



Safeguarding Policy & Procedure

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Raise a Safeguarding Alert

Your responsibility, as a member of Wild Embers, is to report any concerns, suspicions or allegations of abuse of a young person we are working with to the Wild Embers Safeguarding Officer. It is not your responsibility to decide whether abuse has occurred, merely to report your concerns

You

If you have a concern you must notify the Wild Embers Safeguarding Officer **immediately**, by any means necessary.

If the Safeguarding Officer is unavailable or implicated, the deputy safeguarding officer should be contacted.

Wild Embers Lead Safeguarding Officer

Name: Richard Scofield

Contact: 07906529371

Wild Embers Deputy Safeguarding Officer

Name: Alex Gostwick

Contact: 07534013725

Devon Safeguarding Adults Partnership
(For Adult Safeguarding Concerns in Devon)
Care Direct Devon
csc.caredirect@devon.gov.uk
0345 1551 007

Devon Children & Families Partnership
(For Child Safeguarding Concerns in Devon)
Multi Agency Safeguarding Hub (MASH)
mashsecure@devon.gov.uk
0345 155 1071

Torbay Multi Agency Safeguarding Hub (MASH)

(For Child Safeguarding Concerns in Torbay)

mash@torbay.gov.uk

01803 208 100

*This is a simple visual guide which outlines the basic procedure of how to raise a safeguarding alert. **Full details of the procedure (and subsequent actions) can be found in Section 9 of the Wild Embers Safeguarding Policy & Procedure**



Safeguarding Policy & Procedure

1. Wild Embers Policy Statement

1.1 Wild Embers are fully committed to safeguarding the welfare of all vulnerable adults, children and staff by taking all reasonable steps to protect them from abuse.

1.2 Wild Embers are committed to preventing, identifying, investigating and responding to cases of abuse or suspected abuse of any adults or vulnerable adults engaged with the organization.

1.3 Wild Embers staff and volunteers must at all times show respect and understanding for the rights and issues of vulnerable adults and adults, their safety and welfare, and conduct themselves in accordance with Wild Embers code of conduct and the aims and mission of the organization at large.

1.4 Wild Embers will support anyone, (young people, staff, volunteers, parents, key workers) who raise safeguarding concerns. Any concerns raised will be taken seriously and dealt with in accordance with the policies and procedures set out in this document.

1.5 Wild Embers acknowledges and recognizes that due to the nature of the service it provides, it can have influence over its young people and that it needs to ensure that this responsibility is not abused at any time.

1.6 Wild Embers will contribute to effective inter-agency working and multi-disciplinary assessments and joint working partnerships, including with the local authority, schools, SEN providers, social work teams, and relevant providers where appropriate.

1.7 Wild Embers are bound by the Care Act 2014 and related guidance, Health and Social Care Act 2012 and 2008, Mental Capacity Act 2005 and the Public Interest Disclosures Act 1998, Data Protection Act 1998, Equality Act 2010, Criminal Justice and Courts Act 2015, The Anti-social Behaviour, Crime and Policing Act 2014. Wild Embers is not bound by The Protection of Freedoms Act 2012, since it applies to public authorities, but acts within its principles.

1.8 The Care Act 2014 states the six principles of safeguarding, which Wild Embers must follow:

- “1. **Empowerment** - presumption of person led decisions and informed consent
2. **Prevention** - it is better to take action before harm occurs
3. **Proportionality** - proportionate and least intrusive response appropriate to the risk presented
4. **Protection** - support and representation for those in greatest need
5. **Partnerships** - local solutions through services working with their communities
6. **Accountability** - accountability and transparency in delivering safeguarding”



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1.9 Wild Embers will make sure these 6 principles are upheld by ensuring that all our staff and volunteers are carefully selected, trained and supervised. See Section 4

1.10 Wild Embers will assess all risk carefully and taking all necessary steps to minimise and manage the risk. See Section 3.4

1.11 Wild Embers will let young people and staff know how to voice concerns or complaints about anything that they may not be happy with.

1.12 Wild Embers will give young men and staff information about what we do and what can be expected from us.

1.13 Wild Embers will review the safeguarding policy and procedure at minimum once yearly. This policy and procedure is intended to be a live document, meaning that it can be reviewed and updated frequently by the designated safeguarding officer for Wild Embers for approval and release.

