

Safeguarding Policy

Version History

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Section 1: Organisation Details

Name of Organisation: The Saffires Project

Address: % Central Baptist Church, Charles Street, Leicester, LE1 1LA

Tel No: 07467139302

General Email address: info@saffires.org.uk

Chair of Trustees Name: Rebecca Panting

Chair of Trustees Contact Telephone / Email: 07886623616 / beckyp@saffires.org.uk

Designated Safeguarding Lead (DSL): Rebecca Panting

Designated Safeguarding Lead Contact Telephone / Email: 07467139302 / beckyp@saffires.org.uk

Safeguarding Trustee: Claire Greaves

Safeguarding Trustee Contact Telephone / Email: 07855517307 / cegreaves@yahoo.co.uk

Charity Number: 1193407

Insurance Company: Aviva Insurance Limited

Safeguarding Provision: thirtyone:eight, Beyond the Streets, Phasic Ltd (Christian Safeguarding Services)

The following is a brief description of our organisation and the type of work / activities we undertake with children and adults who have care and support needs:

Saffires is governed by a Board of Trustees under a Constitution ratified on 4th February 2021. The charity employs a small staff team and recruits a wider team of volunteers to deliver its services.

We deliver outreach services and chaplaincy-style support to women affected by prostitution particularly on the streets, in massage parlours/saunas, and women advertising sexual services online. We also offer bespoke individual support as requested by women.

Section 2: Introduction

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this, is the Board of Trustees.

The Board of Trustees is appointed to have independent authority and legal responsibility for an organisation or charity and have a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (ICSA The Governance Institute, 2017)

Principles

The welfare of children and adults at risk is everyone's responsibility, particularly when it comes to protecting them from abuse. All Saffires service users are potentially vulnerable or at risk. It is likely that, through the normal working practices of Saffires, their team members will come into contact with adults at risk who may require protection and assistance. Saffires is committed to ensuring that vulnerable people who use our services are not abused and that working practices minimise the risk of such abuse. Saffires' Trustees and team members have a duty to identify abuse and report it. Saffires will uphold its duty to offer such protection and assistance and to ensure its safeguarding practice reflects statutory responsibilities, government guidance and best practice.

This Policy and these Procedures are based on the following principles:

- The welfare of children and adults at risk is of paramount concern.
- All children and adults at risk, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse and the responsibility of the statutory authorities (e.g. Local Safeguarding Board, the Adult Care Trust, Children's Social Services and the Police) to conduct, where appropriate, a safeguarding investigation.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the General Data Protection Regulation.

Positions of Trust

All adults working with children, young people and adults at risk are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022 it is illegal (England and Wales) for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

The following Safeguarding Policy and Statement aims to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example,
- we are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles
- there are accountability structures in place
- codes of conduct outline expectations of all involved with the organisation
- the values of the organisation are embedded in its day to day actions and behaviours of its people and in its training
- there is open communication

Our commitment

As a Board of Trustees we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As Trustees we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

Our safeguarding statement, which will be displayed in our premises, can be found in Appendix A.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight (thirtyoneeight.org/ten-standards). All Saffires’ policies are reviewed annually and work alongside each other to inform our practice, in conjunction with current legislation including the Equalities Act 2010.

This policy will be reviewed annually and an audit of all safeguarding policies, practices and systems will be completed every two years, following the [Christian Safeguarding Services](#) audit tool.

Section 3: Prevention

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

To safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse are included in Appendix B. Details of how to document and respond to concerns, disclosures and allegations are outlined in Section 6 of this policy, with more detailed procedures for receiving and reporting disclosures in Appendix C.

Safer recruitment

The Trustees will ensure all workers 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
- Those shortlisted have been interviewed
- The candidates' identity has been verified
- The candidates are aged 18 and over due to the context in which we operate
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (we will comply with [Code of Practice](#) requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant, including formal safeguarding training

- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

A full procedure for safer recruitment, including a checklist for recruiters is available in Appendix D. DBS Procedures are outlined in Appendix E.

Safeguarding training

The Trustees are committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training every two years.

The Trustees will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Practice Guidelines & Codes of Conduct

As an organisation working primarily with adults with care and support needs we wish to operate and promote good working practice. As Trustees we are committed to supporting all workers and ensuring they receive support and supervision. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

Our [code of conduct](#) and training materials give clear expectations about what is expected for personal conduct within and outside of Saffires as well as procedures for activities run by the charity. Our training courses include details of the forms required for activities, including risk assessments, as well as how to enter records of all activities onto the database. We also have complaints policies available for [service users](#) as well as [staff and volunteers](#), and a [whistleblowing policy](#) which all staff and volunteers have access to. Further training will be provided as necessary.

In line with our commitment to operating within a trauma-informed approach, we do not have a zero-tolerance approach to abusive and discriminatory language and behaviours from our clients. Instead we will appropriately challenge language and behaviours, and provide support to staff and volunteers who are affected by such incidents, primarily through the support mechanisms outlined in Section 7 of this policy.

