

# Summer Safeguarding Check Up 2018



Empowering voluntary action in Newcastle and Gateshead

## Introduction

It's time to carry out your summer safeguarding organisational check-up, to be ready as funding opportunities come around in the autumn.

## What is Safeguarding?

Safeguarding means:

- Everyone has a right to feel safe and to live without fear of abuse or exploitation.
- Your group must look out for the safety and wellbeing of people it comes into contact with.
- No one should be harmed by coming into contact with your group.
- Your group has a duty of care and must act on concerns and suspicions about abuse.

People who are vulnerable are at a higher risk of abuse, neglect, or exploitation. This includes adults with care and support needs, children (who are under 18), young adults under 25 and asylum seekers and refugees. Other people may also be vulnerable.

Safeguarding is a key governance priority for all trustees of all charities, whoever they work with. The Charity Commission identifies safeguarding as one of three key risks for charities. (The other two are fraud or financial mismanagement, and funding terrorism).

When activities are used by adults with care and support needs (vulnerable adults) or by children, young people, and families, there are extra responsibilities to keep people safe from harm. You need specific up to date policies and procedures for safeguarding.

## Why do we need a safeguarding policy and safeguarding procedures?

**To prevent abuse** People who abuse and exploit will target vulnerability, of people and of situations. Groups run with few formal and transparent processes, or always tackling crisis, or with many changes in members, are potential targets for abusers. Good practice will protect the people you have contact with, protect your workers, volunteers and management committee, and protect the good reputation of your group. The public expects standards to be high in charities and voluntary and community organisations.

**You have a duty of care** to make sure no one is harmed through contact with your group and its activities. Proper processes will not guarantee that no one will be harmed through your group but policies, procedures, good practice, and showing they are in place and followed will show your group has complied with its duty of care.

**Funders ask for it** Many funders such as local authorities, Community Foundations, Big Lottery Fund, and BBC Children in Need may check your safeguarding policies and procedures, and ask about recent safeguarding training during the application process.

**Charity Trustees' responsibilities** The Charity Commission is clear that all of the trustees of a charity, *including groups that are too small to be registered charities*, hold responsibility for safeguarding, and must proactively take steps to prevent people from being harmed through contact with their organisation.

**It's the law** see below

## **It's the law:**

### **Working Together to Safeguard Children**

All organisations in contact with children and families must follow the government statutory guidance 'Working Together to Safeguard Children' which was updated in July 2018. This includes voluntary and community organisations, faith groups, registered social landlords, charities, CIO's, CICs, and the private sector. The checks below will help you to comply with your organisational responsibilities in 'Working Together'.

### **The Care Act 2014**

All organisations working with adults at risk of abuse and neglect must follow the government Care and Support Statutory Guidance which relates to the Care Act 2014 Part 1, which was implemented in April 2015.

### **The Mental Capacity Act 2015**

Applies to everyone caring and supporting children aged 16 plus and adults who are unable to make some decisions for themselves. The code guides people on how to assess capacity in a time and decision specific way; and make decisions in a person's best interest.

### **Charity Trustees' responsibilities**

The Charity Commission is very clear that *all* of the trustees of a charity, including management committee members of groups that are too small to be registered, hold responsibility for safeguarding. Trustees must proactively take steps to prevent all people, both children and adults, being harmed through contact with their organisation.

## **What are Policies and Procedures?**

- A safeguarding policy statement is about how the organisation intends to keep the people it comes into contact with safe, usually written on one side of paper.
- Written safeguarding procedures should explain how the policy is put into practice, tailored to your group's activities. It should include what abuse is, how to recognise the signs, explain how to respond to abuse, what to do if there are allegations against volunteers and workers, and set out how your group will develop its safeguarding skills.
- Good practice will protect the people you have contact with, protect your staff, volunteers and management committee, and protect the good reputation of your organisation.
- Many organisations have separate safeguarding children and safeguarding adults policies and procedures; some have a single policy with procedures for both children and adults. While the responsibility is similar, the underpinning legislation is different.

## Safeguarding Adults and Safeguarding Children: 10 checks

Here are **10 checks** to make, and **yes is the right answer!** Below the questions there are resources and links to help you find out more.

