

Ashington Joint Welfare Scheme

Safeguarding Policy

Governance forum:	Trustee Board
Owner:	Trustee Lead for Safeguarding & Centre Manager
Frequency of review:	Annually; whenever significant amendments or additions are required (e.g. by changes in law or other compliance obligations.)
Date policy was last approved:	March 2024
Distribution:	Organisation wide
Version:	Version 1 - March 2024
Changes since previous version:	New Policy

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1. Introduction

At Hirst Welfare Centre we work with adults, young people and children within the objects, aims and powers of this registered charity (Ashington Joint Welfare Scheme 522026). All of our staff, volunteers and beneficiaries have the right to be treated with respect and be helped to thrive and to be safe from any abuse in whatever form.

2. Who is covered by this policy

All staff, trustees, volunteers, customers, beneficiaries and other stakeholders connected with Hirst Welfare Centre.

3. Legal framework and definition of Safeguarding

- Counter Terrorism and Security Act 2015
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children 2013
- Children Act 2004

Safeguarding, in relation to this policy, is defined as:

- Protection from maltreatment
- Preventing the impairment of health and wellbeing.
- Taking action to enable all of our beneficiaries, staff and volunteers to have the best outcomes.

4. Policy Intention

To enable and implement this safeguarding policy we will:

- Create an environment to encourage positive self-esteem and self-image.
- Provide positive role models.
- Encourage adults, children and young people to develop a sense of independence and autonomy in a way that is appropriate to their age.
- Provide a safe and secure environment for all adults, children and young people.
- Provide an environment where staff are confident to identify when vulnerable adults, children and young people may need intervention to seek the help they need.

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- Share information with other agencies as appropriate.

The organisation is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our staff and volunteers have a duty to protect and promote the welfare of vulnerable adults, children and young people.

Staff and Trustees will work with other agencies, including as part of a multi-agency team, where needed, in the best interest of the vulnerable adult, child or young person.

Where appropriate Ashington Joint Welfare Scheme Staff will take advice from and refer to Northumberland County Council's One Call team.

Ashington Joint Welfare Scheme aims to:

Keep our clients/beneficiaries at the centre of all we do.

- Ensure staff and volunteers are trained to understand the safeguarding policy and procedures and are alert to identify possible signs of abuse, harm and neglect.
- Ensure that all staff feel confident and supported to act in the best interest of the individual concerned to share information and seek help.
- Ensure that all staff and volunteers are familiar and updated regularly with vulnerable adult and child protection training and procedures and kept informed of changes to local/national procedures.
- Make any referrals in a timely way, sharing relevant information as necessary.
- Ensure that information is shared only with those people who need to know in order to protect the vulnerable adult/child/young person and act in their best interests.
- Ensure that vulnerable adults/children/young people are never placed at risk while attending Hirst Welfare Centre activities and programmes.
- Where appropriate concerns exist, make referrals to the Channel Programme requires all members of staff to co-operate with the local authority children's social care, adult health and social care, police and other relevant organisation in any way necessary to ensure the safety of the individual concerned.
- Outside of the necessary reporting channels, staff must not make any comments either publicly or in private about any suspected, reported or alleged abuse or behaviour.

For the implementation of this policy, staff and volunteers are considered to operate under the same principles.

Staff & Volunteers with any safeguarding concern should raise that concern immediately with:

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- The member of staff that they are working with; or
- Brian Shotton, Centre Development Manager
- Gail Ballance, Trustees Safeguarding Lead

5. Reporting suspicions of abuse and disclosures

Staff should make an objective record of any observation or disclosure, supported by the Centre Development Manager. This record should include:

- Adult/child/young person's name.
- Adult/child/young person's address.
- Date of birth.
- Date and time of the observation or the disclosure.
- Exact words spoken by the person.
- Exact position and type of any injuries or marks seen.
- Exact observation of any incident, including any other witnesses.
- Name of the person to whom any concern was reported, with date and time and the names of any other person present at the time.
- Any discussion of help with the carer/family(s) (where deemed appropriate).

