



Safeguarding Policy

1. Safeguarding Policy Statement

It is Share and Repair policy to develop and implement arrangements for safeguarding to prevent and reduce harm to children and adults at risk whom we may encounter through our activities.

It should be noted that direct engagement with children or vulnerable adults is not our core activity. However Share and Repair staff and volunteers engage with the local community and at times this may include children and adults at risk; we have a duty of care to ensure that people we are in contact with are kept safe from any kind of harm. Those who work directly with children and or vulnerable adults are a very small group of staff, contractors and volunteers and are referred to as the 'relevant' people.

This policy aims to:

- Define what we mean by Safeguarding;
- Promote and prioritise the safety and wellbeing of children and adults at risk;
- Demonstrate how we as an organisation will manage risks to keep children and adults at risk safe including our recruitment procedure;
- Demonstrate the steps Share And Repair will take to inform all relevant staff and volunteers who come in contact with children and vulnerable adults of our Safeguarding procedures; and
- Outline our protocols for reporting any incidents or suspicions regarding harm to children or adults at risk

2. Definitions

Safeguarding: This a term we use to describe how we protect adults and children from abuse or neglect

Child: The use of the term child/children in this document refers to people under 18 years old.

Adult at Risk/Vulnerable Adult: People aged 18 or over who due to a learning, physical or mental disability, age or illness may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

Communication: Communication is a two-way process that involves an individual making known (intentionally or unintentionally) their feelings, ideas, requests and experiences. It includes, but is not limited to, formal languages (e.g. English, Welsh and British Sign Language) and informal paralinguistic communications. It can include idiosyncratic usage that can be understood by only a few people involved with that individual.

Abuse: Abuse can take many forms and Share And Repair is committed to training its applicable staff and volunteers to recognise the manifestation of different kinds of abuse to children and adults at risk.

3. The key principles underpinning this policy are:

- The child's and/or vulnerable adult's welfare is, and must always be, the paramount consideration in any situation;
- All children and adults at risk have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity;
- All allegations of abuse will be taken seriously and responded to efficiently and appropriately;
- All humans have the right to communication - to enable them to receive information, to ask questions, to make choices, and to make decisions. Communication with a child or vulnerable adult with a disability should take into account their particular communication style and needs.
- Share and Repair is committed to ensuring that all staff are carefully recruited, appropriately trained and adequately supported and supervised.

4. Application of this Policy

This policy is for relevant Share and Repair staff, contractors and volunteers who come into contact with children or vulnerable adults.

It will apply in all aspects of our work and will be used in the following ways:

- a. In our Risk Assessment Process
- b. In our screening procedure
- c. In our procedures for dealing with any reported suspicions or allegations

5. Policy Review and Dissemination

This Policy will be communicated to all relevant Share and Repair staff and volunteers including Trustees. The Designated Safeguarding Lead is Sarah Kendall, the Health and Safety Coordinator and a Trustee,

This policy will be reviewed annually by Share and Repair's Trustees. If any changes are made, the Designated Safeguarding Lead will communicate these clearly to all Share and Repair team members.

This policy will be available on our website <https://shareandrepair.org.uk> as well as on request if a hard copy is required.

6. Procedures for Safeguarding in Share And Repair

Share and Repair is committed to putting in place and maintaining safeguards and measures to reduce the likelihood of abuse taking place or going unreported with our activities. All of those accessing Share And Repair's activities and services along with the Share and Repair staff and volunteers have a right to be treated with respect and care within the scope of our organisation.

This Policy should be read in the context of other Share and Repair policy documents including:

- Health and Safety Policy
- Equal Rights and Diversity Policy
- Privacy Policy
- Disciplinary action, grievances and appeals procedure
- Volunteer Handbook

a) **All relevant Share and Repair staff, contractors and volunteers should be able to recognise signs of abuse**

Share and Repair is committed to ensuring that those relevant staff, trustees and volunteers undertake training to gain a basic awareness of signs and symptoms of abuse. The types of abuse that we expect our team to recognise include:

- **Neglect and acts of omission:** including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- **Physical abuse:** including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- **Sexual abuse:** including rape, indecent assault, inappropriate touching, exposure to pornographic material
- **Psychological or emotional abuse:** including belittling, name calling, threats of harm, intimidation or isolation
- **Financial or material abuse:** including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- **Discriminatory abuse:** including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
- **Institutional or organizational abuse:** including regimented routines and cultures and unsafe practices

Training to recognise issues and respond appropriately will be refreshed at least once every three years.

The Safeguarding Lead is accountable for organising this training.

b) **Share and Repair Vetting & Checking Procedures**

Any staff or volunteers in a position which involves working with children or vulnerable adults without their parents or carers present will be required to undertake a DBS check. Until such time as their Disclosure certificate has been received, the member of staff will not be left unsupervised with children and vulnerable adults. The activities that may involve working with children or vulnerable adults are limited and include the following:

- Schools carbon footprint project,
- Young volunteers as part of the DoE award,
- Specific How to workshops delivered to under 18s

Should a positive Disclosure be received, a risk assessment will be carried out by the Chair of Trustees to assess the information contained within the Disclosure certificate.

