

# HOUGHTON AND WYTON PARISH COUNCIL IN CONJUNCTION WITH HOUGHTON & WYTON TIME BANK Safeguarding Policy and Procedures

Section heading	Section content
<b>1. Introduction</b>	<p>Houghton &amp; Wyton Time Bank (the Time Bank) in conjunction with Houghton &amp; Wyton Parish Council (the Council) makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>The Time Bank comes into contact with children and / or adults at risk through the following activities: delivery of services, time bank exchanges and events, general activities and meetings.</p> <p>This policy seeks to ensure that the Time Bank in conjunction with the Council undertakes its responsibilities with regard to protection of children and / or adults at risk and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisations' expectations.</p>
<b>2. Legislation</b>	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"> <li>○ The Care Act 2014</li> <li>○ Working together to safeguard Children 2010</li> <li>○ The Children Act 1989</li> <li>○ The Adoption and Children Act 2002:</li> <li>○ The Children act 2004</li> <li>○ Safeguarding Vulnerable Groups Act 2006</li> <li>○ Care Standards Act 2000</li> <li>○ Public Interest Disclosure Act 1998</li> <li>○ The Police Act – CRB 1997</li> <li>○ Mental Health Act 1983</li> <li>○ NHS and Community Care Act 1990</li> <li>○ Rehabilitation of Offenders Act 1974</li> </ul>
<b>3. Definitions</b>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or adults at risk wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>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.</p> <p>It can take a number of forms, including the following:</p>

	<ul style="list-style-type: none"> <li>• Physical abuse</li> <li>• Sexual abuse</li> <li>• Emotional abuse</li> <li>• Bullying</li> <li>• Neglect</li> <li>• Financial (or material) abuse</li> </ul> <p>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).</p> <p>Definition of Adults at Risk An adult at risk 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 <b>may</b> include a person who:</p> <ul style="list-style-type: none"> <li>• Is elderly and frail</li> <li>• Has a mental illness including dementia</li> <li>• Has a physical or sensory disability</li> <li>• Has a learning disability</li> <li>• Has a severe physical illness</li> <li>• Is a substance misuser</li> <li>• Is homeless</li> </ul>
<b>4. Responsibilities</b>	<p><b>All staff</b> (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 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.</p> <p><b>Additional specific responsibilities</b> The Time Bank in conjunction with the Council has responsibility to ensure:</p> <ul style="list-style-type: none"> <li>• The policy is in place and appropriate</li> <li>• The policy is accessible</li> <li>• The policy is implemented</li> <li>• The policy is monitored and reviewed</li> <li>• Liaison with and monitoring the Designated Senior Manager work</li> <li>• Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented</li> <li>• Promoting the welfare of children and adults at risk</li> <li>• Ensure staff (paid and unpaid) have access to appropriate training/information</li> </ul> <p>The Time Bank Coordinator in conjunction with the Parish Clerk will:</p>

	<ul style="list-style-type: none"> <li>• Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately</li> <li>• Keep up to date with local arrangements for safeguarding and CRB</li> <li>• Develop and maintain effective links with relevant agencies.</li> <li>• Take forward concerns about responses</li> </ul>
<b>5. Implementation Stages</b>	<p>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 organisations. These include:</p> <ul style="list-style-type: none"> <li>• Grievance and disciplinary procedures – to address breaches of procedures/ policies</li> <li>• Health and Safety policy, including lone working procedures, mitigating risk to staff and clients</li> <li>• Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory</li> <li>• Data protection (how records are stored and access to those records)</li> <li>• Staff induction</li> <li>• Staff training</li> <li>• Act as safeguarding lead person</li> </ul> <p><b>Safe recruitment</b></p> <p>The Time Bank and the Council ensure safe recruitment through the following processes:</p> <ul style="list-style-type: none"> <li>• Job or role descriptions for all roles involving contact with children and / or adults at risk will contain reference to safeguarding responsibilities.</li> <li>• There are person specifications for roles which contain a statement on core competency with regard to child/ adult at risk protection/ safeguarding</li> <li>• Shortlisting is based on formal application processes/forms and not on provision of CVs</li> <li>• Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification</li> <li>• DBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and adults at risk. DBS checks from another employer will not be deemed to be sufficient. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or adults at risk in a wide range of posts.</li> <li>• No formal job offers are made until after checks for suitability are completed.</li> </ul> <p><b>Disclosure and Barring service Gap Management</b></p> <p>The organisation commits resources to providing DBS check on staff (paid or unpaid) whose roles involve contact with children and /or adults at risk.</p> <p>In order to avoid DBS gaps, the organisation will maintain and review a list of roles across the organisation which involve contact with children/ adults at risk</p> <p>In addition to checks on recruitment for roles involving contact with children/ adults at risk, for established staff the following processes are in place:</p> <ul style="list-style-type: none"> <li>• A 3 year rolling programme of re-checking DBS's are in place for holders of all identified posts.</li> </ul> <p>Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves</p>

