Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological. It may be an act of neglect or an omission to act or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

2.3 A child

A child is any person under the age of 18.

2.4 An Adult with Care and Support Needs.

An adult with care and support needs is a person aged 18 years or over who may be in need of community care services by reason of mental or other disability, age or

illness and who is or may be unable to take care of himself or herself, or unable to protect him or herself against significant harm or exploitation.

2.5 Types of abuse can include the following. Please note that this list is not exhaustive.

- Physical: being hurt or harmed either deliberately or through rough, careless or thoughtless behaviour, including assault, hitting, slapping, pushing, misuse of medication or inappropriate physical sanctions
- Psychological or Emotional abuse or bullying: being humiliated or put down or made to feel anxious, frightened or intimidated, including threats of harm or abandonment, deprivation of contact, controlling, coercion, verbal abuse and cyber bullying
- Neglect and acts of omission: not being given the things you need to feel safe and comfortable or not making sure you get the care or treatment you need.
- Sexual abuse: being made to do something that you don't want to, didn't or couldn't agree to, including rape, indecent exposure, sexual harassment, looking, touching or innuendo and exposure to sexual photography or pornography
- Financial or Material Abuse: someone using your money or possessions in a way that you don't want or isn't in your best interest, includes theft, fraud, internet scamming and coercion in relation to an adults financial affairs or matters
- Discriminatory abuse: includes forms of harassment, slurs or similar treatment, because of race, gender, age, disability, sexual orientation or religion
- Domestic Violence: includes physical abuse while in a relationship, this can cover sexual relationships, sibling groups, children abusing parents and any other close or family relationship.
- Self-neglect: includes adults with care and support needs who for one reason (mental ill-health / physical disability / choice) or another are putting themselves in a highly risky and dangerous situation by not looking after their overall wellbeing.

- Modern Slavery: includes children and adults with care and support needs who are either trafficked and / or imprisoned against their will by people exploiting their vulnerability.
- Organisational: included any business giving care and support to children and adults with care and support needs. These can be accommodation based including care homes and supported living accommodation and can also include community services including nursing and domiciliary care in the individual's own home.

3. Policy

3.1 Aspire believes that children and adults with care and support needs must be protected from harm at all times.

3.2 To ensure children and adults with care and support needs are protected Aspire will have up to date safeguarding policies, procedures and processes which all appropriate staff members have read and received training on.

The Head of Housing will act as safeguarding lead for Aspire Housing; there will be four trained designated persons (two for children and two for vulnerable adults) to take responsibility for child and adult safeguarding enquiries.. These officers will also form a panel that will meet regularly to review cases and safeguarding matters and will ensure continuous development and improvement within Aspire Housing.

The Director of Operations at PM Training will act as overall Safeguarding Lead for PM Training supported by a team of staff trained to level 2 as a minimum in the Learning Services Department who will deal with any incidents. The Operations Manager will be the lead on learner related safeguarding issues and will provide regular updates to the PM Exec team and PM Board.

PM Training also have a nominated Safeguarding Champion on the Board – Alice Belcher

3.3 All members of staff have a duty to ensure that they follow procedures to help ensure that children and adults with care and support needs are protected from harm.

3.2 We are committed to working in partnership with agencies that have a statutory responsibility towards children and adults with care and support needs. And we recognise our duty to co-operate as defined in the care act 2014.

3.3 We aim to ensure that our employees are knowledgeable and appropriately skilled for the client group with which they routinely work.

3.4 Where needed we will co-operate fully with section 44 SAR instigated by our partners in statutory services. Where we have reason to believe that a member of our staff presents a risk to children and adults with care and support needs we will take appropriate HR action to ensure that children and adults with care and support needs are no longer at risk from this person. We recognise our duty to inform the LADO or DASM for children or adults respectively where we've identified that a professional from any service is a risk to others.

3.5: Aspire recognise the direction to 'make safeguarding personal' and adhere to it and the ethos of 'no decision about me without me' as set out in the care act 2014.

4. Responsibilities

4.1 Responsibilities of Aspire:

- Aspire will have in place trained Designated People to help and support colleagues in respect of safeguarding children and adults.
- Aspire will provide appropriate training, updates and support to enable front line employees, volunteers and involved customers to be able to recognise abuse and understand the processes they are required to take. Training will be provided to a minimum of Safeguarding Children and Adults level 1 every 3 years.
- Aspire recognises that witnessing and / or reporting abuse can be difficult and stressful for the staff member involved and therefore support will always be offered at the time of reporting the abuse and through the 1 to 1 process. The manager will support the member of staff to access the relevant support either internally via the Designated Lead or through professional organisations.
- Aspire has a duty of care to ensure that all staff who have specific and regular contact with children and adults with care and support needs are appropriately checked following the DBS guidelines. This will also be stated at the advertisement stage of the recruitment process.
- Staff should receive training and guidance on how to approach potentially abusive situations. Where members of staff are exposed to such situations this should be managed in line with the lone working policy and a risk assessment should be completed.

- Staff should receive training, support and guidance on how to deal with abuse which may be targeted at them or a colleague.