1.14 Wild Embers Safeguarding policy and procedure is to be followed by all staff, volunteers and trustees and details the process required when there is alleged or suspected abuse of an adult or young person who is engaged with Wild Embers or related or in contact with such a person.

2. Wild Embers Definitions

2.1 People with care and support needs

This term replaces 'vulnerable adult' or 'adult at risk' in the Care Act 2014. However, the adult does not need to have eligible needs for care and support, or be receiving any particular service from the local authority, in order for safeguarding duties to apply. To be clear: safeguarding duties, policy and procedure apply to all people engaged in support from Wild Embers.

2.2 Vulnerable adult:

Is someone over the age of 18, who is considered 'vulnerable' for one reason or another. However there is no simple definition based on age or disability; not all those with a physical or other disability should be classed as 'vulnerable'. It is important to note some young people may experience periods of vulnerability.

2.3 Wild Embers staff:

This policy applies to all full and part-time paid staff as well as volunteers and trustees of Wild Embers. For the purpose of this policy any reference to Wild Embers staff will include all those mentioned above.

2.4 Young People and Children

For the purpose of this document all persons who are deemed 'people with care and support needs' by legislation will be referred to as 'young people.' For the purpose of this policy any reference to 'young people' incorporates all of the young people whom Wild Embers offers support to under the age of 18, all of whom could have care and / or support needs due to their vulnerability.



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2.5 Abuse

“Abuse is a violation of an individual’s human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a person with care and support needs is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it” (Department of Health, 2013)

3. Wild Embers Code of Conduct & Roles of Safeguarding Officers

3.1 Wild Embers believe that all members of its staff and volunteers have a clear understanding of the responsibilities and powers their ‘positions of trust’ carry. This code of conduct clearly outlines what is acceptable behaviour and what is not, and how to behave appropriately when working with young people; thereby ensuring that the ‘position of trust’ is not abused. This will not only protect those in the positions of trust but also safeguards those being cared for. Breaches of the code of conduct will be dealt with by the organisations safeguarding officers on a case by case basis.

3.2 Wild Embers Code of Conduct is to be adhered to by all Wild Embers Staff at all times

- a) Treat everyone with respect and dignity
- b) Respect and be sensitive to individuals’ beliefs and religions
- c) Act as a good role model
- d) Respect a young person’s right to personal privacy
- e) Assess the risks likely to be incurred in all situations, activities, buildings and trips to ensure all potential dangers have been identified and the risk minimised.
- f) Ensure that the appropriate ratio of workers to members is appropriate to the age, size and gender of the group.
- g) Plan to have more than one adult present when planning activities/trips
- h) Take any allegations, suspicions or concerns about abuse which a young person makes seriously (including those made against staff) and report them following appropriate procedures.
- i) Provide an opportunity and environment for young people to talk to the relevant staff member about any concerns they may have.
- j) Provide an environment that encourages young people and adults to feel comfortable and confident in challenging any attitudes or behaviours that may be discriminatory in any way. (I.e. racial, sexual, bullying, homophobic, disability, refugee/asylum status etc.)

NOTE: Others may misinterpret behaviour and actions regardless of how well-intentioned they may be. Show understanding and sensitivity when dealing with emotional issues.

3.3 Staff must never:



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- a) Permit or accept any abusive and/or discriminatory behaviour in peer-led activities (e.g. bullying, taunting, name calling etc).
- b) Engage in inappropriate behaviour, relationships or contact (e.g. physical, verbal, sexual, including horseplay).
- c) Allow or encourage others to engage in inappropriate behaviour/contact (as above).
- d) Use inappropriate or demeaning language, via any method of communication, i.e. writing, phoning, email and/or via the Internet.
- e) Give personal money to any young person they are working with unless in extenuating circumstances.
- f) Invite young people (they are working with) to their homes or into their rooms whilst away on residential.
- g) Show favouritism to anyone.
- h) Jump to conclusions without checking facts.
- i) Use alcohol, drugs or other substances when working with young people.
- h) Undermine or criticise others.
- i) Deliberately put themselves or others in compromising or potentially dangerous situations.
- j) Promote their religious or political ideas and beliefs.
- k) Give lifts in your own car unless prior arrangements have been made and with permission of the relevant person.
- l) Believe it could never happen to me.
- m) Rely on just their good name and/or reputation to protect them against situations which could lead to allegations.
- n) Promise to keep secrets.

