

RECLAIM

Safeguarding children, young people and vulnerable adults policy

Written by	Becky Bainbridge/ Isabella Martini
Approved by	Cath Brown - Safeguarding Trustee
Last reviewed	April 2024
Next review due	April 2025

Contacts

Designated Safeguarding Officer

Name: Isabella Martini - Community Programmes Manager

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Designated Safeguarding Lead

Name: Becky Bainbridge - CEO

Phone/email: 07739 752348 / b.bainbridge@reclaimproject.org.uk

Trustee/Senior Lead for Safeguarding and Child Protection

Name: Catherine Brown - Trustee

Phone/email: cathbrown@skilfulconversation.com

They should be contacted for support and advice on implementing this policy and procedures.

NSPCC Helpline: 0808 800 5000

Childline: 0800 1111

If you are concerned that someone is in imminent danger or is at risk of harm, please dial 999 and ask for the Police, immediately.

Policy Statement

All participants and visitors to RECLAIM activities have the right to feel and be safe. Wherever they come into contact with RECLAIM they will be treated fairly, lawfully, and with dignity and respect. All employees and volunteers have a duty to keep children, young people and vulnerable adults safe and to help protect them from abuse or harm. All senior members of staff/line managers must ensure that employees and volunteers understand and apply that duty wherever they are. This priority is included in our performance management approach to assessing the quality of RECLAIM work.

Purpose

RECLAIM aims to provide a safe and positive environment in all aspects of our engagement with children, young people and vulnerable adults. We take our responsibilities seriously in this regard and in all our activities, whilst children, young people and vulnerable adults are under our supervision and view the safeguarding of children, young people and vulnerable adults as everybody's responsibility at RECLAIM.

Good safeguarding practice takes many forms. It should always be there; be proportionate and should enable and support the organisation's goals to enable children, young people and vulnerable adults to flourish. This policy applies to all employees and volunteers of RECLAIM and all partner organisations, it also applies to individuals who may be conducting related work that involves children, young people and vulnerable adults in our care.

For the purpose of this Policy and related Procedures

Children are defined as:

In England, a child is defined as anyone who has not yet reached their 18th birthday. Child protection guidance points out that even if a child has reached 16 years of age and is:

- living independently
- in further education
- a member of the armed forces
- in hospital; or
- in custody in the secure estate

they are still legally children and should be given the same protection and entitlements as any other child.

(Department for Education, 2023)

Young people are defined as:

RECLAIM often uses the term Young People but, for RECLAIM's purposes, adopts the above definition of Children when using that term.

Vulnerable adults are defined as:

- People aged 18 or over.
- Who are receiving or may need community care services because of learning, physical or mental disability, age or illness (up to age 25).
- Who are or may be unable to take care of them or themselves, or unable to protect them or themselves against significant harm or exploitation.

(No Secrets, Department of Health, 2000)

Safeguarding and promoting the welfare of children, young people and vulnerable adults is defined as: protecting children, young people and vulnerable adults from maltreatment; preventing impairment of children, young people and vulnerable adults' health or development; ensuring that children, young people and vulnerable adults live in circumstances consistent with the provision of safe and effective care; and taking action to enable all children, young people and vulnerable adults to have the best outcomes.

Safeguarding is not just about protecting people from deliberate harm. It relates to aspects including:

- children, young people and vulnerable adults' health and safety
- the use of reasonable force
- meeting the needs of children, young people and vulnerable adults with medical conditions
- providing first aid
- home visits
- internet or e-safety
- appropriate arrangements to ensure project safety taking into account the local context.

The purpose of this policy is:

- To protect children, young people and vulnerable adults who are involved with RECLAIM and their activities.
- To provide employees and volunteers with the training and knowledge that guides our approach to safeguarding and child protection.
- Promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
- To ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
- And to STOP that abuse occurring.

RECLAIM believes that no child, young person or vulnerable adult should ever experience abuse of any kind. We take our responsibilities seriously and promote the welfare of all children, young people and vulnerable adults to keep them safe. RECLAIM is committed to operating in a way that always protects children, young people and vulnerable adults.

