

Letchworth Garden City Heritage Foundation

Safeguarding Policy for Children, Young People and Adults at Risk

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Letchworth Garden City Heritage Foundation Policy for the Safeguarding of Children, Young People and Adults at Risk

1.0 Statement – Safeguarding Children

This policy defines how Letchworth Garden City Heritage Foundation operates to safeguard children, young people and adults at risk. We have a duty of care and are committed to the protection and safety of children, young people and adults at risk involved as visitors, clients and as participants at our offices, venues and services such as The Museum @ One Garden City. We aim to provide an environment that is protective, safe, secure and supportive to both representatives of the Heritage Foundation and children, young people and adults at risk.

The Heritage Foundation recognises that it is the responsibility of its staff, trustees, governors, contractors and volunteers to operate best practice to prevent physical, emotional or sexual abuse or neglect of children and young people, and to report any incident or behaviour that causes concern with regard to the welfare of the child, young person or vulnerable adult. The Heritage Foundation also recognises that it has a responsibility to its staff, trustees, governors, contractors and volunteers to provide them with protection from unfair allegations.

There are also several supporting policies and procedures that serve to safeguard people accessing Heritage Foundation offices, venues and services. These include:

- Code of Conduct
- Complaints Policy
- Data Protection and Information Handling Policy
- Declarations of Interests Form
- Disciplinary Policy
- Equality and Diversity Policy
- Grievance Policy
- Hertfordshire Safer Recruitment Guidelines
- Health and Safety Policy
- Lone Working Policy
- Whistleblowing Policy
- Safer Recruitment Policy

The Heritage Foundation recognises it has a responsibility to implement, maintain and regularly review all policies and procedures that are designed to prevent and be alert to abuse. These policies and procedures apply to all children, young people and adults at risk regardless of their race, religion, first language or culture; age, gender or

sexuality; health or disability; location or placement; political or immigration status or involvement in criminal behaviour, or contribution to society.

The Heritage Foundation understands that every child, young person and adult at risk has the legal right to be safe from harm and an equal right to protection. It acknowledges the following legislation, guidance and public bodies:

- Care Act 2014
- Children Act 2004
- Education Act 2011
- General Data Protection Regulation 2018
- Hertfordshire Safeguarding Adults Board
- Hertfordshire Safeguarding Children's Partnership
- Ofsted
- The Human Rights Act

2.0 Policy Aims

This policy aims to provide protection for the individuals and groups that receive services from the Heritage Foundation and to provide staff and volunteers with guidance on procedures that they should follow in the event that they suspect a child, young person or vulnerable adult may be experiencing or be at risk of harm.

3.0 Designated Safeguarding Officer and Deputies

The Heritage Foundation has a Designated Safeguarding Officer (DSO) Stuart Sapsford, Director of Communities, Culture and Heritage. This function holds responsibility and oversight for ensuring good practice at an organisational and strategic level. This role will be supported by Safeguarding Officer who will take responsibility for day to day safeguarding matters. The Designated Officer and the Safeguarding Officer are available for staff consultation regarding safeguarding risks and responsible for the operational processing of responses to safeguarding queries and incident forms.

3.1 Designated Safeguarding Officer

Stuart Sapsford, Executive Director of Communities, Culture and Heritage
1GC, Broadway, Letchworth Garden City SG6 3BF
Telephone: 01462 530371
Mobil: 07711 765937
Email: Stuart.Sapsford@Letchworth.com

3.2 Safeguarding Officer

Alastair Stewart, Head of Grants Partnerships and Community Services

1GC, Broadway, Letchworth Garden City SG6 3BF
Telephone: 01462 530366
Mobil: 07714 521567
Email: Alastair.Stewart@Letchworth.com

3.3 Trustee Responsibility

Heritage Foundation trustees recognise the importance of Safeguarding and assign those duties through the appointment of a Trustee with responsibility for safeguarding. The Heritage Foundation trustee for Safeguarding is Governor Terry Hone

3.4 Safeguarding Contacts

Hertfordshire Police	999
Hertfordshire Safeguarding Adults Board	0300 123 4042
Hertfordshire Safeguarding Children's Partnership	0300 123 4043

3.5 Responsibilities of Designated Safeguarding Officer (DSO)

The key responsibilities of the DSO are:

- Regularly oversee and review the Safeguarding Policy and retention of data and make recommendations to Heritage Foundation trustees
- Facilitate the Safeguarding Team in their role as key touch points to the successful implementation of the policy and associated procedures
- Report regularly as appropriate to the trustees of the Heritage Foundation and the Chief Executive
- Keep a log of all incident reports involving children, young people and adults at risk

3.6 Safeguarding Team

The remit of the team is to identify, implement and give assurances that the appropriate policies and procedures are in place to safeguard and promote the welfare of all service users, staff, volunteers and partners working with the foundation under Section 10 of the Children's Act 2004 and the Care Act 2014.