Physical intervention or restraint should never be used by staff or volunteers in the course of engaging with clients or their associates. Following risk assessments should mitigate the risk of physical aggression arising, but where this takes place staff and volunteers should exit the property/situation and call the police, and the Designated Safeguarding Lead should be informed.

Section 4: Partnership working

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

In situations where a formal partnership is established with another organisation in order to deliver services, we will ensure that clear guidelines and a written agreement are put in place regarding safeguarding expectations. Any partnerships formed will be reviewed by trustees at the outset who will ensure they are in line with our principles and values as outlined in Section 2.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding. Our [confidentiality policy](#) outlines in detail when information can and cannot be shared internally and externally.

Section 5: Rights and Responsibilities

Responsibilities of Saffires' Project Manager and Trustees

- to follow the Saffires' [Safer Recruitment Checklist](#) (outlined in Section 2) when recruiting new staff and volunteers
- to ensure team members are aware of adults at risk and children's need for protection
- to DBS check volunteers that have access to or work with adults at risk- according to Regulated Activity guidelines (see SVG Act 2006 Schedule 4 part 2 / DOH Regulated activity: adults 2012)
- to notify the appropriate agencies if abuse is identified or suspected. Those shortlisted have been interviewed
- to support and where possible secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability
- to recruit, train, support and supervise its team members to adopt best practice to safeguard and protect children and adults at risk from abuse and to minimise risk to themselves
- to require volunteers to adopt and abide by this Safeguarding Policy for Children and Adults at Risk and these Procedures.

Responsibilities of Saffires staff and volunteers:

- to be familiar with the safeguarding children and adults at risk protection policy
- to fully recognise responsibilities for safeguarding children and adults at risk
- to declare any existing or subsequent convictions
- to respect and promote the rights, wishes and feelings of children and adults at risk in line with the policy of Saffires
- to promote and implement appropriate procedures to safeguard the wellbeing of children and adults at risk and protect them from abuse in line with Saffires safeguarding policy and government legislation
- to adopt best practice to safeguard and protect children and adults at risk from abuse and to minimise risk to themselves
- to respond to all allegations of misconduct or abuse of children and/or adults at risk in line with this Policy and these Procedures.
- to liaise with statutory and all other appropriate agencies in safeguarding everyone that Saffires come into contact with in carrying out its work.

Support for those who report abuse

All those making a complaint or allegation or expressing concern, whether they are Saffires team members or service users or members of the public should be reassured that

- they will be taken seriously
- their comments will usually be treated confidentially but their concerns may be shared with the appropriate authorities if they or others are at significant risk

The adult/child at risk has the right:

- to be made aware of this policy
- to have alleged incidents recognised and taken seriously
- to receive fair and respectful treatment throughout and referral process
- to be involved in any process as appropriate
- to receive information about the outcome

Those receiving an allegation of abuse should

- listen to the child/ adult at risk's account, if it can be given, of what has happened and how any injuries occurred
- record the nature of the allegation (include all of the information obtained during the initial account e.g. time, date, location of alleged incident)
- write a description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not examine the child/ adult at risk)
- record details of any witnesses to the incident
- confirm whether the child/ adult at risk's parents/guardians/carers have been contacted
- record details of anyone else who has been consulted and the information obtained from him or her
- if it is not the child/adult at risk making the report, confirm whether the child/adult at risk has been spoken to, if so what was said record, sign and date on the day what they have seen, heard or been told

Section 6: Responding to allegations of abuse

Documenting a Concern

- If there is an ongoing concern about the welfare of the client but insufficient evidence to constitute abuse or neglect, the client care diary must be used and information collected to ensure that any suspicions which in themselves are not concerning, are monitored to build a clear picture of the individual's well-being. Should the Designated Safeguarding Lead (DSL) or Project Manager feel the client is putting themselves at risk or is at risk from others, the information will be given to Leicestershire police for intelligence purposes.
- Client care diaries will be used to record concerning comments or behaviour of clients which do not constitute the need for referral in themselves but build a picture of client wellbeing. This will be monitored by Designated Safeguarding Lead (DSL) and/or Project Manager as information gathered may build a picture which constitutes the need for referral or information sharing with other statutory agencies.
- Concerns should be added to Lamplight as soon as possible. Where access to Lamplight is not available, a paper copy of the form should be completed and passed to the DSL, who will input the details to the system. All paperwork should be stored securely in the filing cabinet.

Responding to allegations or suspicions of abuse

Under no circumstances should a Saffires volunteer or staff member carry out their own investigation into an allegation or suspicion of abuse.

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Project Manager or the Designated Safeguarding Lead (DSL). The DSL and deputy DSL have been nominated by Saffires to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities. The role of the DSL is to collate and clarify the precise details of the allegation or suspicion and pass this information onto statutory agencies who have a legal duty to investigate.

In the absence of the DSL or, if the suspicions in any way involve the DSL, then the report should be made to the Saffires Trustees. If the suspicions implicate both the DSL and Project Manager, then the report should be made in the first instance to the Saffires Trustees. You should also contact the Thirtyone:eight on 0300 003 11 11. They would be well positioned to guide you as to whether to proceed to contact Social Services or the police.

