



Safeguarding Policy & Procedure



Alexandra Bastedo (Champions) Animal Sanctuary

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY & PROCEDURES

Policy lead: Gemma Page (Designated Safeguarding Officer) 1 November 2020

This policy, the accompanying Safeguarding Policy Statement and Code of Behaviour documents were agreed by the Board of Trustees on 29th October 2020. The policy will be subject to annual review by the Board.

For this policy the following positions have been assigned:

Gemma Page – Designated Safeguarding Officer

(Gemma@abcanimalsanctuary.co.uk)

Margaret Southwell – Designated Safeguarding Deputy Officer

(Maggie@abcanimalsanctuary.co.uk)

Dominic Citrone – Designated Safeguarding Director

(Dominic@abcanimalsanctuary.co.uk)

Cheryl Tofield-Cook - Volunteer Lead

(Cheryl@abcanimalsanctuary.co.uk)

1 Statement of policy

Safeguarding children and vulnerable adults is a priority for ABC Animal Sanctuary. The activities carried out by ABC Animal Sanctuary mean that our volunteers and Trustees may come into contact with people who are at risk of harm. All Trustees and volunteers are requested to help promote the welfare of children and vulnerable adults and report any safeguarding concerns to the relevant person.

This policy, and associated procedures, upholds ABC Animal Sanctuary's duties and reinforces our values and responsibilities in ensuring we provide a safe and responsive environment which safeguards children and vulnerable adults. It demonstrates compliance with UK legislation, policy guidance, research and good practice. This policy applies to all volunteers, including the board of trustees, contractors, or anyone working on behalf of the organisation, and shall be referred to as 'volunteer' under this policy.

ABC Animal Sanctuary has a responsibility to safeguard the welfare of all children and vulnerable adults who are involved in our work. This policy sets out our approach to reducing and managing risks, and the action volunteers are asked to take when dealing with safeguarding concerns.

2 Purpose

The purpose of this policy is to ensure:

- a) The safety needs and interests of children and vulnerable adults who receive ABC Animal Sanctuary services are upheld.
- b) Appropriate response is made to protect all children and vulnerable adults who may be experiencing abuse.
- c) All volunteers are provided with the overarching principles that guide our approach to safeguarding.

This policy provides clear procedures on what to do if you have a safeguarding concern, how to manage, respond and refer those concerns, and where to go for help and support. This applies to all staff and volunteers across all divisions.

3 Our approach to Safeguarding

3.1 Safeguarding Group, Roles & Responsibilities

Designated Safeguarding Officer will oversee all elements of safeguarding, complete investigations into allegations and concerns of abuse, and ensure compliance with policies and procedures. The Designated Safeguarding Officer will liaise with and seek advice from external agencies, as required.

Designated Safeguarding Director will support ABC Animal Sanctuary's safeguarding responsibilities, provide support and guidance to Designated Safeguarding Officers in dealing with any difficult or urgent concerns, and ensure policies and procedures are complied with, reviewed, and updated.

3.2 Recruitment of Volunteers

ABC Animal Sanctuary's recruitment of volunteers requires an application form and declaration of suitability to complete the duties required. The law in the UK makes it clear that, under certain circumstances, criminal background checks can be used as part of recruiting volunteers:

- We have a legal duty to carry out full criminal background checks for roles that involve very specific tasks that are considered regulated activity or regulated work.
- We are entitled to carry out full criminal background checks for roles that involve substantial, unsupervised contact with children or vulnerable adults, but do not involve carrying out tasks that constitute regulated activity or regulated work.
- We are not eligible to ask for full criminal background checks for any other roles.

In England and Wales, criminal background checks are carried out by the Disclosure and Barring Service (DBS).



Safeguarding Policy & Procedure



Requesting a full criminal background check for a role that is not eligible is unlawful. ABC Animal Sanctuary will only carry out the appropriate level of criminal background checks on successful applicants for volunteer roles, where it can be clearly demonstrated that such a check is justified under the relevant national law.

3.3 Learning & Development

All volunteers will be made aware of their role in supporting ABC Animal Sanctuary's safeguarding responsibilities.

4 DEFINITIONS

4.1 Types of Abuse

The Care Act, 2014 and Working Together, 2015 outline categories of abuse, which include:

- Discriminatory
- Domestic violence
- Financial and material
- Institutional
- Modern slavery
- Neglect/acts of omission
- Physical
- Psychological/emotional
- Sexual

Child: Any person under the age of 18 years (Children Act, 1989).

Vulnerable adult: A vulnerable adult is someone over the age of 18 who is or may be for any reason, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Safeguarding: In its simplest terms safeguarding can be defined as 'keeping children and vulnerable adults safe from harm'. It is a broad term that can refer to things such as road safety and playground safety, as well as specific abuse.

