

Child & Vulnerable Adults Safeguarding Procedure

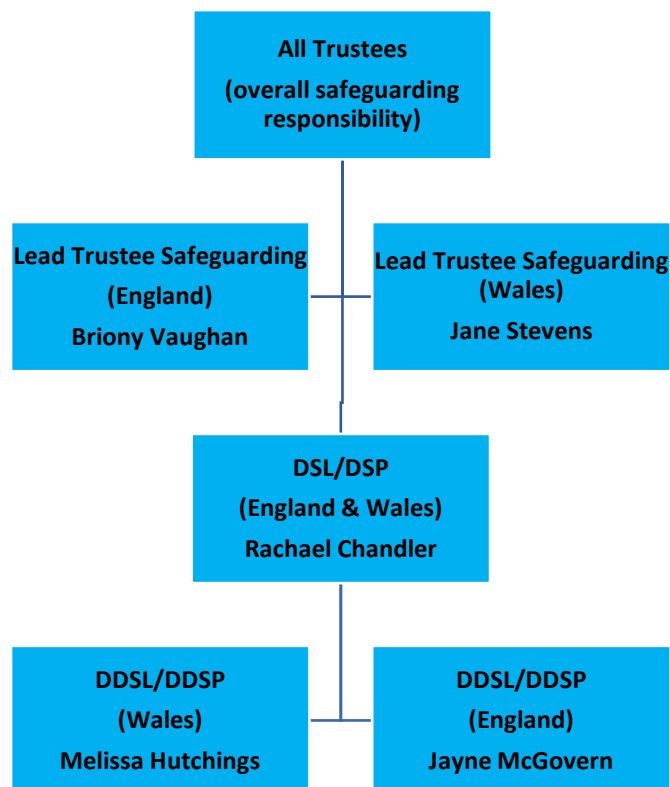
This procedure should be read in conjunction with our Safeguarding Policy.

Safeguarding Responsibility within ASD Family Help

We have a safeguarding panel that manages all aspects of our safeguarding (checking policies, procedures, reviewing reports of concerns, making safeguarding referrals where appropriate, reviewing organisational performance & looking at ways to learn from incidents).

The safeguarding panel is made up of the following people:

Name	Safeguarding Position	Telephone	Email Address
Rachael Chandler	Designated Safeguarding Lead (England) Designated Safeguarding Person (Wales)	07912 522960 (personal)	rachael@asdfamilyhelp.org
Jayne McGovern	Deputy Designated Safeguarding Lead (England)	07733 601755	jayne@asdfamilyhelp.org
Melissa Hutchings	Deputy Designated Safeguarding Person (Wales)	07384 733658	melissa@asdfamilyhelp.org
Jane Stevens	Lead Trustee for Safeguarding (Wales)		Safeguardingwales@asdfamilyhelp.org
Briony Vaughan	Lead Trustee for Safeguarding (England)		Safeguardingengland@asdfamilyhelp.org