NOTE: *Some of the team building and outdoor activities carried out by Wild Embers will involve physical contact amongst participants and staff (adult workers). Positive handling ie. mutually beneficial handling, free from ambiguity is acceptable as long as it is carried out in an open environment, (i.e. not in a situation where there is one adult worker alone with a participant engaging in physical activities). Young people must be given the choice to not participate in an activity, should they not wish to.*

3.4 Risk Assessments & Safe working practice for events or residential:

- 3.4.1** Risk assessment forms must be completed before any activity or event, and risk assessing must be ongoing throughout the event/activity.
- 3.4.2** All Activities and events must be agreed and endorsed by Wild Embers.
- 3.4.3** Staff should ensure that the ratio between young men and staff is adequate.
- 3.4.4** Staff should plan to have at least one other staff member present at all times
- 3.4.5** All relevant consent, emergency contact details and health and medical forms to be completed by those over 18 themselves, before the activity or event. These must be kept in a safe and confidential place by the appropriate person.

3.5 Designated Safeguarding Officer

The designated safeguarding officer has the following responsibilities:

- 3.5.1** To ensure that policies and procedures are disseminated, implemented and adhered to at all times.



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b) To be familiar with and have an understanding of current legislation and guidance relating to safeguarding vulnerable adults.

3.5.2 To receive all information from staff, young men, parents or carers about any safeguarding concern or issues and maintain records.

3.5.3 To liaise with and be familiar with relevant staff in external safeguarding agencies, and to make referrals as and when necessary.

3.5.4 To arrange appropriate training and support for all relevant staff

3.5.5 To provide support during and after incidents involving child protection.

3.5.6 To monitor and maintain secure and confidential records to provide feedback to Wild Embers on the concerns and incidents, and the outcomes of these.

3.6 Deputy Safeguarding Officer

The role of the deputy safeguarding officer is to support the local Safeguarding officer in the undertaking of his duties.

3.6.1 In the event of a safeguarding concern involving the local safeguarding officer he will carry out the necessary duty of reporting his concerns or issues to the relevant authorities and maintaining records thereafter.

The Wild Embers Lead Safeguarding Officer is Richard Scofield

Contact numbers: 07906 529 371

The Wild Embers Deputy Safeguarding Officer Alex Gostwick

Contact Number: 07534013725

3.7 Wild Embers Staff

All staff have the following responsibilities:

3.7.1 To adhere to all the points and procedures outlined within this policy.

3.7.2 To report any incidents, concerns, suspicions and or allegations they have regarding a young person's well being and/or safety, in line with Wild Embers reporting procedures. See Sections 8 & 9

3.7.3 To attend induction or any training courses including on-going training in relation to safeguarding, as appropriate.

3.7.4 To use support sessions, such as volunteer supervision, to discuss any safeguarding concerns or issues or to seek out support where needed

4. Recruitment and Selection

4.1 All Wild Embers staff and volunteers who are engaged and working with young people will be required to undertake DBS (Disclosure and Barring Service) checks in accordance with Safeguarding Vulnerable Groups Act 2006, Part V of the Police Act 1997 and Part 5 of the protection of freedoms act 2012.



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4.2 The selection of volunteers and staff will be at the democratic discretion of Wild Embers directors in ensuring safe recruitment practices are in place.

4.3 All volunteers and staff will be required to read Wild Embers policy and procedures, to sign a volunteer contract or working contract and to adhere to Wild Embers code of conduct at all times.

4.4 Wild Embers will keep records of all volunteers and staff in line with data protection standards and Wild Embers confidentiality policies.

5. Safeguarding Training and Education

5.1 All new Wild Embers staff will receive thorough information and training around safeguarding issues. Staff are required to undertake the following training:

- Safeguarding Level 2 Training (Safeguarding Level 3 for Session Leaders)
- Prevent Training
- FGM Training

5.2 All existing staff will receive up to-date training and information regarding changes in legislation, guidance and procedures regularly from the designated Safeguarding officer.

5.4 This policy will act as an ongoing guide to educate Wild Embers staff about the types of abuse and potential vulnerabilities of the young people Wild Embers works with.

6. Types of Abuse & Vulnerabilities of Client Group

6.1 All Wild Embers staff members have a responsibility to report any and all concerns of abuse to the designated safeguarding officer. It is not staff member's responsibility to determine whether abuse has taken/is taking place; staff member's responsibility lies with reporting any and all concerns to the relevant and appropriate people.