Legal Framework

This policy has been drawn up based on law and guidance that seeks to protect children, young people and vulnerable adults and vulnerable adults, namely:

- Children's Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012

- Children and Families Act 2014
- Special education needs and disability (SEND) Code of Practice: 0-25 years – Statutory guidance for organisations which work with and support children and children, young people and vulnerable adults and vulnerable adults who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for employees providing safeguarding services to children, children, young people and vulnerable adults and vulnerable adults, parents and carers; HM Government 2015

We recognise that:

- The welfare of a child, young person or vulnerable adult in RECLAIM's care is paramount, regardless of age, disability, gender reassignment, race, religion, belief, sex or sexual orientation.
- Some children, young people and vulnerable adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people and vulnerable adults, their parents, carers and other agencies is essential in promoting children, young people and vulnerable adults' welfare.

We will seek to keep children, young people and vulnerable adults safe by:

- Valuing them, listening to and respecting them.
- Appointing a Designated Safeguarding Officer (DSO) for children, young people and vulnerable adults.
- Adopting child protection and safeguarding practices through procedures and a code of conduct for all employees and volunteers.
- Developing and implementing an effective Online Safety Policy (E-safety Policy) and related procedures.
- Providing effective management for all employees and volunteers through effective supervision, support, training and quality assurance measures.
- Recruiting employees and volunteers safely, ensuring all necessary checks are made.
- Recording and storing information professionally and securely and sharing information about safeguarding and good practice with children, young people and vulnerable adults, their families, employees and volunteers via leaflets, posters or one-to-one discussions
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people and vulnerable adults, parents, families and carers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that should arise.
- Ensuring that we have effective complaint and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people and vulnerable adults, employees and volunteers by applying health & safety measures in accordance with the law and regulatory guidance.

Taking of photographs

RECLAIM welcomes the taking and use of photographs and videos, as part of promotional campaigns, and monitoring and evaluation activity. We do understand, however, that the taking and use of photographs and videos can present safeguarding challenges, therefore have procedures in place should children, young people and vulnerable adults not wish to participate. RECLAIM has a waiver process which is applied to children, young people and vulnerable adults as they join our organisation/programmes to ensure we understand any vulnerability regarding the taking of photographs and videos as part of our normal day-to-day marketing and evaluation activity. Once consent has been granted (by parents/guardians/other for young people under 18 and vulnerable adults under 25) images may be captured and used by any employee in both internal, external news and marketing, online via websites and social media.

Data Protection

Data Protection law – and GDPR – may apply to the photography of children, young people and vulnerable adults and vulnerable adults. Where this applies, if images are to be used by an employee of RECLAIM for RECLAIM purposes, the normal approach would be for consent to be obtained from a parent or carer with the option of opting out being available. If in any doubt, a photograph or video should not be taken. Everyone has the right to opt-out of being photographed or videoed. All employees must ensure that suitable alternative arrangements are made whilst trying to minimise the disruption to other children, young people and vulnerable adults. These arrangements should be agreed in advance with those involved and we should uphold the dignity of the person opting out.

Residential and External Events

As part of our offer, we do take our programme cohorts and alumni on residential trips and to external events hosted by other organisations. For activities of this nature we carry out rigorous risk assessments which may include obtaining floorplans and layouts of rooms and buildings, assessing accessibility in relation to the needs and preferences of the group, familiarity with emergency procedures, exits and assembly points, and ensuring that we have the appropriate numbers of staff who are first aid trained on duty. Events and residential are not mandatory elements of our offer and as such any child, young person or vulnerable adult has the right to opt-out of such activities. We also seek consent from parents/carers/guardians for participants under 18 and for vulnerable adults.

Transport

When arranging for taxi transport for children, young people and vulnerable adults, we only use Uber. All drivers operating through this account have been DBS checked. Drivers must be instructed that no change to either the pick-up or destination point should be made without the authorisation from RECLAIM. Children, young people and vulnerable adults that are under 18 should be contacted to make sure they have arrived safely.

Independent travel - U18s

Children, young people and vulnerable adults may be required to travel independently. If the young person is under 18 or is a vulnerable adult we will work with them and their parent/guardian/other to assess whether the young person is able to travel independently. Where independent travel is assessed to not be possible, we will provide appropriate support.

Children, young people and vulnerable adults will be met at and returned to an agreed location by RECLAIM staff. The youth worker will notify the parent/guardian/other as soon as the child, young person/vulnerable adult has arrived at the session and as soon as they have left. Parents/guardians/others will be encouraged to notify RECLAIM staff as soon as the young person has returned.