4.0 Safe Working Practices

Before recruiting trustees, governors, staff, (whether paid or unpaid) and volunteers, the foundation will follow a 'Safer Recruitment' process based on NSPCC training.

Selection of Staff, Agency Workers, Contractors and Volunteers

As part of the recruitment process, all applicants who will have contact with children, young people or adults at risk will be subject to a check through the Disclosure and Barring Service (DBS) a DBS or Enhanced DBS. The level of DBS check will depend

upon the extent to which the member of staff working with children and adults at risk. A central matrix showing staff roles and level of disclosure will be held by HR.

As part of the recruitment process it is the responsibility of the applicant to immediately disclose any criminal proceedings. If this has an impact on their ability to work with children, young people or adults at risk, a decision will be taken between HR and the Leadership Team member with responsibility for the particular team on employment and what if any duties should be limited.

If working in an educational setting all managers should be aware of DCSF document 'Guidance for Safer Working Practice for Adults Who Work with Children and Young People in Education' (October 2015) and ensure that all staff are reminded of this on a regular basis through appropriate staff training, staff team meetings and supervision sessions and that work is planned in accordance with this document so as to minimise situations where any abuse may occur.

All staff who have contact and/or access to personal information about children, young people or adults at risk will receive Safeguarding training. The level of training will depend on the level of contact or access to information. A training needs matrix will be held and managed by the Governance Support Executive and they will be responsible for organising and administering all Safeguarding training. Where the applicant will be working with children, young people and adults at risk, interview panels must contain one manager who has undergone 'Safer Recruitment Training'.

4.1 Training

All staff will receive Safeguarding training, and this will be dependent on their role and will range from awareness training through to accredited levels of training. This will be incorporated into the central matrix showing staff roles and level of disclosure and training held by HR.

5.0 Definitions

5.1 Child

The Children Act 2004 defines children and young people as those aged 0 – 18 years but will also include those:

- Over 18 who are receiving services such as care leavers
- Over 18 but under 25 with learning difficulties

5.2 Adults at Risk

For the purpose of this policy, the term Adult at Risk refers to someone over the age of 18 years defined by The Care Act as an adult that fits into one or more of the following:

- Has needs for care and support
- Is experiencing, or at risk of abuse or neglect

- Is unable to protect themselves against significant harm or exploitation
- Children and young people are defined as those persons aged under 18 years old

5.3 Types of Abuse

It is generally accepted that there are four main forms of abuse of children. The following definitions are based on those from Working Together to Safeguard Children (HM Government 2010) and Safeguarding Children: Working Together under the Children Act 2004.

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

5.4 Other Forms of Abuse

Refer to [Working Together 2018](#) for more information. This contains comprehensive information relating to safeguarding concerns within a wide range of specific circumstances.

6.0 Information for parents/carers who suspect abuse

Parents and carers may suspect or have knowledge of the abuse of a child, young person or adult at risk. Where this is the case parents can contact:

- The member of staff providing the service, activity or group
- One of the Heritage Foundation Designated Officers
- The Hertfordshire Safeguarding Adults Board or Hertfordshire Safeguarding Children's Partnership
- The NSPCC helpline on 0800 800 500 or via their website www.nspcc.org.uk or Childline at www.childline.org.uk

Any parent or carer who has concerns specifically about a trustee, staff member of volunteer as a perpetrator of the abuse may take the same actions as set out above.

7.0 Information for Children, Young People and Adults at Risk who suspect abuse

Children, young people and adults at risk may suspect or have knowledge of the abuse of a child, young person or adult at risk who is using Heritage Foundation services. Where this is the case they may contact:

- The member of staff providing the service, activity or group
- One of the Heritage Foundation Designated Officers

- The Hertfordshire Safeguarding Adults Board or Hertfordshire Safeguarding Children's Partnership
- The NSPCC helpline on 0800 800 500 or via their website www.nspcc.org.uk or Childline at www.childline.org.uk

Any child, young person or adult at risk who has concerns specifically about a trustee, staff member or volunteer as a perpetrator of the abuse may take the same actions as set out above.