- 1 Does a named trustee, management committee member, or director take active responsibility for your safeguarding arrangements?
- 2 Is being your organisation's 'named' or 'designated' safeguarding person (who is probably different to the person above) mentioned in their role or job description?
- 3 Do you have up-to-date contact details in your procedures for who to talk to about any concerns for children and for adults at risk? Are these contact details within your group, the local authority, and the police either on display or easily accessible to all workers, volunteers, trustees, management committee members and directors? Newcastle and Gateshead local authority and police contact details are below.
- 4 Safer staff, volunteers, trustees and directors: are there clear processes to check volunteers, workers, and your governing body members to the appropriate level and to ask for references? Do you ask for DBS checks for eligible people, before they start, and at least every three years? Do you ask management committee members and the senior manager to sign an annual declaration that they are not disqualified? And do you give safeguarding induction and training, regular supervision, and ongoing support for staff, trustees and volunteers?
- 5 Are staff clear about your processes for sharing information so that they are not left on their own with dilemmas, especially in family support, youth work, community development, or in prevention work, which may be less clear than in high risk safeguarding situations? Do they know that Data Protection rules and GDPR does not prevent sharing information about people at risk?
- 6 Is it clear who is responsible for all aspects of your activities and the services you offer to children, families, and adults at risk?
- 7 If you work with children and families, does your organisation have a culture of listening to children and taking account of what they say, both in work with individuals and when developing new projects? For work with adults, do you use the Making Safeguarding Personal approach in capturing the voice and support for the adult?
- 8 Whistleblowing: is it easy for people to routinely raise concerns in your organisation? Do they?
- 9 If you ask for DBS checks (Disclosure and Barring Service, used to be CRB checks) do you have a Recruitment of Ex-offenders Policy?
- 10 Is there an annual review date on your policy and procedures? And were they reviewed in the last 12 months?

## Raising safeguarding concerns: go-to people

The contact details in your procedures should be easily available to all trustees or management committee members, directors, workers, and volunteers; they include:

- Your organisation's 'named' or 'designated' person for safeguarding and their up-to-date contact details
- Your organisation's deputy 'named' person with their up-to-date contact details
- The day and night safeguarding contact details for the local authorities where your group is active
- Northumbria Police Safeguarding Department contact details
- The Local Authority Designated Officer (LADO) contact details
- NSPCC helpline number

## Newcastle and Gateshead contacts to go in your procedures

### Children up to the age of 18

**Newcastle** City Council Children's Social Care Initial Response Team for advice during office hours. Call 0191 277 2500

Newcastle Emergency Duty Team outside of office hours. Call 0191 278 7878

Online referral forms for professionals and for the public: <https://www.nscb.org.uk/>

**Gateshead** Borough Council Children's Services for advice about referrals during office hours. Call 0191 433 2653

Gateshead Emergency Duty Team outside of office hours. Call 0191 477 0844

Gateshead online referral form for professionals:

<https://www.gatesheadsafeguarding.org.uk/article/9298>

**The Local Authority Designated Officer (LADO)** should be contacted within one working day if there are allegations that a member of staff or a volunteer has significantly harmed a child or is likely to harm a child.

The Newcastle LADO is Melanie Scott. Call 0191 277 4636 Fax. 0191 211 6744

Email [melanie.scott@newcastle.gov.uk](mailto:melanie.scott@newcastle.gov.uk)

The Gateshead LADO is Nicholas Leon. Call 0191 433 8021

Email [nicholasleon@gateshead.gov.uk](mailto:nicholasleon@gateshead.gov.uk)

NSPCC 24 hour helpline (National Society for the Prevention of Cruelty to Children), offers advice including in some Asian languages. Call 0808 800 5000

### Adults 18 years and over

#### Newcastle Referrals

Newcastle City Council Community Health and Social Care Direct during office hours

Call 0191 278 8377

Newcastle City Council Out of Hours Service for emergency social care needs

Call 0191 278 7878

**Newcastle advice** (not referrals) for practitioners Newcastle Safeguarding Adults Unit  
Advice line Monday to Friday 10.00am to 4.00pm. Call 0101 278 8156

**Gateshead Borough Council:** Adult Social Care Direct to report your concern, 24 hours a day, 7 days a week. Call 0191 433 7033

## Adults and children

If you think a crime against a child, young person, or adult at risk has been committed but they are not in immediate danger, or you want advice if you are worried about sexual exploitation, call 101 and ask for the Northumbria Police Safeguarding Department.

If you remove a worker or volunteer from working in a 'regulated activity' with children or adults at risk (or would have if they had not left first) because they pose a risk of harm to a child or vulnerable adult, you **must** make a referral to the Disclosure and Barring Service (DBS). Visit [www.gov.uk/government/collections/dbs-referrals-guidance--2](http://www.gov.uk/government/collections/dbs-referrals-guidance--2)

## Free Safeguarding Training

To help you decide who needs which training, visit <https://www.nscb.org.uk/training-courses/which-safeguarding-childrens-course-appropriate>

### Free Newcastle Safeguarding Multiagency Training Programme

Face to face and online training on safeguarding adults and safeguarding children is free for voluntary organisations' staff, volunteers, and management committees based in Newcastle. The Joint Directory is regularly updated.

Visit [www.nscb.org.uk/training-courses](http://www.nscb.org.uk/training-courses)

### Free Safe Newcastle Domestic Violence and Abuse Multi-Agency Training

including Children Living with Domestic Violence and Abuse, and Teenage Relationship Abuse. All of the courses are free to attend for anyone who lives or works in Newcastle. Practitioners from outside Newcastle are welcome to attend for a small charge. More information on charges, how to register and booking terms and conditions can be found in the [programme](#).

