



## ***Rites for Girls Safeguarding Policy and Procedures***

<b>Section heading</b>	<b>Section content</b>
<b>1. Introduction</b>	<p>Rites for Girls makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>Rites for Girls comes into contact with children and / or vulnerable adults through the following activities: delivery of Girls Journeying Together Groups.</p> <p>The types of contact with children and / or vulnerable adults will be regulated monthly contact with girls in a small group, with occasional contact to talk with a girl on her own.</p> <p>This policy seeks to ensure that Rites for Girls undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff and associates in their practices and clarifies the organisation's expectations.</p>
<b>2. Confirmation of reading</b>	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Rites for Girls.</p> <p>Please complete the details below and return this completed form to Kim McCabe.</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>
<b>3. Legislation</b>	<p>The principal pieces of legislation governing this policy are:</p> <p>Working together to safeguard Children 2010 The Children Act 1989 The Adoption and Children Act 2002: The Children act 2004 Safeguarding Vulnerable Groups Act 2006 Care Standards Act 2000 Public Interest Disclosure Act 1998 The Police Act – CRB 1997 Mental Health Act 1983 NHS and Community Care Act 1990 Rehabilitation of Offenders Act 1974</p>



#### 4. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

##### Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

##### Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless



## 5. Responsibilities

**All associates and staff** (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all associates and staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

### **Additional specific responsibilities**

Key responsibilities at various levels are:

- The policy is in place and appropriate
- The policy is accessible
- The policy is implemented
- The policy is monitored and reviewed
- Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented
- Promoting the welfare of children and vulnerable adults
- Ensure associates and staff (paid and unpaid) have access to appropriate training/information
- Receive concerns about safeguarding and respond to all seriously, swiftly and appropriately
- Keep up to date with local arrangements for safeguarding and DBS
- Develop and maintain effective links with relevant agencies.
- Take forward concerns about responses



## 6. Implementation Stages

The scope of this Safeguarding Policy is broad ranging and in practice it will be implemented via a range of policies and procedures within the organisation. These include: Health and Safety policy, Data Protection, Confidentiality, Equal Opportunities, Staff Induction and Training.

### **Safe recruitment**

Rites for Girls ensures safe recruitment through the following processes:

- Providing the following safeguarding statement in recruitment adverts or application details: 'recruitment is done in line with safe recruitment practices.'
- Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities.
- There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding
- Shortlisting is based on formal application processes/forms and not on provision of CVs
- Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification
- DBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. Enhanced DBS checks will be required for all associates.
- No formal job offers are made until after checks for suitability are completed (including DBS and 2 references).

### **Disclosure and Barring Service Gap Management**

The organisation commits resources to providing Disclosure and Barring Service check on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.

In order to avoid DBS gaps, the organisation will maintain and review a list of roles across the organisation which involve contact with children/ vulnerable adults.

In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place ensure that their established staff and roles are regularly reviewed through

- A 3-year rolling programme of re-checking DBS's is in place for holders of all identified posts.
- Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children / vulnerable adults will be subject to a DBS check.
- There will be systematic checking of safeguarding arrangements of partner organisations.
- Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non compliance procedures.



<p><b>7. Communication training and support for staff</b></p>	<p>Rites for Girls commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p> <p><b>Induction</b> will include</p> <ul style="list-style-type: none"><li>• Discussion of the Safeguarding Policy (and confirmation of understanding)</li><li>• Discussion of other relevant policies</li><li>• Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence)</li><li>• Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding</li></ul> <p><b>Training</b></p> <p>All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. All associates will be required to complete safeguarding training and supply evidence of this.</p> <p><b>Communications and discussion of safeguarding issues</b></p> <p>Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:</p> <ul style="list-style-type: none"><li>• team meetings</li><li>• one to one meetings (formal or informal)</li><li>• clinical supervision</li></ul> <p><b>Support</b></p> <p>We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:</p> <ul style="list-style-type: none"><li>• Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.</li><li>• Seeking further support as appropriate e.g. access to counselling.</li><li>• Staff who have initiated protection concerns will be contacted by line manager within 1 week.</li></ul>
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<b>8. Professional boundaries</b>	<p>Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>Rites for Girls expects staff and associates to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:</p> <ul style="list-style-type: none"><li>• Personal relationships between an associate or a member of staff (paid or unpaid) and a client who is a current or past service user is prohibited.</li><li>• No use of abusive language</li><li>• No use of punishment or chastisement</li><li>• Permission must be given before passing on service users' personal contact details</li><li>• No accepting responsibility for any valuables on behalf of a client</li></ul> <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures or loss of association.</p>
<b>9. Reporting</b>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Rites for Girls</p> <p>Communicate your concerns with our safeguarding officer(s)</p> <p>Seek medical attention for the vulnerable person if needed</p> <p>Discuss with parents of child or with vulnerable person. Obtain permission to make referral if safe and appropriate</p> <p>If needed seek advice from NSPCC helpline</p> <p>Complete the Safeguarding Report Form if required and submit to the safeguarding officer within 24 hours of making a contact</p> <p>Ensure that feedback from the safeguarding officer is received and their response recorded.</p>



<b>10. Allegations Management</b>	<p>Rites for Girls recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:</p> <p>Any member of staff (paid or unpaid) from Rites for Girls is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer. A written record of the concern will be completed by them.</p>
<b>11. Monitoring</b>	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"><li>• Safe recruitment practices</li><li>• DBS checks undertaken</li><li>• References applied for new staff</li><li>• Records made and kept of supervision sessions</li><li>• Training – register/ record of staff training on child/ vulnerable adult protection</li><li>• Monitoring whether concerns are being reported and actioned</li><li>• Checking that policies are up to date and relevant</li><li>• Reviewing the current reporting procedure in place</li><li>• Presence and action of designated senior manager responsible for Safeguarding is in post</li></ul>
<b>12. Managing information</b>	<p>Information will be gathered, recorded and stored in accordance with the following policies Data Protection Policy, Confidentiality Policy</p> <p>If there is a concern that a child may be at risk of serious harm and the adult does not have consent from the child or from a person with parental responsibility for the child to make a referral, then this is a matter for supervision, and where necessary for expert professional advice on child protection law and practice, which should be available from the legal department of the local authority or the department of social services. There is no legal requirement to report child sexual abuse, general abuse or neglect so this must be decided in consultation with a supervisor. This is an ethical decision and a personal choice for each facilitator, but there is, at present, no duty or legal requirement upon them to report.</p> <p>All associates and staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
<b>14. Communicating and reviewing the policy</b>	<p>Rites for Girls will make clients aware of the Safeguarding Policy through the website.</p> <p>This policy will be reviewed by Kim McCabe every 3 years and when there are changes in legislation.</p>