Child protection: Is part of safeguarding and refers to the activity undertaken to protect young people. It focuses on specific types of abuse and our response to its occurrence.

Local Authority Designated Officer: Working Together, 2015 says that local authorities should have designated a particular officer (a qualified social worker), or team of officers (either as part of multi-agency arrangements or otherwise), to be involved in the management and oversight of allegations against people that work with children. Local authorities in England should identify designated officers (referred to as the LADO) to be involved in the management and oversight of individual



Safeguarding Policy & Procedure



cases of allegations of abuse made against those who work with children as set out in the Allegations Against People who Work with Children Procedure (published by the Department of Children, Schools and Families). Local authorities will also have procedures for dealing with allegations against people who work with vulnerable adults.

The role of the LADO is to give advice and guidance to employers and voluntary organisations, liaise with the police and other agencies and monitor the progress of cases to ensure that they are dealt with as quickly as possible, and are consistent with a thorough and fair process.

5 RECORDING AND REPORTING CONCERNS

Volunteers are asked to report concerns about the welfare of people they come into contact with. These may relate to the behaviour of other staff or volunteers or working practices in place.

Individual volunteers must never investigate an allegation of abuse unless appointed to do so by a Designated Safeguarding Officer.

In all circumstances, volunteers should take the following action:

- a) Ensure their own safety – leave the situation if they are at risk of harm;
- b) Where there is clear evidence of harm or an imminent danger call the emergency services immediately;
- c) Treat all allegations of abuse seriously;
- d) Report concerns to the Designated Safeguarding Officer as soon as possible.

5.1 Responding to a Child/Adult at Risk Concern

If a safeguarding concern comes to your attention, the following actions must be taken by the person receiving the information:

1. If in person, always offer reassurance, listen to and take seriously what is being said. Never promise to keep secrets or be persuaded by the individual or others not to take action if you are worried that the individual is being harmed or is at risk of harm.
2. Complete the safeguarding record form (see Appendix A) as soon as possible after receiving information, including date, time, words spoken, injuries noticed/disclosed, and a brief outline of the concern or incident. It may be necessary to undertake some enquiries, including full name, age, mobile number, email address, and any involvement with ABC Animal Sanctuary's work.



Safeguarding Policy & Procedure



It is not your job to investigate or verify what is being said, or to examine the child/adult; this is the statutory responsibility of the local authority/child protection services and/or the police.

3. If the child/adult is at immediate risk of harm, (unless doing so would put you or others at risk):
 1. Refer immediately to the police by calling 999, or NSPCC on 0800 800 5000.
 2. Contact your Team Leader/Volunteer Lead, to inform them that you are making a safeguarding report.
4. Explain the process (where possible) to the child/adult; that you will need to pass this information on, to whom you'll pass it on to, the reasons why, and any possible actions.
5. Report the concern to the Designated Safeguarding Officer, forwarding to them the completed Safeguarding Record Form. The Designated Safeguarding Officer will review all details of the case and make a clear assessment of whether the information received is deemed to be a child/adult protection referral, and/or a situation in which further action must be taken. They may also contact the Designated Safeguarding Director and external agencies for further information and advice.
6. The Safeguarding Officer will be responsible for agreeing any necessary further action with the Safeguarding Director. If a referral is needed to a child/adult protection agency, this will be completed by a member of the Safeguarding Group within 24 hours.
7. The Designated Safeguarding Officer will also complete necessary sections on the respective Safeguarding Record Form to provide details of further people contacted, together with any outcome known at that stage. Reports should be copied to the Designated Safeguarding Director.
8. If at any point, the situation escalates and it seems that the person is at increased risk, the Designated Safeguarding Officer must immediately contact the police.
9. The Designated Safeguarding Officer must establish the outcome of the referral. The Local Authority Social Work Manager will decide if child/adult protection procedures are appropriate. If adult/child protection services do not make further contact with ABC Animal Sanctuary within three days, the Designated Safeguarding Officer will contact them for an update.

10. The Designated Safeguarding Officer will inform the individual who raised the concern of the outcome in as much detail as possible, respecting confidentiality. In many cases this is likely to be an acknowledgement of receipt of the concern, and confirmation that action has been taken.
11. The person reporting the concern can request an update on the outcome from the Designated Safeguarding Officer. If they are not satisfied by the actions taken, they can raise this with the Designated Safeguarding Director, who will look into the matter further.