A template for this report is attached as **Appendix B**.

These records should be signed by the person reporting and the Centre Development Manager and dated and kept in a separate, confidential file.

If a vulnerable adult/child/young person starts to talk to an adult about potential abuse, it is important not to promise complete confidentiality. This promise cannot be kept. It is vital that the person is allowed to talk openly and disclosure is not forced or words put into the person's mouth. As soon as possible after the disclosure, details must be logged accurately.

The Centre Development Manager or Trustees Safeguarding Lead will report safeguarding issues to the Northumberland One Call Team within 24 hours of report, or immediately to the police via a 999 call, if the individual is deemed to be in immediate danger.

6. Allegations against staff, trustees and volunteers

Contacts for allegations made against staff, trustees or volunteers are all follows :

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Against	Report to :	Initial Response time:
Staff member or volunteer	Centre Development Manager	24 hours
Trustee	Trustees Safeguarding Lead	24 hours
Chair of Trustees	Trustees Safeguarding Lead	24 hours
Centre Development Manager	Trustees Safeguarding Lead	24 hours

For any other concerns against staff, volunteers or trustees, please refer to the Ashington Joint Welfare Scheme Whistleblowing Policy.

7. Training

Training will be given to all staff & volunteers on safeguarding issues. This will include designated safeguarding training, safeguarding awareness and internal training on the safeguarding policy & reporting procedures.

8. Contact Details

Brian Shotton, Centre Development Manager 07523269840
brianshotton@thrivingtogethernorthumberland.org.uk

Gail Ballance, Trustees Safeguarding Lead g.ballance@sky.com

Northumberland County Council One Call Team **01670 536400**

Local Authority Children's Social Care Team 01670 622930

Ofsted Telephone: 0300 123 1231

NSPCC Helpline (24 hours) 0808 800 5000

Hate Crime Support 01670 536400

Non-Urgent Police Support – 101

Urgent Police Support – 999

This Policy has been approved and authorised by:

Name: Gail Ballance

Position: Trustees lead for safeguarding

Date: 29/03/24

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Signature:

A handwritten signature in blue ink, appearing to read 'C. B. S. A. Q.', is written on a small, light-colored rectangular piece of paper.

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Appendix A Types of abuse

Definitions of Child Abuse – please refer to:

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

From the NHS Safeguarding information:

Different forms of abuse and neglect:

Sexual abuse

- indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- being forced to watch pornography or sexual acts
- being forced or pressured to take part in sexual acts
- rape

Physical abuse

- being hit, slapped, pushed or restrained
- being denied food or water
- not being helped to go to the bathroom when you need to
- misuse of your medicines

Psychological abuse

- emotional abuse
- threats to hurt or abandon you
- stopping you from seeing people
- humiliating, blaming, controlling, intimidating or harassing you
- verbal abuse
- cyberbullying and isolation
- an unreasonable and unjustified withdrawal of services or support networks

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Domestic abuse

This is typically an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is, or has been, an intimate partner or family member.

Discriminatory abuse

This includes some forms of harassment, slurs or unfair treatment relating to your:

- race
- gender and gender identity
- age
- disability
- sexual orientation
- religion

Financial abuse

This could be someone stealing money or other valuables from you. Or it might be that someone appointed to look after your money on your behalf is using it inappropriately or coercing you to spend it in a way you're not happy with.

Internet scams and doorstep crime are also common forms of financial abuse.

Neglect

Neglect includes not being provided with enough food or with the right kind of food, or not being taken proper care of.

Leaving you without help to wash or change dirty or wet clothes, not getting you to a doctor when you need one or not making sure you have the right medicines all count as neglect.

Abuse and neglect are forms of maltreatment of a vulnerable adult/child/young person. Somebody may abuse or neglect a vulnerable adult/child/young person by harming them, or by failing to act to prevent harm. Vulnerable adults/children/young people may be abused within a family institution, or community setting by those known to them, or by a stranger. This could be an adult or adults, another child or young person.