If a relevant new member of staff or a volunteer has had an enhanced DBS check in the past three years and paid to have a regular registration of the certificate, Share and Repair will use the online checking system to ensure this certificate is valid and appropriate for our needs.

Given the nature of Share and Repair's activities as at the date of this document, it is not standard procedure for all staff and volunteers to undertake a DBS check. This will be reviewed in the event of any changes in Share and Repairs Activities.

c) **Designated Safeguarding Lead for Share and Repair**

The Designated Lead for Safeguarding in Share and Repair is Sarah Kendall, the Health and Safety Co-ordinator. In her absence, the Chair of Trustees will fill this role.

The roles and responsibilities of designated Safeguarding Lead are:

- To update and disseminate relevant literature and updates
- Organise training for relevant new recruits and at least every three years for existing relevant staff/volunteers
- To ensure that all concerns are acted upon, clearly recorded and a referral made to the appropriate child or adult safeguarding body within the appropriate local authority
- To follow up any referrals made and ensure that any issues have been addressed
- To reinforce the need for confidentiality at all times when handling a Safeguarding issue, the only time it will be appropriate to share information is when it is considered beneficial to the person at risk e.g. to the appropriate Safeguarding team.
- Act in an advisory capacity for Share And Repair staff and volunteers.
- If appropriate, staff or volunteers will be given support and afforded protection if necessary under the 'Public Interest Disclosure Act' (1998) they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and its outcome.

d) **Responding to people who have experienced or are experiencing abuse**

Share and Repair recognises its duty of care to act on reports or suspicions of abuse or neglect.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record and date what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required

- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff, volunteers and all Share And Repair service users safe
- To inform the Designated Safeguarding Lead person for Share and Repair
- To record and date what happened

The Designated Lead Safeguarding Officer will:

- Take all allegations or reported incidents seriously
- Deal with any incidents as quickly as possible
- Have the option to contact Bath and North East Somerset safeguarding team via the relevant number below
- Ensure that all written reports or documentation relating to the incident are stored safely in a password protected file.
- The alleged victim and other appropriate people as deemed necessary will be kept informed of proceedings.

Bath & North East Somerset Community Health Care Services should be contacted by the Designated Safeguarding Lead or by any Share and Repair Team member if the Safeguarding Lead or the Chair of Trustees is not contactable in an emergency:

Bath and North East Somerset Council are responsible for all concerns regarding the welfare of children. If you have a concern about a child or a family, please contact them on 0300 247 0201 to discuss any safeguarding concern. In the event of an emergency, always ring the police on 999.

e) **Managing allegations made against a member of Share and Repair staff or volunteer**

Share and Repair will ensure that any allegation made against any staff or volunteers will be dealt with swiftly and appropriately. The allegation will be managed in line with the Share and Repair disciplinary processes. Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within Share And Repair whilst the investigation is underway.

The Designated Safeguarding Lead should liaise with the appropriate Adult or Child Safeguarding body in Bath and North East Somerset to seek advice and discuss the best course of action. They will ensure that any steps taken by Share and Repair is co-ordinated with any other enquiries taking place as part of the ongoing management of the allegation.

f) **Recording and Managing Confidential Information**

Share and Repair is committed to maintaining confidentiality wherever possible and information around Safeguarding incidents should be shared only with those who need to know. For further information please see Share and Repair's Privacy Policy.

All allegations/concerns should be recorded by the person raising the concern using an 'Incident Report Form', the Designated Safeguarding Lead will support any team members with this and will store the records in a secure location (see Privacy Policy). The access to this file will be restricted to the Designated Safeguarding Lead.

Appendices:

Code of Behaviour
Incident Report Form

Code of Behaviour

These are some guidelines about acceptable and unacceptable behaviour. They are not intended to be exhaustive but rather to provide guidance for staff and volunteers.

Staff and volunteers should never:

- Allow or engage in inappropriate touching of any form
- Allow anyone at a Share and Repair activity to use inappropriate language unchallenged
- Make sexually suggestive statements about or to a child or adult at risk
- Give any child or adult at risk any medication.

Staff should not meet children or adults at risk outside organised activities, unless this is with the knowledge and consent of the parents or carers.

Incident Report Form

This form will be issued to those who have roles that require an enhanced DBS check for their Share and Repair activities.

Part One: To Be Filled out by the Person Reporting the Incident

Your Name:	
Date of report:	
Name of Person/people you have a safeguarding concern about:	
Date and place of safeguarding incident:	

What Happened?

1. Are you reporting your concerns, or the concerns raised by someone else? If someone else who?	
2. Please describe your safeguarding concern. Provide as much detail as possible e.g. injuries seen, comments made, the names of people involved etc	
3. Please list any witnesses to this incident	
4. What actions were taken at the time of the incident?	
5. Have you taken any further actions since the incident took place? If yes, please specifically list what they are e.g. phone call to the local Safeguarding Team.	

Part Two (To be filled out by the Designated Safeguarding Lead)

Name:	
Date:	
Does this incident require immediate reporting to the local Authority Safeguarding Team?	Yes / No
Please describes the steps and actions to be taken:	
Follow up notes (with dates):	