Supported transportation

Whilst from time to time RECLAIM employees may need to use their vehicle to assist children, young people and vulnerable adults, we advise that this should be the exception rather than the norm. However, should this be necessary, all staff must ensure the following:

- Their vehicle is in good condition and roadworthy – an up to date MOT certificate must be provided and this will be kept on file.
- Their vehicle is taxed, has a valid MOT certificate and has the relevant Business Insurance included in their policy.

Steps taken by the RECLAIM Project when abuse is reported, a disclosure is made, or a concern is raised:

1. Incident is reported to the Designated Safeguarding Officer and their line manager.
2. The safeguarding team will discuss the actions that the Safeguarding referral requires, referring to the **RECLAIM Safeguarding Policy and local authority guidance**, and inform the staff involved.
3. If deemed necessary (following discussion - see point 2. above) the Designated Safeguarding Officer will inform the required services (children social services). They will complete a referral form provided by social services if required.
4. The Designated Safeguarding Officer will implement any actions recommended by the authorities supporting the case. For cases not requiring Local Authority support, we will implement actions recommended by the designated safeguarding Officer/Lead. A key worker will be allocated to the vulnerable person.

Out of hours reporting

Outside of normal working hours (Monday to Friday, 10am to 6pm) the following procedures are followed:

- *In the case of an emergency where an incident has just taken place causing harm or leaving a person or persons in immediate risk:*
 1. Call the emergency services to report the incident 999
 2. Report the incident to the Designated Named Person(s) at the first available opportunity.
- *In the case where abuse is suspected or reported but the individual is not in immediate danger:*
 1. Make notes recording the conversation or incident as accurately as possible.
 2. Report the incident verbally or by email to the Designated Safeguarding Officer at the first available opportunity within working hours.

General

Anyone who has any doubts, concerns or queries regarding the above should raise these with their line manager in the first instance and/or RECLAIM's Designated Safeguarding

Officer (DSO). RECLAIM's Designated Safeguarding Officer will have a direct line of communication to the Chair of RECLAIM's Board of Trustees and to any other Board Trustee, as necessary.

All RECLAIM staff and volunteers must have the appropriate level of safeguarding training relating to the work they are undertaking, and a good working knowledge of the Safeguarding Policies and Procedures of the local authority under which they are operating. The Designated Safeguarding Officer will arrange mandatory safeguarding training for Staff and Volunteers, which includes nationally recognised training provided by the NSPCC, in-house training on RECLAIM's policies and procedures, as well as any training specific to the needs of the cohort of young people and/or vulnerable adults.

Staff and Volunteers will be subject to DBS checks before they are allowed to work with children, young people and vulnerable adults. In exceptional circumstances we will allow work to take place with children, young people and vulnerable adults where adults are not DBS checked. This will have rigorous risk assessment in place and individuals will not be permitted to work with children, young people and vulnerable adults without a member of RECLAIM staff being present.

Below is the contact number for the Designated Safeguarding Officer, and the first point of contact numbers for the 10 local authorities of Greater Manchester for direct referrals.

Designated Safeguarding Officer

Isabella Martini
i.martini@reclaimproject.org.uk
07720825149

NSPCC Helpline: 0808 800 5000
Childline: 0800 1111

If you are concerned that someone is in imminent danger or is at risk of harm, please dial 999 and ask for the Police, immediately.

Other useful contacts:

Greater Manchester children's social care team (referrals)

Bolton – 01204 331500 Out of Hours – 01204 33777

Bury – 0161 253 5678 Out of Hours – 0161 253 6606

Manchester – 0161 234 5001 Out of Hours – 0161 234 5001

Oldham – 0161 770 7777 Out of Hours – 0161 770 6936

Rochdale – 0300 303 0440 Out of Hours – 0300 303 8875

Salford – 0161 603 4500 Out of Hours – 0161 794 8888

Stockport - 0161 217 6028 Out of Hours – 0161 718 2118

Tameside – 0161 342 4101 Out of Hours – 342 2222

Trafford – 0161 912 5125 Out of Hours – 912 2020

Wigan – 01942 828 300 Out of Hours – 01942 828 300 (after 8pm – 0161 834 2436)

This policy was last reviewed: March 2024

We are committed to reviewing our policies and practices regularly.