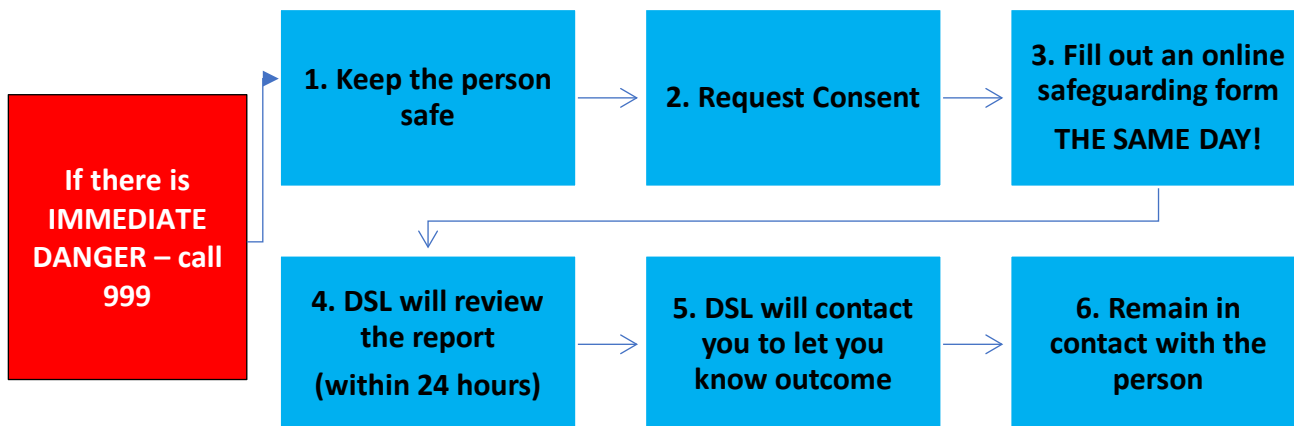


Reporting a CONCERN, an INCIDENT, an ALLEGATION or a DISCLOSURE

You may witness abuse, see signs, suspicions or concerns of abuse or abuse may be disclosed to you. For ANY of these, please follow the same steps:

IF there is IMMEDIATE DANGER – call 999 and continue to follow these steps.

1. **Keep the person safe.** (Meet any medical needs and as far as possible protect from further abuse). Do NOT put yourself at risk of harm, but DO provide comfort/reassurance
2. **Request CONSENT** (if the person hasn't given consent record this)
3. **Make a written record** of the concern/incident or allegation and pass it to the DSL/DSP (**fill out an online safeguarding form** – it will prompt you to record the correct information & send it directly to the DSL/DSP securely). **You can click this link: [Safeguarding Reporting Form](#)**
4. **The DSL/DSP & a member of the safeguarding panel will review the report** - if it is believed to meet the threshold for reporting to the Local Authority safeguarding team, we will report at the earliest opportunity and NO LONGER THAN 24 HOURS or the next working day. (Even if we don't have consent, it may still be possible to refer).
5. **The DSL/DSP will contact you** to let you know what decision has been made and why. They will discuss with you any next steps that you or other members of the team may need to take (if a referral to social services has not been made). Support will be given to the staff/volunteer if necessary. In a situation where the staff/volunteer does not agree with our decision not to refer, the decision will be referred to the charity safeguarding panel to make a team decision. At any point in the decision making process, we may contact the Consultation Line within the Local Authority.
6. **Remain in contact with the person** we are supporting and let them know what is happening and what may happen next.



- ALL allegations of abuse must be treated seriously (even if a person we support has a history of making false allegations)
- The written record MUST be made by the person witnessed the allegation or saw/had suspicions of abuse. You must NOT delegate this responsibility to anybody else.
- If more than one person witnessed the allegation or saw/had suspicions of abuse then EVERY person must make a written record.
- You must record and refer to the DSL on the SAME DAY.
- Use factual information, the exact words that were used and never your opinion
- If the allegation is about one of our DSL's, you can directly contact an **alternative member of the charities Safeguarding Panel** (rather than complete a safeguarding form online)
- The DSL/DSP will get a notification that a safeguarding concern has been logged (within working hours)
- IF you are logging an **urgent** concern **outside of working hours**, contact the DSL directly
- It is important to log ALL allegations/concerns - this builds up a picture/jigsaw puzzle. You may have the important piece/the piece that now means the case meets the threshold to refer to Local Authority

- If we have concerns that a criminal offence has been committed or a person is in immediate danger, then we inform the Police without delay. (You will still need to complete our own safeguarding form online for our records)
- If the DSL/DSP does not refer to social services and you disagree with this decision, **we will discuss the case with the charity Safeguarding panel. If you still disagree,** you are able to make your own referral to social services. Use the contact details in the next section.

Contact details for referral to Local Authority Safeguarding Teams

Call 999 if immediate danger/emergency

Area	Phone	Email
West Berkshire	Office Hours: 01635 503090	child@westberks.gov.uk
<u>CHILDREN</u>	Out of Office Hours: 01344 351999	edt@bracknell-forest.gov.uk
West Berkshire	Office Hours: 01635 519056	safeguardingadults@westberks.gov.uk
<u>ADULTS</u>	Out of Office Hours: 01344 351999	
Wokingham	Office Hours: 0118 908 8002	triage@wokingham.gov.uk
<u>CHILDREN</u>	Out of office hours: 01344 351999	
Wokingham	Office Hours:	adultsafeguardinghub@wokingham.gov.uk https://www.wokingham.gov.uk/form/report-a-concern-about-an-adult
<u>ADULTS</u>	Out of Office Hours: 01344 351999	
Pembrokeshire	Office Hours: 01437 776444	ccat@pembrokeshire.gov.uk
<u>CHILDREN</u>	Out of Office Hours: 0300 333 2222	
Pembrokeshire	Office Hours: 01437 776056	adult.protection.team@pembrokeshire.gov.uk
<u>ADULTS</u>	Out of Office Hours: 0300 333 2222	