6.2 All staff and volunteers should be aware that abusers are not just strangers; they can include parents, carers, family members, friends, people in positions of trust/authority, i.e. mentors, children and young people - anyone who has contact with young people. Please see our anti bullying and peer on peer abuse policy for more information

6.3 It is also important to remember that although most abusers are men, women also abuse. Abusers come from all backgrounds, races, classes and professions.



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6.4 Disabled adults and young people are more vulnerable to abuse. They are more dependent on intimate care and occasionally they may be less able to tell someone about or escape from abusive situations.

6.5 Misunderstandings and misinterpretations of different cultural and religious beliefs and practices often means that children and young people from these communities may be more vulnerable to abuse going undetected.

6.6 Young people may show some of the indicators of abuse at some time, but the presence of one or more should not be taken as proof that abuse is occurring or has occurred. **It is not your responsibility to determine whether abuse has taken/is taking place; your responsibility lies with reporting any and all concerns to the relevant and appropriate people.** There may be other factors (within the family) for reasons in sudden or noticeable changes in behaviour, such as death, the birth of a new sibling etc.

Types of Abuse:

6.7 Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, fabricating the symptoms of, or deliberately inducing, illness.

6.8 Sexual abuse

This is the involvement of a person in sexual activities for the gratification of the abusers and which the victim:

- a) Does not want and has not consented to.
- b) Does not understand and is not able to consent to.
- c) Has been coerced into because the abuser/s is in a position of trust, power or authority.
- d) Or which are against the law.
- e) This includes sexual exploitation, in which the victim receives something e.g. money, alcohol, accommodation, in return for sexual activity, but where consent has not taken place.

6.9 Emotional and psychological abuse

This is behaviour that has a harmful effect on the adult's emotional health and development or any other form of mental cruelty that results in:

- a) Mental distress.
- b) Humiliating someone in private or public.
- c) The denial of basic human and civil rights such as self-expression, privacy and dignity.
- d) The negation of the adult's choices, independent wishes and self-esteem.
- e) Behaviour that causes isolation or over-dependence and has a harmful effect on an adult's emotional health, development or wellbeing.
- f) Domestic violence is classified as "any incident of threatening behaviour, violence or abuse between adults who are or have been in a relationship together, or between family members, regardless of gender or sexuality".



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6.10 Financial and material abuse

This is the use of a person's property, assets, income, funds or any resources without their informed consent or authorisation.

Examples:

- a) The withholding of money.
- b) The unsanctioned use of a person's money or property.
- c) Disposal or sale of possessions by another party.
- d) The entry of a person into contracts or transactions (e.g.: loans, gifts) that are not understood and which are to their disadvantage and/or which have been as a result of coercion of some kind.
- e) Staff must take steps to ensure clients' property and finances are secure on residential training weekends. Outside of these circumstances the responsibility remains with the young man.

6.11 Discriminatory abuse

Examples:

- a) When opportunities are denied to groups or individuals on the basis of their values, beliefs, race, sexuality or culture result in a misuse of power, intended or not.
- b) Exploitation of a person's vulnerability, resulting in repeated or pervasive treatment of an individual, which excludes them from opportunities in society e.g. education, health, justice, civic status and access to services and protection

6.12 Modern Slavery

Examples:

- a) Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. Types of slavery can include sexual exploitation (mostly women and children), forced labour, domestic servitude and criminal exploitation, e.g. being forced to work in a cannabis farm or pick-pocketing.
- b) If you think a person is in immediate danger you should call 999 and ask for the police. If you suspect slavery is happening and there is no immediate threat to life, report the issue as safeguarding. The Modern Slavery helpline can also be used to report if you suspect slavery is happening - 0800 0121 700.
- c) Human trafficking is part of modern slavery. The Police are the lead agency in managing responses to adults who are the victims of human trafficking. The National Referral Mechanism is a framework to assist in the formal identification and help to coordinate the referral of victims to appropriate services.

6.13 Allegations against carers who are relatives or friends

In cases where unintentional harm has occurred this may be due to lack of knowledge, support or the carer's own physical or mental needs make them unable to care adequately for the young person. The



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carer may also have care and support needs and should be referred to the local authority for a carer's assessment. Allegations should be treated in the same manner as the above.

6.14 Hate crime

Hate crime is defined by the Metropolitan Police Service (MPS) as any incident that is perceived by the victim, or any other person, to be racist, homophobic, transphobic or due to a person's religion, belief, gender identity or disability. Hate crime can include physical, emotional or financial abuse and indicators will be those listed above and staff should be aware of the role of equality issues in relation to them.

