

Safeguarding

Policy and Procedures

Responsibilities and information relating to the care of children, young people and adults with care and support needs attending activities organised by PWLS and by other groups using our premises.

Portland Works Little Sheffield Ltd

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Portland Works, Randall Street, Sheffield S2 4SJ
Registered in England & Wales. Company No: IP031143



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Details of our Organisation and Location

Portland Works (Little Sheffield) Limited
Randall Street
Sheffield
S2 4SJ

Telephone 0114 275 9354

Charity Number: 31143R
Insurance Company – 006304730

PWLS is a cooperative of traditional and modern craftspeople located within one of the UK's most important historical industrial buildings. A number of events and open days have been held at the works, and children and young people, and adults with care and support needs are welcome at all events.

Introduction

This file contains the Policy and Procedural Guidelines developed for PWLS. The aim has been to produce a single policy document, whilst recognising that tenants and hirers may have very different concerns in relation to safeguarding issues. This may relate to whether or not parents and carers are present, if children and young people attend, or if there may be particular concerns for some adults.

This policy does not cover in detail the recognition of the signs of abuse in children or adults, neither does it fully prepare those in caring positions to listen and respond to children and adults who may disclose abuse. Some of this is covered in the Appendices to the Policy or may be found elsewhere. However, there is no substitute for training. This policy must therefore always be backed by ensuring that all who are involved with safeguarding children, or adults with care and support needs have been supported with appropriate awareness raising and training.

Important note

The term “vulnerable adult” has often been used in safeguarding policies. It has now been replaced by “adults with care and support needs” as defined in the Care Act 2014. This covers adults who have need of care and support whether or not the local authority is meeting these needs, are experiencing, or are at risk of, abuse or neglect; and as result of those care and support needs are unable to protect themselves from either the risk of or the experience of abuse or neglect.

Safeguarding Policy and Procedures

Our Commitment

As a community-based organisation, we recognise the need to provide a safe and caring environment for children, young people and adults at our events and during associated activities. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect.

We are therefore committed to:

- Ensuring that all children and young people aged under 18, and adults with care and support needs, who attend events, or activities organised by PWLS, are safe
- Ensuring that when anyone discloses concerns or details of abuse of any kind, their concerns are taken seriously and responded to immediately and appropriately, whether or not the concerns relate to the event (and thus include matters occurring outside the works as well as internet safety)
- Implementing safeguarding procedures for volunteers wishing to undertake activities with under 18s and adults with care and support needs, and providing them with information, training and support as required
- Anticipating environmental risks and seeking to minimise these (e.g. building safety, access to the event by other people)
- Maintaining the balance between the rigorous care and protection of the vulnerable, and the warmth of the welcome extended to all who attend the works
- Ensuring that groups and organisations using the works are fully aware of their safeguarding responsibilities and have appropriate safeguarding procedures in place

We hope safeguarding issues present minimal risk within the works; however, the procedures and guidelines presented in this document are here to protect us all. Awareness of risk and appropriate vigilance do not undermine the purpose or nature of organised activities.

This policy is drawn up to guide and protect both under 18s and adults with care and support needs and those who are involved with them. It is based upon current Child Protection legislation including the Children Acts of 1989 and 2004.

We should encourage a culture of awareness and openness in relation to safeguarding issues by all in the organisation, ensuring that everyone feels able to seek help when needed.

Undertaking Activities with Children, Young People and Adults

Volunteers

In this policy we refer both to staff, volunteers, tenants, directors, and others from outside the organisation who undertake involvement, as volunteers.

All volunteers undertaking activities with under 18s in any way that results in a 'duty of care' (e.g. children's class/activities, special events, trips) are required to make an application for clearance with the Disclosure and Barring Service (DBS). A nominated person will advise on the process of applying and they or the building manager will verify their application (See Appendix 4 for full details).

Volunteers organising groups specifically for adults with care and support needs must also apply for DBS clearance.

The directors of PWLS need to consider and be satisfied that the volunteers understand their safeguarding responsibilities and present no risk to the children and young people. This latter responsibility may be documented by recording that each volunteer has read and understood the Safeguarding Policy.