Support for volunteers & staff:

We have a Wellbeing Champion (Jayne McGovern) and a Wellbeing Trustee (Sally Grayell). Both are available to confidentially support staff & volunteers if required at any point in dealing with any safeguarding concerns or disclosures. Our Wellbeing Champion Jayne is our first point of call to listen and signpost. Part of the sign-posting may be to speak to one of our Trustees who are experienced in both counselling and safeguarding (Sally Grayell who was an Educational Psychologist or Jane Stevens who is a Psychotherapist). Both Sally or Jane are available to offer a confidential one to one session with any staff or volunteer who needs this service.

Wellbeing support will be automatically be offered to staff/volunteers upon receipt of any record of concern being received by the DSL/DSP. Staff or volunteers will make contact with Jayne in the first instance, who will then refer onto Sally or Jane as required.

Visitors/Members of the public:

If visitors or members of the public identify or notice any safeguarding concerns during a visit or whilst observing ASDFH staff or volunteers, they are able to take action to prevent or stop the abuse or neglect by working with our Safeguarding Leads and reporting any safeguarding concerns via our online Safeguarding Form or via our Complaints Form. If this concern is an allegation against a member of staff or a volunteer, then we will follow our Procedure for Managing Allegations against staff and volunteers.

Working within safeguarding guidelines, everyone in the organisation:

- Must know where to find this policy & safeguarding procedures
- Must follow the safeguarding policy and procedure at all times (**failure to do so may result in disciplinary**)
- Is responsible for reading & understanding our safeguarding policy and procedure - if you don't understand, ask your manager
- Must use the safeguarding training to help them to identify and respond to abuse or risk of abuse
- Must ensure they follow our GDPR/Data protection policy when recording information
- Must remember that touch is ok, if it not intrusive and it is appropriate to the vulnerable adults or child's age, needs and doesn't cause offence to child, vulnerable adult or bystanders.
- Must gain consent before taking any photographs (and only take them on a work device)
- Must record all concerns, allegations or disclosures on the SAME DAY
- Should AVOID spending time with a child/vulnerable adult alone or out of sight (even in an emergency). If a situation arises where there is NO other option available, you must contact the manager of the activity.
- Must let colleagues know where you are going if you leave the area with a child/vulnerable adult
- Must NOT take a child or vulnerable adult home or give them a lift in your vehicle (unless it is an emergency and accompanied OR it is part of that child or vulnerable adults one to one support contract to do so).
- Should be accompanied if assisting with personal care (prompts for personal care or dressing)
- Should avoid developing relationships with children/vulnerable adults outside of work or working hours
- Should only be present at 'child only sessions' if they have a DBS that is less than 3 years old.

Any DBS that is not 'clean' will be reviewed by the Charity Manager & 1 Trustee for a decision on whether it is appropriate for that person to continue with their job role. The decision will be made on an individual basis and will consider a risk assessment taking into account the individual circumstances.

(Staff in training MAY be supervised and escorted whilst waiting for a DBS if required).

In addition:

- All visitors at child-only sessions (including parents) should have a valid & clean DBS or must be escorted (for this reason parents should generally collect their children from the entrance/exit).
- ALL volunteers, trustees and paid staff are vetted according to our safer recruitment policy

Report a safeguarding concern, incident or allegation [by clicking the link below:](#)

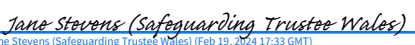
[Safeguarding Reporting Form](#)

Briony Vaughan (Safeguard


Briony Vaughan (Safeguarding Trustee England) (Feb 26, 2024 20:38 GMT)

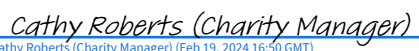
26/02/2024

Jane Stevens (Safeguarding


Jane Stevens (Safeguarding Trustee Wales) (Feb 19, 2024 17:33 GMT)

19/02/2024

Cathy Roberts (Charity Man


Cathy Roberts (Charity Manager) (Feb 19, 2024 16:50 GMT)

19/02/2024