6.15 Exploitation by radicalisers who promote violence

Adults with care and support needs may be susceptible to exploitation into violent extremism by radicalisers who attempt to attract people to their cause using persuasion or charisma. The aim is to inspire new recruits and embed their extreme views.

6.16 Abuse by children

If a child or children is/are causing harm to a vulnerable adult, this should be dealt with under the Safeguarding Adults procedure, but local authority children's social care should be informed.

6.17 Self-neglect

This includes neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

6.18 Self harm

Self-harm is not a safeguarding issue on its own, although it may be a reaction to being abused – if this is the case, report the cause (i.e. the abuse) as a safeguarding issue nonetheless

6.19 Gang Involvement

Gang involvement is not a safeguarding issue on its own, although if young people are gang affiliated, they are at a higher risk of victimization, drug and alcohol abuse, committing violent crime and incarceration. Young people involved in gangs are also three times more likely to experience mental health issues.

7. Confidentiality and Privacy

7.1 Whilst all Wild Embers staff (both paid and unpaid) will ensure that young people's rights to privacy and confidentiality is respected, there may be times when it is necessary that this confidence is breached. If a young person discloses voluntarily information about himself or another young person, which raises matters of crucial concern. These could include, reporting a crime they themselves or another have committed then these concerns will be reported to the Director and Safeguarding leads of Wild Embers. In accordance with Wild Ember's commitment to multi agency partnership work, it is within Wild Ember's duties to report incidents named above to the relevant education provider, referring organisation, social work team and local safeguarding agency where appropriate. Wild Embers will ensure that the young person is, where possible, involved, consulted and kept informed about what action, if any, is to be taken, and during each step of the reporting procedure. (See Confidentiality Policy & Procedure for more details)



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7.2 Any personal information gathered about a young person will be stored in a safe and confidential place. Only those who need to know will have access to this information. It may be necessary to pass this information on to the relevant authorities, such as social services, police, schools, and either parents/guardians or carers if appropriate. When doing so, Wild Embers will ensure that the young person is involved and gives consent in making that decision. The only situation when a referral can and will be made without the consent of the young person will be if that young person is at serious risk of harm or of causing serious harm (e.g. life threatening or of a serious nature). (See Confidentiality Policy & Procedure for more details). If the young Person is under 16 and not at risk of significant harm, then consent from parents to put a referral in should also be obtained.

8. Responding to any suspicions, concerns or allegations

8.1 Any concerns about behaviour of a staff member, volunteer, or trustee board member must be raised immediately with the designated safeguarding officer and the safeguarding alert procedure outlined in Section 9 – raising a safeguarding alert must be followed.

8.2 All staff have the right to report any concerns, or suspicions they may have, about another member of staff in confidence and free from harassment, being treated unfairly or being penalised.

8.3 Concerns or suspicions raised about another member of staff within Wild Embers must be reported to the designated safeguarding officer

8.4 If the concern is regarding the designated safeguarding officer *himself or herself* then concerns or suspicions should be made to the deputy safeguarding officer a – thereby concerns and safeguarding alerts can be made through a parallel line of confidential communication to ensure correct procedures are followed and confidentiality is maintained

8.5 Where an allegation has been made about a member of staff they will receive support throughout the process and thereafter as necessary from Wild Embers senior staff.

8.6 Support mechanisms put in place by Wild Embers will not jeopardise any investigation or put young people at risk.

9. Raising a Safeguarding Alert

9.1 If you have a concern about a young person's safety and well-being or (s)he confides in you, you must act immediately

9.2 Stay calm and approachable; do not let your shock show.

9.3 Listen very carefully to what is being said without interrupting.

9.4 Explain at an appropriate time as early as possible that the information being given by the young person may need to be shared and passed on to others – but stress only to those who need to know. These include all or some of the following parties: social services, probation office, the relevant school or education provider, the police and the Wild Embers Designated safeguarding officers (unless they are implicated in the concern). Do not under any circumstances promise to keep it a secret.

9.5 Make it clear that you are taking them seriously and acknowledge how difficult this must be and allow the young person to speak at their own pace.



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9.6 Reassure the young person that they are doing the right thing in telling you.

9.7 If you need to ask questions, then only ask questions for clarification, avoid asking questions that suggest particular answers, avoid asking probing questions – you do not need to know all the details; that is the job of the experts.