The signs and indicators listed below may not necessarily indicate that a vulnerable adult/child/young person has been abused, but will help us to recognise that something may be wrong, especially if there are a number of these symptoms or any of them to a marked degree.

Indicators of abuse

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- Failure to thrive and meet developmental milestones.
- Fearful or withdrawn tendencies.
- Aggressive behaviour.
- Unexplained injuries.
- Repeated injuries.
- Unaddressed illnesses or injuries.

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Appendix B Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to Brian Shotton, Centre Development Manager if they have a safeguarding concern about an individual at Hirst Welfare Centre.

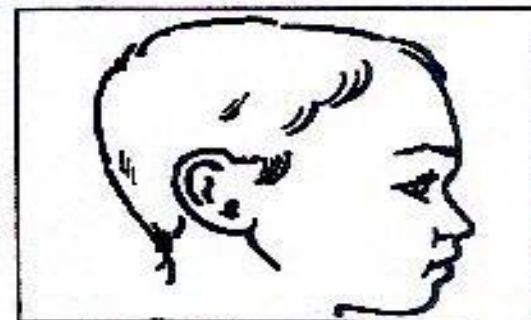
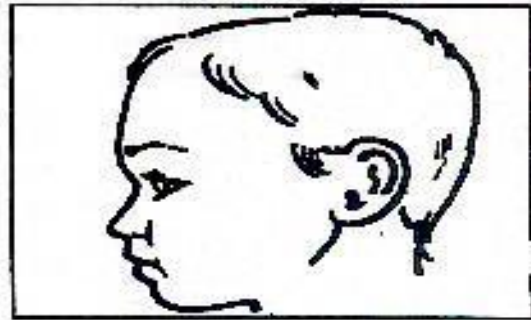
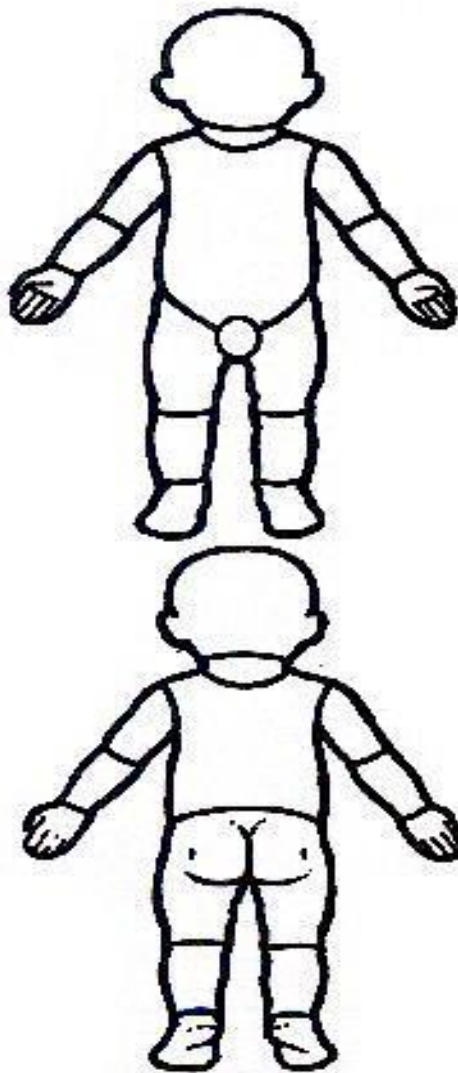
Information Required	Enter Information Here
Full name of child/ vulnerable adult	
Date of birth	
Activity Attending	
Your name and position	
Nature of concern/disclosure <i>Please include where you were when the child/ young person/ vulnerable adult made a disclosure, what you saw, who else was there, what did the child/ young person/vulnerable adult say or do and what you said. [Ensure that if there is an injury this is recorded (size and shape) and a body map is completed] [Make it clear if you have a raised a concern about a similar issue previously]</i>	
Time & date of incident:	
Name and position of the person you passing this information to?	

