



# Safeguarding Policy

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## Overview

The Proud Trust is committed to safeguarding all young people and vulnerable adults with whom we have contact.

The purpose of this Policy is to outline a clear framework for protecting and safeguarding young people and vulnerable adults in order that all staff, volunteers and those working on behalf of The Proud Trust, and users of the The Proud Place are aware of their roles and responsibilities in identifying concerns, sharing information and taking appropriate action.

We expect everyone connected to The Proud Trust to read, understand and adhere to this policy and procedures.

**This policy should be read in conjunction with:**

- [One to One Working Guidance for Youth Workers](#)
- [Record Keeping Guidance](#)
- [Confidentiality Statement](#)
- [Supervision Guidance](#)
- [Data Protection Policy](#)
- [Whistleblowing Policy](#)
- [Help Services Confidentiality Statement](#)

For safeguarding purposes, children are defined as “any individual up to the age of 18” and vulnerable adults as “any individuals aged 18+ who are, or may be in need of community care services.”

**The Proud Trust works primarily with young people aged 13-19 (up to 24 with additional needs) and the adults who support them. We also work with young people aged 11-13 alongside their parents or carers. Our services are delivered in the community, from the LGBT+ Centre in Manchester and various community locations across Greater Manchester and Cheshire West and Chester. We also offer digital support via Proud Connections**

For the purposes of this policy the term “young people” encompasses both young people and vulnerable adults. Procedures for the reporting of safeguarding concerns to statutory services will differ depending upon the age of the young person (see below).

For the purposes of this policy the term “Staff” is used to refer to any adult working with The Proud Trust (including paid members of staff, volunteers and Proud Mentors).

Where reference is made to “Manager” this will be your line Manager or the manager covering in their absence.

*For definitions of Safeguarding and forms of abuse, see Appendix 1 and 2.*

## Guidance underpinning this document

- [Department for Education Working Together to Safeguard Children 2018](#)
- [The Care Act \(Safeguarding Vulnerable Adults\) 2014](#)
- [Greater Manchester Safeguarding Board Safeguarding Children Procedures Manual](#)
- [Greater Manchester Safeguarding Adults Board](#)
- [Cheshire West and Chester Safeguarding Children Partnership](#)
- [Cheshire West Safeguarding Adults Board](#)

Safeguarding Boards coordinate all work across a locality to safeguard and promote the welfare of children young people and vulnerable adults, providing training, guidance for professionals and information regarding pathways for referral for each Local Authority, contacts (including out of hours) and referral forms

The Board website will also include the following:

- Contact details for the Local Authority Designated Officer (LADO). The role of the LADO is to handle any safeguarding allegations made against staff or volunteers
- Contact details for Child Exploitation and Online Protection Command (CEOP) for reporting and investigating online abuse

## Safeguarding Lead

The Proud Trust has a Designated Safeguarding Lead (DSL). All staff will be made aware of the name and contact details for the DSL. Managers will ensure that staff are alerted should the DSL details change.

Managers are the first point of contact for any staff with safeguarding concerns.

This ensures that safeguarding support and advice is available to staff and volunteers at all times.

If a manager is unavailable, their staff team will be notified and advised as to who to contact.

The DSL will liaise with Trustee representatives as required.

## Supervision, Training and Disclosure Checks

Line Managers will ensure all new staff read this policy as part of their induction (see the HR policy for the checklist for this).

As an ongoing process, safeguarding is a standing item on supervision for all staff. Staff who work directly with young people on a one to one basis will receive additional safeguarding/one to one supervision from the **One to One and Proud Connections Managers** This will be monthly for substantive posts and quarterly for less substantive posts.

All safeguarding supervision will be recorded in supervision notes.

Safeguarding training will be offered annually in-house to all staff. Youth work staff and managers with responsibilities for youth work will be expected to access safeguarding training **at the appropriate level every two years** Managers are responsible for ensuring that all staff complete the required training and will **document this in their monthly supervision records and on the training spreadsheet.**

Additional external training can be accessed via the Greater Manchester Safeguarding Board (Children or Adult) and the Cheshire West and Chester Safeguarding Children's Partnership or Vulnerable Adults Board (links above). Staff are encouraged to access training within the local area in which they deliver their work in addition to the in-house training, e.g. every other year.

All staff and volunteers working directly with young people will undertake an enhanced DBS check every **two** years. All other staff will undertake a DBS check at the level appropriate for their role.

A secure log of the DBS information will be kept digitally by the central admin.

## **Process for reporting Safeguarding Concerns**

All staff who have interactions with young people either in groups, one to one or via digital support will have access to The Proud Trust's Salesforce-based MI System (MI)

All interactions with young people must be recorded on the MI.  
(see Appendix Record Keeping Guidelines)

### **In Danger/Immediate Risk of Significant Harm**

If a young person's health or safety is at **immediate risk**, the member of staff must contact their line Manager (by phone wherever possible) who will discuss/assess the situation and if deemed necessary will contact emergency services (i.e., police, ambulance, and/or social services emergency duty team).

The manager will inform the DSL.

If the young person is with one of our staff members when their health or safety is at immediate risk, a staff member will stay with them until an appropriate

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a responsible adult (e.g. parent, carer, or social worker) comes to relieve them or a safety plan is in place for them.

