



Document Title		Safeguarding Policy	
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Author		Simon Calvert	
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Managing Director Sign Off			
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Safeguarding Policy

This policy relates to the safeguarding of both vulnerable adults and children.

The purpose of the Safeguarding policy is to:

- Define Self Help UK's position on Safeguarding
- Promote the safety and wellbeing of individuals who are in contact with Self Help UK
- Provide guidance for Self Help UK team members
- Meet Self Help UK's legislative and contractual obligations
- Identify the support provided to groups in respect of safeguarding requirements

Aims and Objectives

Self Help UK accepts the moral and legal responsibility to implement procedures, to provide a duty of care for vulnerable adults, safeguard their wellbeing and protect them from abuse or self-harm when they are engaged in services organised and provided by SHUK. We aim to do this by:

Respecting and promoting the rights, wishes and feelings of vulnerable adults

Raising the awareness of the duty of care responsibilities relating to vulnerable adults throughout the SHUK.

Promoting and implementing appropriate procedures to safeguard the well-being of vulnerable adults to protect them from harm, including self-harm

- Creating a safe and healthy environment within all our services, avoiding situations where abuse or allegations of abuse may occur
- Recruiting, training, supporting and supervising staff, to adopt best practice to safeguard and protect vulnerable adults from abuse, and recognise risk to themselves
- Responding to any allegations of misconduct or abuse of vulnerable adults in line with this Policy and 'No Secrets' guidance as well as implementing, where appropriate, the relevant disciplinary and appeals procedures
- Requiring staff and contractors to adopt and abide by the Company's Safeguarding Policy and Procedures
- Reviewing and evaluating this Policy and Procedures document as specified in this policy.

Principles of Safeguarding

- a. Self Help UK will promote and prioritise the safety and wellbeing of children, young people and vulnerable adults.
- b. Self Help UK will ensure safeguarding through a variety of policies and procedures including its recruitment and selection policy and confidentiality policy.
- c. Where Self Help UK is made aware or becomes aware of the abuse or neglect of a child, young person or vulnerable adult, Self Help UK will always seek to fulfil the legal requirements placed on it and to work within national and local guidance. This includes making appropriate referrals to the relevant safeguarding boards, storing information appropriately and sharing information in relation to safeguarding concerns on request with the relevant safeguarding board.
- d. In line with legislation Self Help UK defines a child as any person under the age of 18 (as defined in the United Nations convention on the Rights of a Child). and a vulnerable adult is anyone over the age of 18 "who is or may be in need of community care services by reason of mental or other

disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation” (‘Who decides?’ 1997)

- e. Self Help UK will work to the accepted definitions of abuse as defined in ‘No Secrets’ (2000) whilst working with adults; ‘Abuse is a violation of an individual’s human and civil rights by any other person or persons’

‘No Secrets’ also defines abuse in more detail and specific categories;

- Physical abuse, including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions;
- Sexual abuse, including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting;
- Psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks;
- Financial or material abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;
- Neglect and acts of omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating;
- Discriminatory abuse, including racist, sexist, that is based on a person’s disability, and other forms of harassment, slurs or similar treatment.

This could include verbal abuse, harassment, violence, threats or damage to property.

- f. Whilst working with children the above definitions are equally applicable and further guidance on the definition of emotional abuse is provided by the Nottingham city safeguarding children board:

“Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or “making fun” of what they say or how they communicate.” (‘Guidance to support practitioners with emotional abuse’, 2014.)

- g. The commitment to safeguarding is absolute. Whilst Self Help UK will seek to make any necessary referrals to safeguarding boards with an individual’s knowledge and permission, the need to uphold legal requirements supersedes individual wishes.
- h. All team members are required to inform their line manager of any safeguarding concern.
- i. Self Help UK will inform all staff, volunteers and trustees about its policy on safeguarding.
- j. Agencies are now legally required by the Care Act 2014 to comply with information requests made by safeguarding boards in the event of a serious case review. In addition the Act creates a new offence for providers of supplying false or misleading information, in the case of information they are legally obliged to provide.

Scope

The following people are expected to work within the Self Help UK Safeguarding Policy:

- Staff
- Volunteers
- Trustees
- Individuals who participate in recruitment of Self Help UK team members
- Anyone working on the behalf of Self Help UK such as a contractor

For the purpose of this policy all the above people are included in the phrase 'team members'.

Responsibilities

- a. All team members are responsible for:
 - Complying with Safeguarding Policy and Procedure
 - Reporting any concern that relates to the safety and wellbeing of an individual to their manager promptly
 - Discussing situations where the position on safeguarding is not clear with their line manager
 - Informing their line manager of all situations where there may be a vulnerable adult or child protection issue acting in accordance with the Safeguarding Policy and Procedure
 - When discussing safeguarding with groups follow the advice given in the Safeguarding Procedures and make them aware of the sample safe guarding policy and how to contact relevant safeguarding boards if needed.
- b. Managers are additionally responsible for:
 - Ensuring all team members are informed about and trained in Self Help UK's Safeguarding policy and procedures and that new team members receive training and information as part of their induction
 - Providing guidance to team members and, if necessary, directly handling difficult or sensitive situations and ensuring that any necessary referral is made.
 - Storing all relevant information in relation to any safeguarding concern raised, including the rationale for the decision to report or not. This information must be in writing and must be stored in line with the confidentiality policy

Breaches of the policy

Breaches of the safeguarding policy by team members will be dealt with through the Disciplinary Procedures.

If any individual raises a concern about how their safeguarding has been addressed by Self Help UK, they should be encouraged to use the Complaints Procedure.

Self Help UK will monitor complaints about breaches of safeguarding and review the policy and procedures as appropriate.

Key legislation and Guidance Informing the policy

Human Rights Act 1998

- Article 2- Right to life
- Article 3- Prohibition against inhumane, degrading treatment & torture
- Article 5- Right to liberty
- Article 8- Right to respect for private & family life, home & correspondence

<http://www.legislation.gov.uk/ukpga/1998/42/contents>

Children's Act 2004 <http://www.legislation.gov.uk/ukpga/2004/31/contents>

The Mental Capacity Act 2005 <http://www.legislation.gov.uk/ukpga/2005/9/contents>

Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Bill

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Care Act 2014 <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Emotional Abuse Practice Guidance 2014

https://www.proceduresonline.com/nottinghamshire/scb/user_controlled_lcms_area/uploaded_files/Emotional%20Abuse%20Practice%20Guidance%20-%20March%202014.pdf

Working together to safeguard children 2018

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

Further guidance can be found

Nottinghamshire Interagency Safeguarding Children Procedures

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

The Nottingham & Nottinghamshire Multi Agency Adult Safeguarding Procedure for raising a concern and referring

<https://www.nottinghamshire.gov.uk/media/1502/safeguarding-vulnerable-adults-procedure-for-raising-a-concern-and-referring.pdf>