6 INVESTIGATING ALLEGATIONS OF ABUSE

Where a Designated Safeguarding Officer decides that the allegations need to be investigated, the issue will be notified to the appropriate local authority, health and social care trust and/or the police. All enquiries will be managed within the local authority, trust or police procedures, in line with legal and statutory guidance. The main aim of any enquiries is to prevent or stop harm to children or vulnerable adults.

ABC Animal Sanctuary volunteers may be asked to cooperate as required with any external protection agencies, enquiries or investigations.

6.1 Allegations of Abuse Made Against ABC Animal Sanctuary Volunteers

ABC Animal Sanctuary must investigate where an ABC Animal Sanctuary volunteer is alleged to have abused someone. The Designated Safeguarding Officer will discuss the allegation with the Designated Safeguarding Director, decide whether the allegation needs to be reported to the police and/or Local Authority Designated Officer (LADO).

A decision must be made as to whether the volunteer can continue in their normal duties, or whether adjustments should be made to their work to protect them and/or others. This is in order to allow an investigation to be carried out as quickly as possible while minimising risk. The Designated Safeguarding Director will advise on the investigative process and an appropriate person to carry out any investigation. Any adjustment and/or investigation will be carried out under the disciplinary policy & procedure.

All volunteers who are alleged to have abused someone will be signposted to agencies that can provide support until any investigation is concluded.

6.2 E-safety & Social Media

When accessing or using ABC Animal Sanctuary's social media or making personal postings linked to the organisation:



Safeguarding Policy & Procedure



- The use of e-media should always be within the context of a planned and supervised piece of work, consistent with ABC Animal Sanctuary's Safeguarding Code of Conduct
- Volunteers are required to gain permission from their relevant Team Leader on taking and storing digital images and gain appropriate consents for all images of children used.
- All forms of social media and internet postings must be moderated appropriately.

7 SUPPORT FOR STAFF AND VOLUNTEERS

Certain circumstances may increase the risk of physical or emotional harm, such as when dealing with an animal in distress. ABC Animal Sanctuary has a duty to ensure that all volunteers have access to regular supervision and the opportunity to discuss their own wellbeing.

8 SAFEGUARDING & BEHAVIOUR CODE

All volunteers are asked to follow the guidelines set out within the Behaviour Code, to help protect the integrity of themselves and the organisation.

9 CONFIDENTIALITY

All documentation relating to incidents or allegations of people being harmed, or placed at risk of harm, will be kept and treated confidentially and in accordance with the Data Protection Act (DPA). This includes information from Safeguarding Report Forms, individual details, and outcomes of all investigations. Only those people who need to know about an incident will be kept informed.

The minimum relevant information will be stored within a restricted access and managed by the Safeguarding Director.

11 REFERENCES AND ASSOCIATED GUIDANCE

- ABC Animal Sanctuary's Behaviour Codes
- The Care Act 2014
- Children's Act 1989
- Managing Problems Policy



Safeguarding Policy & Procedure



Safeguarding Record Form (appendix A)

Please complete all sections of this form with as much information as possible. If you do not have the information, do not let it delay reporting the concern. Once reports, the safeguarding officer will speak with you if there are any questions or clarifications needed. If you need support in completing this form, you can contact the Safeguarding Officer – Gemma@abcanimalsanctuary.co.uk

Once this form is complete, please scan and send to Gemma@abcanimalsanctuary.co.uk
Information provided will be managed sensitively and stored in line with our internal safeguarding procedures.

Details of the Child/Young Person or Vulnerable Adult and their Parent(s)/Carer or Guarding (if known)			
Name			
Gender		Date of Birth	
Parent / Carer / Guardian Name(s)			
Home Address			
Telephone Number			

Your Details			
Your Name		Your Role	
Contact Phone Number		Date form completed	

Detail of the person alleged to have caused harm or who there is reason to believe may cause harm (if known)			
Name			
Gender		Age / DOB	
Home Address			

Safeguarding Policy & Procedure

Report			
These are my own concerns	Yes	<input type="checkbox"/>	These are concerns raised by someone else
			Yes <input type="checkbox"/>
		(Please provide details)	
Nature of your concern (Please describe what you have been told or observed that has worried you)			
Description:			
Please tick here if you have attached a supporting document (e.g. letter)			<input type="checkbox"/>

Further Actions Taken			
Details of any witnesses to the incident			
Police / Other Emergency Services	Yes	<input type="checkbox"/>	Other ABC Volunteer
			Yes <input type="checkbox"/>
Further Details: Including what advice did they give you and what actions did you take			
Print Name		Signature	



Safeguarding Policy & Procedure



To be completed by the Safeguarding Officer

Assessment and actions:

Assessment and actions:		
Safeguarding Officer	Print Name	Signature
Date:		

Document Control		
Version	Status	Date
V1.0SPP	Board Approved	29/10/2020