	<p>contact with children / adults at risk will be subject to a DBS check</p> <p><b>Service delivery contracting and sub contracting</b>  <b>Where appropriate:</b></p> <ul style="list-style-type: none"> <li>• There will be systematic checking of safeguarding arrangements of partner organisations</li> <li>• Safeguarding will be a fixed agenda item on any partnership reporting meetings.</li> <li>• Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non compliance procedures.</li> </ul>
<b>6. Communications training and support for staff</b>	<p>The Time Bank and the Council commit 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</li> <li>• Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alert guide for adult safeguarding</li> </ul> <p><b>Training</b>  All staff who, through their role, are in contact with children and /or adults at risk will have access to safeguarding training at an appropriate level.</p> <p><b>Communications and discussion of safeguarding issues</b>  Any discussion at a meeting will be held in a closed session. All reports and discussions will be held in confidence.</p> <p><b>Support</b>  We recognise that involvement in situations where there is risk or actual harm can be stressful for staff or members concerned. All staff are advised to speak to their line manager and will be offered further support.</p>
<b>7. Professional boundaries</b>	<p>The Time Bank and Council expect staff to protect the professional integrity of themselves and the organisation. Professional boundaries must be adhered to and there is further guidance in the Code of Conduct.</p> <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures</p>

<b>8. Reporting</b>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Houghton &amp; Wyton Parish Council, and Time Bank.</p> <p>Communicate your concerns with your immediate manager / Time Bank Coordinator.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Seek medical attention for the child or adult at risk if needed</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Discuss with parents of child Or with adult at risk. Obtain permission to make referral if safe and appropriate</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">If needed seek advice from the Children and Families helpdesk or Adults helpdesk</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making contact</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Ensure that feedback from the Local Authority is received and their response recorded</p> <p>Any incidents should be reported to the Local Authority Designated Officer at Cambs County Council. Cambridgeshire Children's Social Care can be contacted on 0345 045 5203 or 01773 234 724 (out of hours)</p>
<b>9. Allegations Management</b>	<p>The Time Bank and the Council recognise their duty to report concerns or allegations against its staff (paid or unpaid) within the organisations or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:  First step: Any member of staff (paid or unpaid) is required to report any concerns in the first instance to the Time Bank Coordinator, or the Parish Clerk.  Second step - contact local authority for advice. The Local Authority Designated Officer at Cambs County Council. Cambridgeshire Children's Social Care can be contacted on 0345 045 5203  Third step – follow the advice provided.</p> <p>The Council recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document <a href="http://www.isa.gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf">http://www.isa.gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf</a></p>

<b>10. Monitoring</b>	<p>The Time Bank and the Council 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 / new members</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> </ul>
<b>11. Managing information</b>	<p>Information will be gathered, recorded and stored in accordance with the Data Protection Policy.</p> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and adults at risk. The public interest in safeguarding children and adults at risk may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Time Bank Coordinator and Parish Clerk.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
<b>12. Conflict resolution and complaints</b>	<p>The Time Bank and the Council are aware of the GSCB policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy (at <a href="http://www.gscb.org.uk">www.gscb.org.uk</a> ) and if necessary this will be taken forward by the Parish Clerk.</p> <p>Conflicts in respect of safety of adults at risk will be taken forward by the Parish Clerk via the GCC Community and Adult Care Directorate</p>
<b>13. Communicating and reviewing the policy</b>	<p>The Time Bank will make members aware of the Safeguarding Policy through the Time Bank website</p> <p>This policy will be reviewed by the Time Bank every year before the AGM and when there are changes in legislation.</p>

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