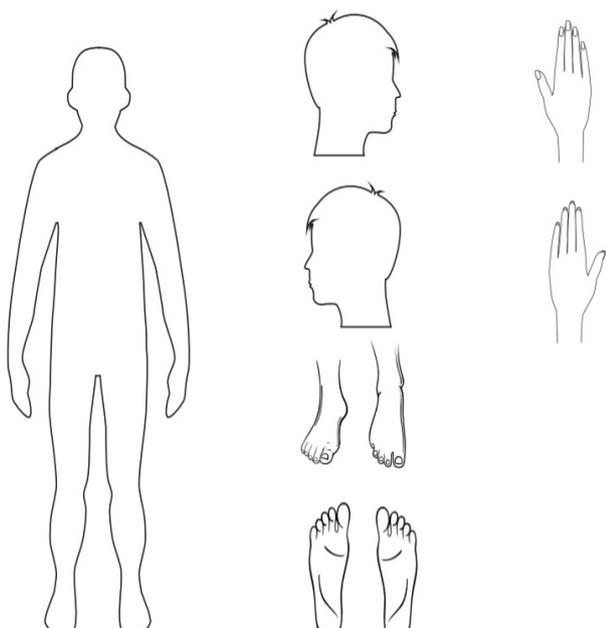
9.8 Keep a detailed record of what you witnessed, heard or were told. **The report of suspected abuse should be emailed or written to the designated safeguarding officer immediately after the disclosure of abuse is made.** (S) He will then follow the procedure outlined in section 9.14 of this policy

In your report you must include:

- As much detail as possible of the allegation or the grounds for suspecting abuse.
- The date and time of the incident.
- People involved, including your details
- Details of any observed injuries, please fill in the body map below to document injuries.
- Appearance and behaviour of the victim, including any injuries or behavioural observations
- Victim's account of events, as far as possible in their words. Use speech marks to indicate speech recorded verbatim
- Names of any witnesses.
- If you were present, record exactly what you saw.

Body Map

Please use the body map below to document any injuries. This should be submitted to accompany the safeguarding report.

	Name of Child:
	Date of Birth:
	Name of Worker:
	Date Recorded:
	Observations:



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9.9 Let the young person know that the report will be given to the Wild Embers safeguarding officers and local Safeguarding team and relevant parties.

9.10 Let the young person know that the report will be dealt with confidentially where possible, that should they be interviewed as part of an investigation, and that Wild Embers will support them through this process

9.11 Explain to the young person the duty of the local authority outlined in Section 10, that their safety is paramount and they are to ensure they keep themselves safe from future abuse where possible.

Designated Safeguarding officer: Safeguarding Alert Procedure

Raising a young person's or children's Safeguarding Concern

9.12 If you have a concern about a young person's safety and well-being or they confide in you, you must act immediately

9.13 Consider if the young person is in immediate danger; if so, **contact the police** and **get medical help if necessary by calling 999**. For further guidance on when to call the police, visit:

<https://www.npcc.police.uk/documents/Children%20and%20Young%20people/When%20to%20call%20the%20police%20guidance%20for%20schools%20and%20colleges.pdf>

or see the PDF on Wild Embers Shared Drive Titled: '**When to call the police guidance for schools and colleges**'

9.14 If the young person is under 18 contact **Devon Multi Agency Safeguarding Hub (MASH)** (if the young person resides within Devon County Council) or **Torbay Multi Agency Safeguarding Hub** (if the young person resides within Torbay) if the young person is not in immediate danger, find out as much as possible about the situation or incident from them.

9.15 Download and fill out the **Devon MASH Contact form**:

<https://www.dcfp.org.uk/training-and-resources/multi-agency-safeguarding-hub-in-devon/making-a-mash-contact/>



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or Torbay MASH Contact Form:

<http://torbaysafeguarding.org.uk/professionals/hub/>

And Body Map to record any observable injuries.

<https://www.highspeedtraining.co.uk/hub/child-protection-body-map/>

- be succinct and use bullet points where possible
- include a summary of current and historical concerns alongside outlining what support has been put in place to address these
- record why you feel that Children's Social Care intervention is now needed and what that will add to the current support in place

9.16 If you believe that the concerns require an urgent response, for example, because the child is in immediate danger:

Please telephone Devon County Council MASH on **0345 155 1071**

or if the young person resides in Torbay: **01803 208100**

You will also be required to follow this up promptly with a written contact form.

