



Circlewise CIC Safeguarding and Protection Policy and Procedures

Section heading	Section content
1. Purpose	<p>Circlewise CIC makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. Circlewise CIC has both a duty of care and a duty to act appropriately to any allegations, reports or suspicions of harm, abuse or coercion.</p> <p>We are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance, complies with best practice and is kept up-to-date.</p> <p>The purpose of this policy is:</p> <ul style="list-style-type: none">• To protect children, young people and vulnerable people who receive Circlewise CIC's services.• To provide staff and volunteers with the overarching principles that guides our approach to safeguarding and child protection. <p>We believe all children and vulnerable adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment. Circlewise CIC has a commitment to deliver services to children and vulnerable adults in a non-discriminatory manner.</p> <p><i>[Circlewise comes into contact with children and / or vulnerable adults through the delivery of Council circles</i></p> <p><i>The types of contact with children and / or vulnerable adults will be regular contact with young people in a small group, with occasional contact to talk individually.]</i></p>
2. Review and Safeguarding Officers	<p>This policy came into place on 30th November 2022 was last reviewed on 30/1/2023. This policy is to be reviewed every 6 months: next review date:30/7/23</p> <p>On the last reviewed date the Lead Safe-Guarding Officer was: Heidi Rose 30/1/23 Email: heidirose2502@gmail.com Phone:07891062769</p> <p>and in their absence, the Deputy Safe-Guarding Officer was: Chukameka Maxwell Email: Chukes@actiontopreventsuicide.org Phone:+44 1803226227</p> <p>All staff and volunteers of Circlewise CIC must be aware that when working with other organisations, such as schools or groups that work with vulnerable adults, their safeguarding policy and procedures are to be followed in addition to this policy.</p>



3. Legal Framework	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none">• The Children Act 1989, 2004, 2014• United Convention of the Rights of the Child 1991• The Data Protection Act 1994, 1998• Public Interest Disclosure Act 1998• The Human Rights Act 1998• Sexual Offences Act 2003• Mental Capacity Act 2005• Safeguarding Vulnerable Groups Act 2006, 2012• Working together to safeguard Children 2010• The Equality Act 2010• The Protection of Freedoms Act 2012• Children and Families Act 2014• Care Act 2014• Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers 2015• Working together to safeguard children 2015, 2018
4. Definitions	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible.</p> <p>Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:</p> <ul style="list-style-type: none">• Physical abuse• Sexual abuse• Emotional abuse• Bullying• Neglect• Financial (or material) abuse• Coercion <p>Definition of a child: A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child 1991).</p> <p>Definition of Vulnerable Adults: A vulnerable adult, as defined by the Care Act (2014), is a person:</p> <ul style="list-style-type: none">• Who is 18 years and over• Who has needs for care and support (whether or not the local authority is meeting any of those needs)• Is experiencing, or at risk of abuse or neglect• Who as a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect <p>Child safeguarding involves:</p> <ul style="list-style-type: none">• protecting children from maltreatment• preventing impairment of children's health or development



	<ul style="list-style-type: none">• ensuring children are growing up in circumstances consistent with the provision of safe and effective care• the protection of children who may be at risk of significant harm due to emotional, physical or sexual abuse or neglect. <p>Adult safeguarding aims to:</p> <ul style="list-style-type: none">• prevent harm and reduce the risk of abuse or neglect to adults with care and support needs;• stop abuse or neglect wherever possible;• safeguard adults in a way that supports them in making choices and having control about how they want to live;• promote an approach that concentrates on improving life for the adults concerned;• raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect;• provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult, and; address what has caused the abuse or neglect <p>In contrast, child and adult protection is about responding to circumstances that arise, see reporting below.</p>
5. Responsibilities	<p>All staff, associates and volunteers have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures outlined.</p> <p>We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>We will aim to keep children, young people and vulnerable adults safe by:</p> <ul style="list-style-type: none">• valuing, listening to and respecting them• appointing a nominated child protection and safeguarding lead and a deputy• adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers• providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently• recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made• recording and storing and using information professionally and securely, in line with data protection legislation and guidance• making sure that everyone we work with know where to go for help if they have a concern• using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately• using our procedures to manage any allegations against staff and volunteers appropriately• ensuring that we have effective complaints and whistleblowing measures in place



- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Additional specific responsibilities

In addition to the above the Safeguarding Lead (and Deputy when required) must ensure:

- The policy is in place and appropriate
- The policy is accessible
- The policy is implemented
- The policy is monitored and reviewed
- Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented
- Staff (paid and unpaid) have access to appropriate training/information
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately
- Keep up to date with local arrangements for safeguarding and DBS
- Develop and maintain effective links with relevant agencies.
- Take forward concerns and ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- If anyone in the organisation fails to comply with the policy and procedures this will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.