- Volunteers who have a current enhanced DBS check with another organisation, where they are working with children, young people or adults will not be required to undertake another check if they have already signed up to the updating service. When a DBS check has been completed for a role, volunteers will be encouraged to sign up for the updating service so that checks do not have to be renewed. It remains the responsibility of PWLS to check each volunteer's DBS information every three years.
- If a caution/conviction is revealed, this must be referred to the nominated director for a risk assessment.
- Volunteers should work in pairs and observe the advised adult/child ratios: 1:3 for babies aged 0-2, 1:4 for children aged 2-3 and 1:8 for over 3s. If necessary, another volunteer should support the group if numbers are unexpectedly high. It is best practice that pairs of volunteers are not a couple, i.e. in a relationship together/from the same household.
- Very occasional volunteers (e.g. parents) who may provide additional support for an activity, may not feasibly always be DBS checked, but no one without DBS clearance must ever have sole charge of children.
- A register of those attending classes/activities, and of helpers for each session, must be kept. Any injuries/serious incidents must be documented. These records including registers when complete should be returned to the building manager and kept securely for 25 years and then reviewed. (See forms at Appendix 10) All volunteers are to be given a copy, either paper or electronically, of this policy and procedural guidance, and be made aware of the nominated director, to whom they may turn for advice and support. PWLS will keep a record of everyone who has confirmed that they have read this document. (See Appendix 10 Forms).
- Volunteers will be encouraged and supported to attend safeguarding training.

Parents

Volunteers assume shared responsibility for children's welfare during classes/activities in between registration and reunion with their parent/carer. A parent/carer must make themselves contactable, should the need arise, whilst their child is in a class or activity.

Parents have full responsibility either side of their children attending an event/activity, though all volunteers are encouraged to oversee the welfare of all those that attend the works.

Procedures for Responding to Abuse

Please note that both children, young people and adults may find the works a safe place to express concerns about things that have happened outside the works, including inappropriate internet activity (grooming, cyber-bullying, invasion of privacy, distribution of offensive images etc.).

See Appendix 3 for more information about how to respond to Children, Young People or Adults at risk of harm.

In the event of suspected abuse or allegation by any person, wherever it may have taken place:

- Make it clear to the child, young person or adult making the allegation you take the matter seriously
- Listen carefully and do not ask questions as it could prevent them from saying more or put things in their mind that were not there already
- Show acceptance of what you are told, even if it seems unlikely or too awful to be true – also make it clear that it will not always be possible to maintain confidentiality
- Explain what you intend to do
- Do not discuss allegations with parents or carers until advice from professionals has been sought
- Record details of your conversation either immediately or as soon as possible afterwards
- Report the matter to the nominated director or an appropriate person outside the works, for example the police or a local authority professional
- The nominated director will ensure appropriate action is taken which may involve discussion with a Local Authority professional and will record the action taken, together with the date and time

The safety of the child, young person or adult overrides all other considerations.

If a child, young person or adult is in immediate danger:

- Call the police on 999, or
- Contact the appropriate local authority whose telephone numbers are listed in Appendix 9. This includes numbers that can be used at any time day or night.

The nominated director may be contacted for informal discussion but is not an expert in the field and cannot take action on behalf of PWLS.

Follow-up Actions Following a Referral to a Statutory Agency

When a volunteer has referred suspected abuse or an allegation to a statutory agency the nominated director must be informed or if they are not available the building manager must be informed. Information should only ever be shared on a strictly “need to know” basis.

Where there may be the possibility of legal action involving PWLS, the Directors and the building manager will decide if and when information should be passed to the Charity Commission and the Area Meeting’s insurers. The Disclosure and Barring Service may also need to be informed depending on the case and the outcome of the investigation.

Directors’ Responsibilities

Directors must:

- Ensure the building is safe and that risks have been fully assessed on an annual basis (including any parking area, entrances, access to roads etc.)
- Identify vulnerable spots in and around the Works and communicate necessary safeguards (for example, being especially vigilant, within areas where children may walk freely that have public access)
- Ensure that all hirers using the building whose groups may include under 18s and/or adults with care and support needs, provide evidence of appropriate safeguarding procedures of their own, which must reflect the level of detail included in the PWLS Safeguarding policy or if they do not have their own policy that they commit to adopting the policy at Appendix 6
- All policies must include reference to DBS checks, but we cannot legally ask to see evidence of the checks
- The ultimate responsibility for the welfare of those who use the works lies with the directors. If users have any concerns or queries about whether hiring groups are meeting their safeguarding responsibilities, they are advised to confer with the nominated director – where concerns remain, these concerns should be referred to the Directors
- Conditions of Hire given to those wishing to book rooms should include the wording set out in Appendix 5 with a heading of “Safeguarding Requirements and Responsibilities”
- All booking forms should include wording to the effect that the hirers have read and agree to our safeguarding requirements and have provided evidence of their own safeguarding procedures which are deemed to meet the requirements of the PWLS Safeguarding Policy – This must be agreed before their first booking takes place and when an employee is responsible for bookings, the nominated director will check this with them
- It is good practice to record in committee minutes that when bookings have been accepted from new groups, which have children and young people attending or are for adults with care and support needs, that our safeguarding requirements have been met
- Hiring groups will need to identify one person with safeguarding responsibility with whom the nominated director may liaise, although this will not necessarily be the person running the group at the works
- Ensure that all data is kept private and secure in accordance with the Data Protection legislation