9.17 Alert both Wild Embers safeguarding officers, Alex Gostwick and Richard Scofield unless either are implicated in the safeguarding concern.

Raising an Adult Safeguarding Concern

9.18 If the person of concern is an adult please contact Devon Safeguarding Adults Partnership.

In an emergency always call 999



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Call [Care Direct on 0345 1551 007](tel:03451551007) or email csc.caredirect@devon.gov.uk

(Monday-Friday 8am-8pm and Saturday 9am-1pm – outside of these hours or on bank holidays call 0845 6000 388 or email the address above)

9.19 All Information should be kept confidential and stored so that it is not accessible by anyone implicated in the safeguarding allegation.

9.20 The young person or adults wishes are also to be clearly recorded especially where they do not wish action to be taken.

9.21 If the young person or adult does not wish for action to be taken, it is important to make it clear that it is Wild Ember's responsibility to report instances of suspected abuse to the above agencies where appropriate, and that the matter will be dealt with confidentiality and professionally.

9.22 It is the designated safeguarding officer's responsibility to ensure the young person's or adults welfare is given first priority during this process. All actions should be taken to support the young person or adult and protect them from further abuse.

9.23 All communication in relation to a safeguarding concern should be recorded and retained confidentially.

9.24 Allegations or suspicions made about a member of staff must be dealt with in accordance with the procedure outlined in section 8.1 of this policy.

9.25 If the local safeguarding officer is implicated in the safeguarding concern, then the deputy safeguarding officer should be notified instead and vice versa

9.26 In the event of such an occurrence illustrated in 9.25, the deputy safeguarding officer must follow the procedure outlined from 9.12 onwards.

10. Following a Safeguarding Alert

10.1 The local authority has the following legal duties under the Care Act 2014:

10.2 To promote adults' wellbeing in the area of protection from abuse and neglect

10.3 To make or arrange any enquiries necessary to decide if action should be taken and if so, what action should be taken and by whom if the local authority "has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)

10.3.1 Has needs for care and support (whether or not the authority is meeting any of those needs),

10.3.2 Is experiencing, or is at risk of, abuse or neglect, and

10.3.3 As a result of those needs is unable to protect himself against the abuse or neglect or the risk of it.

10.4 Anonymous information or information from people who do not want to be identified should also be recorded

10.5 There is a possibility that the local authority will ask Wild Embers to make enquiries.

10.6 Wild Embers should clarify with the local authority what is expected, as this could range from a conversation with the client to a formal multi-agency meeting.



Safeguarding Policy & Procedure

10.7 The purpose of an enquiry is to decide if the local authority, Wild Embers or any other organisation or person needs to take action to protect the person.

10.8 The young person or adult should be involved from the beginning of the enquiry

10.9 In conjunction with Wild Embers directorate the designated safeguarding officer should record the concern, young man's views, any immediate action taken and the reason for those actions.

Appendix & Useful Documentation

The following documents were consulted in the creation of this policy

1. Protecting Adults at Risk: London Multi-Agency Policy and Procedures to Safeguard Adults from Abuse:
<http://www.scie.org.uk/publications/reports/report39.asp>
2. The Protection of Freedoms Act 2012 N.B. Wild Embers is not bound by this legislation, since it applies to public authorities, but nonetheless acts within its principles:
<http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>
3. Public Interest Disclosures Act 1998
<http://www.legislation.gov.uk/ukpga/1998/23/contents>
4. Health and Social Care Act 2012
<http://www.legislation.gov.uk/ukpga/2012/7/contents/enacted>
5. Care Act 2014
<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>
6. Care Act Guidance, specifically flowcharts on pages 250 – 252.
<https://www.gov.uk/government/publications/care-act-2014-statutory-guidance-for-implementation>
7. Statement of Government Policy on Adult Safeguarding
<https://www.gov.uk/government/publications/adult-safeguarding-statement-of-government-policy-10-may-2013>
8. Data Protection Act 1998
<http://www.legislation.gov.uk/ukpga/1998/29/contents>
9. Equality Act 2010
<http://www.legislation.gov.uk/ukpga/2010/15/contents>
10. Health and Social Care Act 2008 <http://www.legislation.gov.uk/ukpga/2008/14/contents>
11. Protecting adults at risk: Good practice resource
<http://www.scie.org.uk/publications/adultsafeguardinglondon/>

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