6. Implementation Stages	<p>The scope of this Safeguarding Policy is broad ranging and in practice it will be implemented via a range of policies and procedures within the organisation. These include: Health and Safety policy, Data Protection, Confidentiality, Equal Opportunities, Staff Induction and Training.</p> <p>Recruitment</p> <p>Circlewise ensures safe recruitment through the following processes:</p> <ul style="list-style-type: none">• Providing the following safeguarding statement in recruitment adverts or application details –‘recruitment is done in line with safe recruitment practices.’• Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities.• There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding• DBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts.• No formal job offers are made until after checks for suitability are completed (including DBS and 2 references). <p>Disclosure and Barring Service Gap Management</p> <p>The organisation commits resources to providing Disclosure and Barring Service check on staff and volunteers whose roles involve contact with children and /or vulnerable adults.</p> <p>In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place:</p> <ul style="list-style-type: none">• A 3-year rolling programme of re-checking DBS's is in place for holders of all identified posts.• Existing staff who transfer from a role which does not require a DBS check to one which involves contact with children / vulnerable adults will be subject to a DBS check.• There will be systematic checking of safeguarding arrangements of partner organisations• Safeguarding will be a fixed agenda item on any partnership reporting meetings.• Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non-compliance procedures. <p>For staff and volunteers</p> <p>Circlewise commits resources for induction, training of staff (paid and unpaid) and support mechanisms in relation to Safeguarding</p> <p>Induction will include</p> <ul style="list-style-type: none">• Discussion of the Safeguarding Policy (and confirmation of understanding)• Discussion of other relevant policies including equality and diversity• Ensure familiarity with reporting processes, especially the roles of Safeguarding lead <p>Training</p> <p>All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Including learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and vulnerable adults</p> <p>Support</p> <p>We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:</p>
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	<ul style="list-style-type: none"> • Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with. • Seeking further support as appropriate e.g. access to counselling and supervision. • Staff who have initiated protection concerns will be contacted by Safeguarding Lead within one week. 		
7. Reporting	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Circlewise CIC:</p> <ol style="list-style-type: none"> 1. Make a note of what the person has said using his or her own words as soon as practicable. Complete a report and submit to the Lead Safeguarding Officer. 2. As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your Lead Safeguarding Officer. 3. Describe the circumstances in which the disclosure came about. 4. Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate. 5. Be mindful of the need to be confidential at all times, this information must only be shared with your Lead Safeguarding Officer and others on a need to know basis. 6. If the matter is urgent and relates to the immediate safety of an adult at risk then contact the police immediately. <p>Below details what the NSPCC recommend recording:</p> <div style="background-color: #fde725; padding: 5px; margin: 10px 0;"> <p>What to report</p> </div> <p>You need to report the following information:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>Name and information about the child – age, gender, ethnic identity, religion, any disability.</p> <p>Nature of concern – what the child said, what someone told you, physical signs and behavioural indicators.</p> <p>Your name and your role or the name and role of the person who told you.</p> <p>When and where this happened.</p> <p>Who else was present.</p> <p>What the child said and what you observed about the child if they were telling you directly.</p> </td><td style="vertical-align: top; width: 50%;"> <p>Any relevant observations about the child in the past, eg has their behaviour changed?</p> <p>What you said to the child about confidentiality and their response.</p> <p>The name and address (if known) of the alleged abuser.</p> <p>Your response to the child and what you said.</p> <p>Your opinion if this is relevant and useful – but make sure you say when something is your opinion and/or when it is fact.</p> <p>Who you have told, any advice received or action taken.</p> </td></tr> </table> <p>It is the responsibility of the Safeguarding Lead to pass on your concerns, the simplest way to do this is to contact the Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071 or email mashsecure@devon.gov.uk and give as much information as possible.</p>	<p>Name and information about the child – age, gender, ethnic identity, religion, any disability.</p> <p>Nature of concern – what the child said, what someone told you, physical signs and behavioural indicators.</p> <p>Your name and your role or the name and role of the person who told you.</p> <p>When and where this happened.</p> <p>Who else was present.</p> <p>What the child said and what you observed about the child if they were telling you directly.</p>	<p>Any relevant observations about the child in the past, eg has their behaviour changed?</p> <p>What you said to the child about confidentiality and their response.</p> <p>The name and address (if known) of the alleged abuser.</p> <p>Your response to the child and what you said.</p> <p>Your opinion if this is relevant and useful – but make sure you say when something is your opinion and/or when it is fact.</p> <p>Who you have told, any advice received or action taken.</p>
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8. Allegations Management	<p>Circlewise recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:</p> <ol style="list-style-type: none">1. Any member of staff or volunteer from Circlewise CIC is required to report any concerns in the first instance to the Safeguarding Lead (or Deputy if the concern is about the Lead). A written record of the concern will be completed by them.2. Contact MASH as above for advice and what to do next.
9. Monitoring	<p>The policy will be reviewed a year after development and then every three years, or in the following circumstances:</p> <ul style="list-style-type: none">• changes in legislation and/or government guidance• as required by Local Safeguarding Children Boards and Local Safeguarding Adults Boards• as a result of any other significant change or event.
10. Managing information	<p>Information will be gathered, recorded and stored in accordance with the following policies Data Protection Policy, Confidentiality Policy</p> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Safeguarding Lead.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>