Safer Recruitment – Employees

We will ensure all employees will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview where this is appropriate
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check have been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- A suitable induction programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given access to the organisation's safeguarding policy and knows how to report concerns.

The Nominated Director

PWLS will appoint a nominated director to handle safeguarding issues. The nominated director will act as a point of contact for receiving safeguarding information and disseminating this within their meeting, ensuring volunteers are aware of all issues that relate to them.

In events with children and young people, or where volunteers are aware of adults with care and support needs or if ex-offenders/prison leavers wish to attend events or where outside groups hire rooms at the works, directors may opt to divide the safeguarding responsibilities among several directors, one in each of these areas.

This could include a volunteer having a specific responsibility for safeguarding adults, the building manager ensuring that the directors are aware of all the issues that relate to the building and its use, and a volunteer involved with children and young peoples' events/activities ensuring all the safeguarding requirements are met with regard to these events/activities.

Where several volunteers are undertaking safeguarding roles in this way within the works, one should have overall responsibility for co-ordinating the group, and be the point of contact for the nominated director, who is the person from whom advice may be initially sought within the works. However, it is recognised that they are not experts in the field but will understand when and to whom to refer safeguarding issues.

This may include the nominated director, the building manager, outside agencies or local authority professionals.

The nominated director will:

- Ensure that everyone using the works is familiar with this policy and any updates, and meets their safeguarding responsibilities
- Support the building manager in ensuring the safety of all users of the building and grounds.
- Give consideration to PWLS procedures for recruiting and appointing volunteers, and ensuring that they have had a copy of this policy and understand their responsibilities it sets out.
- Foster links with external agencies if and when required.
- Be aware of, and support, as far as is practicable, ex-offenders/prison leavers attending the works, who may pose a risk to the works. (This may result from contact with a prison Chaplain and may include a “person posing a risk to children” (previously referred to as Schedule 1 offenders). Safeguarding concerns should be discussed with the Chaplain, building manager and event organiser as deemed appropriate. A formal risk assessment may be needed, and particular safeguards may need to be put in place. (See Appendix 7).
- Ensure training opportunities are made known to volunteers and pursued as appropriate.
- Ensure appropriate care for those who have been the subject of abuse wherever it occurred.
- Ensure records are kept of accidents/incidents and registers are kept of children and volunteers who attend events and activities, and that these are sent to directors.

The name of the nominated director and contact details will be clearly displayed and made easily accessible to all. (See Appendix 8 for poster template).

The building manager will undertake the Disclosure and Barring Service checking (DBS verification) of all volunteers involved with children’s and young people’s activities, groups for

adults with care and support needs and employees where needed and updating of DBS checks as required. They will also maintain the list of checks carried out with the dates and details of the DBS clearances. (See Appendix 10).

PWLS Safeguarding Co-ordinator

Directors will appoint a Safeguarding Co-ordinator who will:

- Inform the Chair of directors any referrals to statutory agencies
- Organise training for volunteers
- Liaise with directors and keep them informed of any concerns about local implementation of this policy
- Keep all safeguarding information securely including reports of accidents/ incidents and registers of those attending activities for children and young people – these should be kept for up to 25 years and then reviewed
- Ensure all volunteers have copies of the PWLS safeguarding policies and procedures, including any updates
- Provide a point of contact for volunteers who wish to raise safeguarding concerns/seek advice
- Keep up to date with safeguarding issues, review this policy, and advise the directors about amendments that may be required
- Ensure that all records are passed on to their successor or when there is no safeguarding co-ordinator to the Chair of directors

This policy was approved by the PWLS Directors on 26 April 2018.

It will be reviewed by December 2018, with any changes to be implemented from 1 January 2019.

Signed

John Rouse

Chair, Board of Directors