### Free Gateshead Safeguarding and Community Safety Training

Gateshead Local Safeguarding Children Board (LSCB), Safeguarding Adult Board (SAB), and Community Safety Board (CSB) multi agency training (includes domestic abuse training). Free for voluntary organisations' staff and volunteers who work or volunteer in Gateshead. Please note new link to the training page, which is regularly updated.

<https://www.gateshead.gov.uk/article/6670/Safeguarding-and-Community-Safety-training>

## Resources

### Newcastle CVS free information sheets:

- Safeguarding Children
- Safeguarding Adults
- Safeguarding and Data – what you need to know

- DBS checks (used to be CRB checks), includes what to do if there is something on a DBS check
- Automatic Disqualification Rules
- Safeguarding and social media

Visit [www.cvsnewcastle.org.uk/publications-and-resources/safeguarding](http://www.cvsnewcastle.org.uk/publications-and-resources/safeguarding)

### **Are they safe? Free resource pack updated for 2018**

Free NSPCC resource pack written for voluntary and community organisations. Focused on running events and activities events safely, avoiding accidents, child protection, and recruitment. Are they safe? includes nine steps to go through, a pathway to safer practice wallchart, and footprint stickers. Visit [NSPCC: Keeping children and young people safe in the voluntary and community sector](#)

**Multi-faith safeguarding hub** The NSPCC offers guidance on how to approach safeguarding from within the beliefs, teachings and cultural context of faith communities: Buddhism, Christianity, Hinduism, Islam, Judaism, Sikhism, plus interfaith. Includes films and case studies. Visit

[www.nspcc.org.uk/preventing-abuse/safeguarding/safeguarding-faith-communities/](http://www.nspcc.org.uk/preventing-abuse/safeguarding/safeguarding-faith-communities/)

**Safeguarding adults policy and procedure template** written for voluntary organisations. Under 'P' on [www.newcastle.gov.uk/social-care-and-health/safeguarding-and-abuse/safeguarding-information-professionals/safeguarding-adults-practice-guidance](http://www.newcastle.gov.uk/social-care-and-health/safeguarding-and-abuse/safeguarding-information-professionals/safeguarding-adults-practice-guidance)

### **Find out if you can check someone's criminal record**

Visit [www.gov.uk/find-out-dbs-check](http://www.gov.uk/find-out-dbs-check)

**Recruitment of ex-offenders sample policy** All employers must treat Disclosure and Barring Service (DBS) check applicants who have a criminal record fairly

[www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders](http://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders)

**Charity Commission guidance especially for Trustees** on protecting vulnerable groups including children. Trustees have primary responsibility for safeguarding in their charity and are responsible to "proactively safeguard and promote the wellbeing and welfare of their charity's beneficiaries". Visit [www.charitycommission.gov.uk/trustees-staff-and-volunteers/staff-and-volunteers/protecting-children-and-vulnerable-adults/](http://www.charitycommission.gov.uk/trustees-staff-and-volunteers/staff-and-volunteers/protecting-children-and-vulnerable-adults/)

### **Spot the signs of abuse**

Children [www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/](http://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/)

Adults [www.scie.org.uk/publications/atagance/69-adults-safeguarding-types-and-indicators-of-abuse.asp](http://www.scie.org.uk/publications/atagance/69-adults-safeguarding-types-and-indicators-of-abuse.asp)

**Multi-agency procedures** If you need more in-depth procedures for your organisation, they will be available on your local Safeguarding Adults Board or Local Safeguarding Children Board website. These are the links to the Newcastle and Gateshead procedures:

**Newcastle Safeguarding Children Board** online procedures

Visit <http://newcastlescb.proceduresonline.com/>

**Newcastle Safeguarding Adults Board's** [multi-agency safeguarding adults policy and procedures](#).

**Gateshead Safeguarding Children Board** online procedures  
<http://www.proceduresonline.com/nesubregion/>

**Gateshead Safeguarding Adults Board** multi-agency policies and procedures  
<http://www.gateshead.gov.uk/Health-and-Social-Care/Adult-Social-Care/Keeping-people-safe/Safeguarding-Adults/Safeguarding-Adults-policies-and-procedures.aspx>

**Working Together to Safeguard Children 2018** The government statutory guidance.  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

**Care and Support Statutory Guidance** The Care Act 2014, chapter 14 for safeguarding  
<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

**Mental Capacity Act 2005** <https://www.scie.org.uk/mca/introduction/mental-capacity-act-2005-at-a-glance>

**Keep yourself up to date.** Sign up to Newcastle CVS *e-inform*, the fortnightly bulletin which includes safeguarding information on [www.cvsnewcastle.org.uk](http://www.cvsnewcastle.org.uk)

You are welcome to copy any of this information for use in the promotion of voluntary and community activity; please credit Newcastle CVS. We aim to ensure the information is correct and up to date but do not accept liability for any mistakes. We welcome your feedback, do contact [pam.jobbins@cvsnewcastle.org.uk](mailto:pam.jobbins@cvsnewcastle.org.uk) or call 0191 235 7017