4.2 Responsibility of employees:

- When visiting homes Aspire staff and contractors will show their I.D before entering a home, they should never enter unless a responsible adult is present and should avoid being left alone in a room with a child or adult with care and support needs at any time during the visit.
- Where the tenant or licensee is under the age of 18, an assessment will be completed to ascertain whether there is a requirement to visit in twos or if there needs to be an appropriate adult present
- Aspire employees have a responsibility to recognise and address suspected, disclosed or known abuse of both Children and Adults. If any member of staff has reason to suspect that abuse is occurring they should speak to their Line Manager or Designated Person and take steps as set out in the Safeguarding Children and Adults procedure.
- All Managers have to take responsibility for any alerts that come to their attention in their service area. They must never ignore, underplay or pass on overall responsibility to another member of staff or peer. Managers also have a key role in helping develop understanding, knowledge and confidence to ensure protection procedures are followed effectively, professionally and safely. Arrangements are in place to ensure no member of staff making an alert or indeed, any manager has to shoulder this burden on their own.
- Referrals to investigating agencies should be made by the person who identified the abuse whilst carrying out their job role, supported by the staff member's line manager WITHIN 24 HOURS of an incident being reported. If there are immediate protection issues the referral should be made by telephone, to the appropriate Duty Officer (Staffordshire and /Stoke on Trent Adult Safeguarding Partnership) or (Staffordshire and Stoke on Trent Children's Safeguarding Partnership).
- Information will be shared with other agencies in accordance with statutory procedures. If the child or adult is deemed to be at risk or any other person is considered to be at risk referrals may still be made despite not having consent of the person involved. Where an adult has capacity, they can refuse consent to; share information with non-professionals, a medical examination and to make a complaint to the Police. Each decision whether or not to share and / or breach a person's right to confidentiality will be made by balancing

the risk to the individual and others and right to confidentiality of the individual (Article 8 Human Rights Act 1998 / Mental Capacity Act 2005).

- Any criminal offences should be reported immediately to the Police.
- Any incident involving a registered care provider should be reported to the National Care Standards Commission / CQC. .
- Any incident which involves an alleged perpetrator who is in a position of trust working with vulnerable people shall also trigger a 'whistle blower' response from Aspire to reduce the likelihood of other children or adults being abused. Any incident which involves an alleged perpetrator from our own organisation will also trigger an investigation into their conduct by the HR department.
- Discussions will take place within 24 hours and if a strategy meeting is to be held it should take place within 3 working days of referral.
- Where group activities are taking place such as diversionary activities or youth projects, parental carer consent forms must be obtained for every child taking part in the activity without the parent or carer present. These activities will respect local authority guideline ratios for safe supervision and will be risk assessed.
- Aspire staff should never take photographs or recordings of children for any purpose. The Aspire Group's Marketing team will follow their own procedures regarding obtaining parental consent which should include specific permission for use.

5. Reporting

Staff will follow the procedure as set out in the accompanying procedures document.

Through these procedures we aim to ensure;

5.1 All safeguarding concerns are recorded on a database, which will include as a minimum, name and address of the person at risk, name of reporter, name of manager or designated person, what the concern was, what actions were taken and the reasons for the decision. A database will also be updated of cases referred to Local partners for safeguarding of children and adults.

5.2 Where reports of abuse are raised there should be a co-ordinated multi- agency approach to tackling the abuse or neglect. All agencies and departments involved, including social and health services and support agencies should be informed of the report and an immediate course of action should be agreed and taken to resolve the issues. This should where appropriate, include a review of the whole service including those provided by other agencies.

5.3 Where reports of abuse are made, there should be a planned approach to victim support. Victims should be advised of and supported to contact appropriate support networks and agencies.

5.4 Perpetrators of abuse should be dealt with in a planned way in accordance with Aspire policies and procedures including Anti Social Behaviour, Complaints, Nuisance and Harassment.

6. Disclosure of Information

Confidential information will only be passed to external organisations with the individual's consent except in the case of exceptional circumstances as detailed in the Data Protection Act 1998. These circumstances would include:

- where there is clear evidence of fraud
- to comply with the law
- in connection with legal proceedings
- to protect the health and safety of the individual, where the health and safety of the individual would be at risk if the information were not disclosed, or there is a legal requirement to do so.

Assurances of absolute confidentiality should not be given in reports of abuse. The Data Protection Act should not be a barrier to sharing information that needs to be shared (on a need to know basis).

7. Monitoring and Review

Implementation of this policy and relevant procedure will be subject of an annual audit. The policy will be reviewed every year.

Safeguarding procedure Aspire Housing
Safeguarding Procedure PM Training

Equality & Diversity:

This policy and accompanying procedures has been considered against our Equality and Diversity Policy and is applicable to all children and adults with care and support needs no matter what their ethnic group, religion, gender, ability/disability or sexual orientation.

Further Reading and Guidance Points

- Keeping Children Safe in Education 2018 (and subsequent updates)
- The Children Act 2004 (with consideration for legislative changes)
- Safer Working Practice for Adults who Work with Children and Young People 2015
- Safeguarding Children and Safer Recruitment in Education 2010
- Working Together to Safeguard Children 2018
- Information Sharing Guidance for Practitioners 2015

Staffordshire and Stoke on Trent Adult Safeguarding partnership:

<https://www.ssaspb.org.uk/Home.aspx>

Staffordshire Safeguarding Children Board:

<http://www.staffsscb.org.uk/Home.aspx>

Stoke on Trent Safeguarding Children Board

<http://www.safeguardingchildren.stoke.gov.uk/ccm/portal/>

Working Together to Safeguard Children 2018:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

No Secrets, Department of Health 2000:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/194272/No_secrets_guidance_on_developing_and_implementing_multi-agency_policies_and_procedures_to_protect_vulnerable_adults_from_abuse.pdf

Care and Support Statutory Guidance, Issued under the Care Act 2014, Department of Health (Section 14 Adult Safeguarding)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/366104/43380_23902777_Care_Act_Book.pdf