Where the concern is about a child the DSL will share information directly with Leicestershire Police who will pass on all referrals to the relevant agency. Where the concern is regarding an adult in need of protection due to lack of care or neglect, the DSL will contact Adult Social Services or take advice from Thirtyone:eight as above.

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the DSL or their deputy, the absence of these persons should not delay taking advice from the Thirtyone:eight and if necessary, referral to Social Services and the Police.

Documenting a Disclosure

- Disclosures must be reported as soon as possible to the Designated Safeguarding Lead. (see Appendix C and F for fuller details)
- Make a full written record of the disclosure as soon as is practicable (preferably within one hour of the person talking) either directly onto Lamplight or using a Saffires disclosure form including, if appropriate, a description of any injury, its size, and a drawing of its location and shape on the person's body. If appropriate write down any information you can immediately after speaking with the person, this can be attached to the disclosure form.
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.
- All notes must be passed on to the Designated Safeguarding Lead or Safeguarding Trustee to assist them should the matter need to be referred to Adult or Children's Social Services or the police.
- Try to establish the name of the child/adult and the age, date of birth of the child/adult, home address and telephone number of the child/adult.
- Include the nature of the allegation in the child/adult's own words, any times, dates or other relevant information.
- Establish whether the person making the report is expressing their own concern or the concerns of another person.
- Write down exactly what has been said, when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Sign and date any written record which will be retained securely.

Confidentiality

In line with our [confidentiality policy](#), staff or volunteers receiving information about possible abuse should always treat that information as confidential in the sense that it must not be disclosed to anybody except those having a legal duty to receive it, for example the Police, Social Services, the Child and Adult . Communicating information obtained from the Disclosure certificate under the Police Act 1997 is a criminal offence.

Saffires will support the Designated Safeguarding Lead in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

Referral procedures

The role of the DSL/deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate. A full role description for the DSL and deputy can be found [here](#).

- The person in receipt of disclosures, allegations or suspicions of abuse should report these as soon as possible to:

Name: Rebecca Panting (Designated Safeguarding Lead)

Tel: 07467139302

Email: beckyp@saffires.org.uk

The above is nominated by the Trustees to act on their behalf in dealing with the disclosure, allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Designated Safeguarding Lead or, if the suspicions in any way involve the Designated Safeguarding Lead, then the report should be made to:

Name: Claire Prestwich (hereafter the "Deputy")

Tel: 07305101464

Email: claire@saffires.org.uk

If the suspicions implicate both the Designated Safeguarding Lead and the Deputy, then the report should be made in the first instance to the Saffires Trustees, and to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111. Option 2

Alternatively contact Social Services or the police.

- The Designated Safeguarding Lead/Deputy should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

Name of local authority: Leicester City Council

Children's Social Services

Tel: 0116 454 1004 - Duty & Advice Service, 24/7

Website Address:

<https://www.leicester.gov.uk/health-and-social-care/support-for-children-and-young-people/children-s-social-care/>

Leicester Adult Safeguarding Referrals: 0116 454 1004 (Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm) Out of Hours – Leicester, Leicestershire and Rutland: 0116 255 1606

Up to date contact details for local adult and children's safeguarding services can be found [here](#).

- The DSL may need to inform others depending on the circumstances and/or nature of the concern
 - Chair of Trustees or Trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the DSL, the absence of the DSL or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
- Any referral to statutory agencies will be made by the Designated Safeguarding Lead or Project Manager via previously agreed processes – unless the allegation is against a staff member whereupon the trustees will action the referral
- The Trustees will support the DSL/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Trustees hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the DSL/Deputy has not responded appropriately, or where they have a disagreement with the DSL(s) as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

Flowcharts outlining referral procedures for different scenarios are included in [Appendix F](#). [Appendix C](#) outlines procedures for responding to allegations made against Saffires staff and volunteers. [Appendix G](#) outlines detailed procedures for responding to concerns of abuse against children and adults.

Any serious incidents will be referred to trustees, who will review and implement any learning, for example updating risk assessments, policies or procedures, as well as reporting to the Charity Commission where appropriate.

Section 7: Pastoral Care

Supporting those affected by abuse

The Trustees are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of Saffires. We will continue to provide our services to service users who have been affected by abuse and will signpost to relevant specialist agencies and services where appropriate and with a service users' consent.

Supporting team members

The Trustees are committed to offering pastoral care to those who are a part of our team, recognising that the work we do can lead to secondary and vicarious trauma. All workers with direct contact with service users are required to take part in regular supervision with a trusted mentor, as well as fully engaging with debrief sessions following engagement with service users. Where necessary and appropriate, Saffires will facilitate professional support for workers, and with their consent ensure support is also provided through their local church.

Working with offenders and those who may pose a risk

When someone applying to work with Saffires is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Trustees will risk assess the application based on the results of an enhanced DBS check. If the applicant is subsequently successful in their application a further risk assessment will be completed around their specific duties, formal and informal visits to homes where children / vulnerable adults are present, and reviewed monthly. The senior leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on the risk assessment and through consultation with appropriate parties.

Adoption of the policy

This policy was agreed by the trustees and will be reviewed annually in January.

Signed by:

Position:

Signed by:

Position

Date: