



## Safeguarding Policy Statement

Type of policy	Clinical
Owner	Director of Clinical Services – Andrea Lambert
Originator	Chief Executive Officer – Clare Periton
Date created	June 2023
Date of last review	
Reviewed by	
Date of next review	June 2026
Where policy is filed	S Drive

Main Headings	<ol style="list-style-type: none"><li>1. Policy Statement</li><li>2. Purpose of the Policy</li><li>3. Roles and Responsibilities</li><li>4. Monitoring and Review</li><li>5. The Legal Framework</li></ol>
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Signed .....

Date .....19/07/2023

Clare R Periton

Chief Executive Officer

## 1. Policy Statement

Helen & Douglas House is committed to safeguarding every child, and any adult who may be at risk of abuse, who encounters the organisation.

Helen & Douglas House recognises that it has duty of care to safeguard children and adults from abuse, harm or neglect.

Helen & Douglas House acknowledges its duty to act appropriately with regard to any allegation made against anyone working on its behalf and also to any disclosures or suspicion of abuse.

Helen & Douglas House believes that:

- the welfare of all children and young people is paramount
- all people, regardless of age, ability, gender, racial heritage, religious or spiritual beliefs, sexual orientation and /or identity, have the right to equal protection from harm or abuse
- some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with their children, their parents, carers and other agencies is essential in promoting people's welfare
- Adults who may be at risk should be at the centre of any decision making

Helen & Douglas House recognises its responsibility to provide staff and volunteers with a framework for safeguarding and its responsibility to provide training and support to all staff and volunteers throughout the organisation.

This policy has been developed in accordance with the principles established by legislation and guidance (see section 5).

This policy applies to all staff, namely Trustees, paid staff, volunteers, sessional workers, agency staff, students, contractors, and anyone in a position of trust.

A child is defined as a person under the age of 18 (Children Act 1989).

An adult at risk is defined as 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 him or herself, or unable to protect him or herself against significant harm or exploitation.

This policy should be read alongside organisational policies and guidance on:

<ul style="list-style-type: none"><li>• Recruitment</li><li>• Recording, storing and sharing information</li><li>• Confidentiality</li><li>• ICT, Social Media</li><li>• Photography</li></ul>	<ul style="list-style-type: none"><li>• Health and Safety</li><li>• Harassment</li><li>• Whistleblowing</li><li>• Training, supervision and support</li><li>• Fundraising</li></ul>
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## 2. Purpose of the Policy

The purpose of this policy is to:

- protect people who are associated with Helen & Douglas House including the children who use our services, relatives of the children who use our services, staff, volunteers, customers and supporters
- provide guidance to all staff, namely Trustees, paid staff, volunteers, sessional workers, agency staff, students, contractors, or any other person in a position of trust about the overarching principles which guide our approach to safeguarding and child protection

To keep people safe, Helen & Douglas House will:

- provide a setting where people feel listened to, safe, secure, valued and respected
- appoint a Designated Safeguarding Lead and ensure a clear line of accountability with regard to safeguarding concerns
- ensure that all those in a position of trust<sup>1</sup> are provided with up to date and relevant information, training, support and supervision to enable them to fulfil their role and responsibilities in relation to safeguarding and child protection
- provide a clear procedure to follow when safeguarding and child protection concerns arise
- ensure effective and appropriate communication between all of those involved in safeguarding an individual
- build strong partnerships with other agencies to promote effective and appropriate multi-agency working, information sharing and good practice

### 3. Roles and Responsibilities

All individuals in a position of trust must:

- understand the different types of abuse and recognise the possible risks and indicators
- understand their responsibility to report any concerns that a person is being, or is at risk of being, abused or neglected. This includes reporting any concern they may have regarding another person's behaviour towards a child or children or an adult at risk
- when appropriate liaise with other agencies, contribute to safeguarding assessments and attend child protection meetings / core groups / conferences
- record and store information legally, professionally, and securely in line with organisational policies and procedures
- undertake the required level of training for their role
- understand the line of accountability for reporting safeguarding concerns and be fully aware of Helen & Douglas House's Designated Safeguarding Lead and their role within the organisation

The **Board of Trustees is ultimately accountable** for ensuring that settings provided by Helen & Douglas House are safe by the adoption of a Safeguarding Policy and by ensuring the implementation of effective safeguarding procedures.

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<sup>1</sup> A position of trust is defined as any position that requires its holder to enjoy the trust of those who elected or chose the holder

**Operational accountability for safeguarding issues within Helen & Douglas House lies with the Chief Executive Officer.** This responsibility is delegated to the Director of Clinical Services who is the designated person for the organisation.

**The Director of Clinical Services** is responsible for ensuring that safeguarding policies and procedures are in place and that the delivery of the service is in line with these.

#### **Safeguarding Team**

The Safeguarding Team is comprised of staff members who have additional knowledge and skills of safeguarding in practice. Membership includes:

Director of Clinical Services – Safeguarding Lead

Medical Director

Consultants

Members of the Senior Clinical Team

Social Workers

#### **Safeguarding Steering Group Aim**

Through continuous development, learning and monitoring to ensure that Helen & Douglas House is a safe organisation for service users, staff, volunteers, and supporters.

**Members of the Safeguarding Team and Safeguarding Steering Group** are responsible for ensuring that staff within the organisation are aware of the policies and procedures. Line managers are responsible for ensuring that all staff have completed mandatory training applicable to their levels of responsibility.

#### **Safer Recruitment**

**The Director of Support Services** is responsible for ensuring that safer recruitment policies and processes are in place. Safer recruitment is central to safeguarding people. This includes ensuring that Helen & Douglas House adopts safe recruitment and selection procedures which prevent unsuitable persons from gaining access to children and adults at risk.

#### **4. Monitoring and Review**

This policy will be reviewed every three years by the Director of Clinical Services or delegated person.

Monitoring of the policy will be through quarterly reporting to Clinical Governance Committee and the Safeguarding Steering Group.

We will monitor incidents, learning from incidents and mandatory training compliance.

#### **5. The Legal Framework**

This policy has been developed in accordance with the principles established by the following legislation and guidance:

##### **Children**

- Children Act 1989
- United Nations Convention on the Rights of the Child 1991
- Human Rights Act 1998
- Children Act 2004



- Equality Act 2010
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years
- What to do if you are worried a Child is being Abused 2015
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2022
- Oxfordshire Safeguarding Children Board guidelines

### **Adults**

- Care Act 2014
- Health and Care Act 2022
- Safeguarding Vulnerable Groups Act 2006
- Human Rights Act 1998
- Mental Capacity Act 2005
- Mental Capacity (Amendment) Act 2019
- Charity Commission 2019 Safeguarding and protecting people for charities and trustees
- Institute of Fundraising: Guidance for Fundraisers: Responding to the Needs of People in Vulnerable Circumstances and Helping Donors make Informed Decisions