8.0 Monitoring suspicions of vulnerability/at risk

There can be occasions where it is not obvious that a service user is in need (as defined by the Children Act and the Adult Care Act) and it may be decided by the member of staff (with consent of their Line Manager, and where appropriate the Safeguarding Officer) that there isn't sufficient cause to raise concern externally. In these circumstances the member of staff will monitor the situation in order to make an informed decision.

9.0 Sharing concerns, consent and confidentiality

Sharing information is important in early intervention to ensure that children, young people and adults at risk get the service and support they require. It is also essential to protect children and young people from suffering harm from abuse or neglect. It is good practice to explain to children, young people and adults at risk and families at the start (or as soon as possible) about what and how information will or could be shared and seek their agreement.

The exception would be where it would put that children, young person or adult at increased risk or significant harm. It would also be an exception where it would undermine the prevention, detection or prosecution of a serious crime including where seeking consent might lead to interference with any potential investigation.

9.1 Retaining Information

In line with our Data Protection and Information Handling Policy and GDPR safeguarding records will be held securely and with restricted access for a period of 5 years after which they will be securely deleted/destroyed.

10.0 Allegations against staff

All allegations against trustees, staff, volunteers and contractors undertaking activities on behalf of the Heritage Foundation or in positions of trust are taken very seriously.

If an allegation of abuse is made against a trustee, member of staff, volunteer or contractor:

- The line manager should be made aware immediately by member of staff. The line manager will then be responsible for notifying the Designated Safeguarding Officer
- The Designated Safeguarding Officer will report any allegations to the appropriate Safeguarding Board and liaise between the Heritage Foundation and the Safeguarding Board
- If the Heritage Foundation receives an allegation, the employee will be informed and be suspended from duties whilst the matter is being investigated. Suspension during an investigation does not imply that any decision has been taken about the disciplinary matter and is not to be viewed as a disciplinary penalty. Any allegation will be scrupulously investigated having full regard for confidentiality
- Where appropriate and on advice of Safeguarding Board/Police the Heritage Foundation will keep the subject of the allegations informed on the progress of the case and will provide appropriate support to that individual while the case is ongoing.
- During any investigation staff will have full access to the services offered by People at Work and are encouraged to access these as required to support their emotional wellbeing.
- If your behaviour contravenes the Safeguarding Code of Conduct contained in this policy, then it will be treated as a disciplinary matter.
- If the matter is not substantiated the Heritage Foundation will support the employee in his/her return to work. This may include additional support through people at work or external agencies. There will also be an agreement on how contact with the client who made the allegation will be managed.

11.0 Resignation whilst under investigation

If an employee tenders their resignation or their contract ends or in the case of a volunteer, ceases to make their services available to the organisation, the Heritage Foundation will continue the investigation to completion in accordance with the policy. This process will continue even if the perpetrator refuses to co-operate with the investigation.

In cases of allegation of harm or potential harm there can be 'compromise agreement' between the Heritage Foundation and the trustee, employee or volunteer. The Heritage Foundation also has a statutory duty to make a referral to the DBS.

12.0 Referrals to the Disclosure and Barring Service

If the Heritage Foundation (in consultation with the Hertfordshire Safeguarding Children's Partnership) makes the decision to withdraw permission for a person to engage in activity with children and/or adults at risk and we think that the person has carried out one of the following:

- Engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or adult at risk or put them at risk or
- Satisfied the harm test in relation to children and/or vulnerable adults. E.g. there has been no relevant conduct but a risk of harm to a child or vulnerable adult still exists or
- Been cautioned or convicted of relevant (automatic barring either with or without the right to make representations) offence

We have a legal duty to refer to the Disclosure and Barring Service. Once the DBS receives a referral, they will then consider whether that person needs to be added to the barred list.

13.0 Allegations against other professionals

Staff must always prioritise the safety of children, young people and adults at risk over concerns around fears of damaging working relationships with other professionals if they have concerns about the behaviour of other professionals. Staff should discuss their concerns with their Line Manager and the DSO. They will then support members of staff and/or service users appropriately to formalise their concerns/allegations externally.

14.0 Reporting Incidents or Allegations

A basic update of incidents or allegations will be reported upon their conclusion at the next scheduled trustee meeting. Significant allegations impacting upon the reputation of the organisation will be shared with the Chair of Trustees and/or the CEO as soon as practicably possible.

15.0 Further Resources

www.charity-commission.gov.uk

www.gov.uk

www.Hertfordshire Safeguarding Adults Board | Hertfordshire County Council

www.Hertfordshire Safeguarding Childrens Partnership | Hertfordshire County Council

www.nspcc.org.uk