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Information Required	Enter Information Here
Your Signature	
Time and date form completed	
Time form received by DSL	
Action Taken by DSL	
Referral made to any other organisation? Yes/ No, date/ time	
Referral made to police yes/no, date/ time	
Parents/ Carers Informed [yes/no, date and time]	
Feedback given to referrer [yes/no, date and time]	
Feedback given to child/ young person/ vulnerable adult [yes/no, date and time]	
Feedback given to person who recorded disclosure [yes/no, date and time]	
Further Action Agreed	
Full Name of DSL	
Signature of DSL	
Date of Signature	

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Body Map

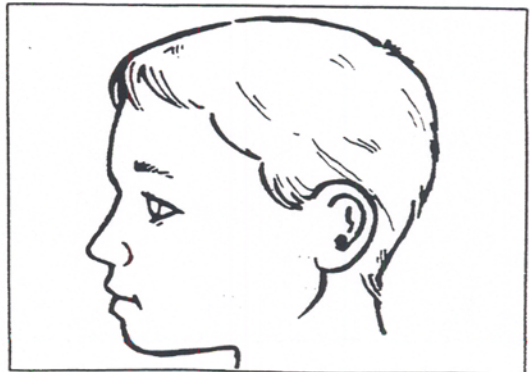
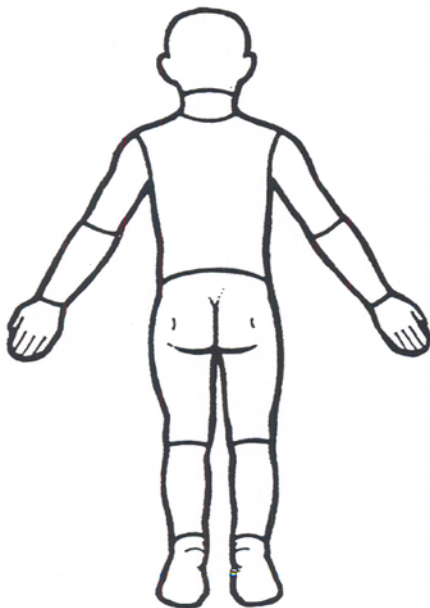
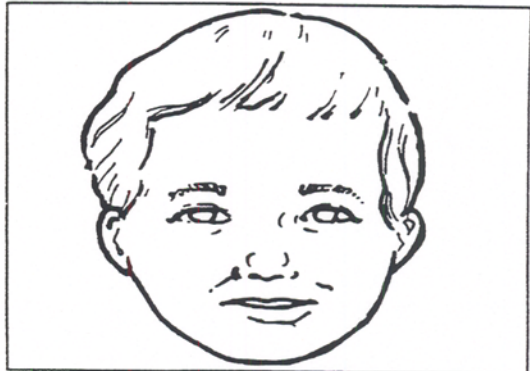
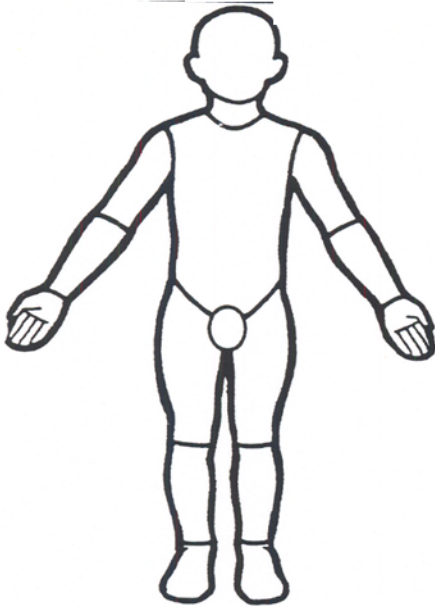
Young Child



Indicate clearly where the injury was seen and attach this to the referral form

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Body Map

Older Child



Indicate clearly where the injury was seen and attach this to the referral form.