This interaction must be ticked as **Safeguarding** in the young person's record and an **incident report** should be completed by the staff member/manager

### **Cause for Concern**

An interaction should be ticked as a **Cause for Concern** in the young person's record when the young person is not deemed to be at immediate risk of significant harm but additional needs/concerns have been identified and action may need to be taken and early intervention measures put in place.

This will trigger an email to the relevant manager who will discuss further with the member of staff and decide the appropriate next steps.

Where appropriate the Manager will discuss with the DSL whether escalation and/or a multi-agency response is required. The young person will be made aware if this is the case.

**In all cases the young person will be informed, with their views and consent given as much regard as possible. This will be balanced with our knowledge of their wider context, our assessment of their capacity/competency to consent, and our legal responsibilities to them.**

**Disclosures of abuse which has happened in the past should follow exactly the same procedures as outlined above.**

**You don't need to be sure a young person is at risk or being abused. It's ok to report a suspicion.**

## **Reporting**

The details of how to report/refer a young person in each of the GM Boroughs and in CWAC are contained in the links below

**Greater Manchester  
Children**

<https://greatermanchesterscb.proceduresonline.com/>

**Adults**

<https://www.manchestersafeguardingpartnership.co.uk/adults/>

**CWAC**

**Children**

<https://www.cheshirewestscp.co.uk/>

**Adults**

<https://www.cheshirewestandchester.gov.uk/residents/health-and-social-care/adult-social-care/isab/local-safeguarding-adults-board.aspx>

## **Information sharing**

- Wherever possible, information about a young person should be shared with their full knowledge and consent.

- Be open with the young person (and their family/carers where appropriate) about the reasons for sharing the information.
- You may still share information without consent if your assessment is that this is in the best interests of the young person; for example, where their safety is at risk.
- Ensure you only share information that is necessary for safeguarding the young person, and do not share any information additional to that.
- Only share information with those who need to know it.
- Record the decision to share or not share the information and the reasons for your decision on the MI System.
- Staff are not expected to make these decisions alone and will always be supported by the Safeguarding Lead.
- When recording issues, use the direct words of young people whenever possible.
- Record all information on the MI System in a timely fashion, no more than 24 hours after any incident.

## Supporting an anonymous Young Person

For Staff operating The Proud Trust's Digital Help Services, there may be times when young people choose to remain anonymous.

In this situation staff should follow the training and guidance provided to encourage the sharing of necessary information to support the young person, while adhering to the service's confidentiality agreement. If a young person still wishes to remain anonymous and the member of staff identifies that the young person is in immediate danger or at risk of significant harm they should contact the Manager on duty who will contact the emergency services and provide them with any information they have on the young person, including the IP address used to access the web chat. In these circumstances,

For Digital Chat users who have shared their personal information the safeguarding process detailed in previous sections of this policy should be followed.

## Allegations against The Proud Trust Staff, Volunteer and Trustees

If you have concerns about a staff member, volunteer or trustee, then raise them as soon as you can with the **Designated Safeguarding Lead**. If the issue is with the DSL, then it should be taken to the **CEO** or to the **Chair of Trustees**

The procedures outlined in the links above to Local Safeguarding Partnerships will be followed when there is an allegation or concern that any person who works with children, in connection with their employment or voluntary activity, has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates they would pose a risk of harm to children.

## Appendix 1: Definitions in relation to safeguarding

### Children

For the purposes of Safeguarding, **Children** are defined as any individual up to the age of 18.

**Safeguarding children** is defined in the DfES document 'Working Together to Safeguard Children' as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

### Vulnerable Adults

For the purposes of Safeguarding, **Vulnerable Adults** are defined in The Care Act 2014 as individuals aged 18+ who are, or may be in need of community care services because of their:

- Mental health
- Other disabilities
- Age
- Illness

In addition, Vulnerable Adult may also refer to someone 18+ who is:

- A person who is or may be unable to take care themselves
- A person who is unable to protect themselves against serious harm or being taken advantage of

**Safeguarding vulnerable adults** is defined as:

- protecting the rights of adults to live in safety, free from abuse and neglect
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
- people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being

## Appendix 2: Definitions of abuse and signs of abuse

'Working Together to Safeguard Children' (2018) categorises **abuse of children**

under the following headings:

- Physical
- Sexual
- Emotional
- Neglect

Under these four headings there are a number of ways abuse can be further defined:

- Discriminatory
- Psychological
- Financial or material
- Organisational
- Self-neglect
- Modern slavery
- Child sexual exploitation
- Domestic abuse
- Child trafficking
- Female genital mutilation
- Bullying and cyberbullying

The Care Act 2014 categorises **abuse of adults** under the following headings:

- Physical abuse
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Neglect or acts of omission
- Discriminatory abuse
- Domestic abuse
- Organisational abuse
- Modern slavery

All of the above can include abuse which happens online/via social media and this should be managed in the same way.

## Signs of abuse and neglect

Children and Young people:

[https://greatermanchesterscb.proceduresonline.com/chapters/p\\_signs\\_and\\_ind.html](https://greatermanchesterscb.proceduresonline.com/chapters/p_signs_and_ind.html)

Adults:

<https://www.manchestersafeguardingpartnership.co.uk/adults/adultfamily/>