

Springboard Sunderland Trust

Safeguarding

Safeguarding Policy



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SAF01 - Safeguarding Policy	
Category:	Safeguarding
Responsible Person:	Andrea Whincop
Accountable Person:	Steve Reay
Date of First Issue:	November 2015
Next Review Date:	05/10/2023
Classification	Sensitive

Statement

Springboard has programmes – internal and with subcontractors - where staff are working with vulnerable people. All members of staff play an important part in promoting the safety and protection of the vulnerable people we work with. The aim of this policy is to provide clear direction to staff about expected codes of behaviour in dealing with Safeguarding issues. The policy also aims to make explicit the commitment to the development of good practice and sound procedures. The policy will ensure that Safeguarding concerns and referrals are handled sensitively, professionally and in ways that support the needs of the vulnerable person while they are in receipt of services from Springboard. Subcontractors must have a safeguarding policy which is comparable to this one.

We will achieve this aim by:

- Creating a culture where all incidents of suspicion, poor practice and allegations of inappropriate behaviour are taken seriously and responded to swiftly according to the guidelines outlined in this document
- Ensuring that the appointment of staff is made in line with the safe recruitment policy
- Planning all events and activities so that safeguarding issues are properly addressed in line with safeguarding procedures
- Recognising that SEND learners are more vulnerable to abuse and exploitation
- Sharing information on safeguarding with children, young people, vulnerable adults, parents, staff and volunteers
- Issuing guidelines on how to deal with the disclosure or discovery of abuse and sharing information about concerns with partners and agencies that need to know
- Providing appropriate staff training
- Ensuring that Trustees are made aware of safeguarding issues in order to govern the charity appropriately

Definition

Local authorities have overarching responsibility for safeguarding and promoting the welfare of all children, young people and vulnerable adults in their area.

Whilst local authorities play a lead role, safeguarding children and vulnerable adults and protecting them from harm is everyone's responsibility. Everyone who comes into contact with them has a role to play as no organisation operates in isolation.

For the purpose of this policy children are defined as a person under the age of 18 years.

A 'vulnerable adult' is defined as a person aged 18 and over and

- Receiving a social care service
- Receiving a health service
- Living in sheltered accommodation
- Detained in custody or under probation order
- Requiring assistance in the conduct of his/her affairs
- Receiving a service or participating in an activity targeted at older people
- People with disabilities or with physical or mental health conditions.

Accountability and Responsibility

Springboard has in place an organisational structure for safeguarding children, young persons and vulnerable adults. Key staff with designated Safeguarding responsibilities meet regularly and on an as-needs basis in order to monitor, review and develop the work of the Trust in delivering its duty of care. They will monitor and manage incidents or concerns and liaise with Safeguarding agencies. Incidents or concerns are reported at local level to nominated staff and to the Designated Person. They will keep a full record of concerns and where appropriate make referral to the Local Authority Designated Officer (LADO).

Within the organisation the following individuals are designated leads and deputies. They undergo training to provide them with the knowledge and skills required to carry out this role which will be updated every 2 years.

<p>Leads: Steve Reay – Chief Executive sreay@springboard-ne.org Andrea Whincop – Head of Training awhincop@springboard-ne.org Contact number 0191 5155300</p>
<p>Deputies</p>
<p>Annabell Lowdon – Pastoral Care Officer, Carl Fox – Subcontracts Officer Jasmin Richardson – Admin Team Lead John Pooley – Springboard Adventure Supervisor Keith Miller – IT Lead Leanne Green – Training Manager Marie Hunter – Nursery Manager Chrissie Watson – Quality Assurance Lead</p>

Details of the Designated Person and the Nominated Deputies are available at each site.

Training

Springboard has a duty to promote good practice in Safeguarding to staff and ensure they:

- Receive information about this policy as part of their induction programme
- Analyse their own practice against established good practice and assess risk to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse (code of conduct)
- Undertake training on Safeguarding to raise awareness of current issues and legislation
- Ensure learners in placement are aware of the organisation's own policy
- Bring this policy to the attention of the partner organisations they work with

Disclosure and Barring Service

Springboard has a responsibility to ensure safe recruitment and employment practices. Springboard is legally responsible for ensuring that staff are required to submit a DBS application for their job role. For further guidance see Springboard DBS packs or DBS website –

www.gov.uk/government/organisations/disclosure-and-barring-service

At recruitment stage prospective staff are asked to disclose any convictions. Where an appropriate DBS check is requested they will work alongside colleagues until it is returned. DBS checks are renewed every 3 years. Additionally, staff are asked to disclose information with regard to a person who lives or works in the same household as them known as 'Disqualification by Association'.

Statutory Framework

Springboard aims to meet legislative requirements and implement good practices in safeguarding.

Parents/carers should be aware that Springboard will take any reasonable action to safeguard the welfare of its children, young people and vulnerable adults. In cases where the organisation has reason to be concerned that someone may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow the Springboard Safeguarding Policy and inform the LADO of their concern.

Related Documents

This policy should be read in conjunction with the following documents:

Related Document: [SAF02 - Safeguarding Procedure](#)

Related Document: [SAF05 - Preventing Extremism and Radicalisation Policy](#)

Related Document: [EMP13 - Whistleblowing Policy](#)

As a minimum this policy will be reviewed every 12 months