

### Policy Statement

This policy applies to all paid and voluntary staff, volunteers and Trustees or anyone else working on behalf of Doncaster Rape and Sexual Abuse Counselling Service (DRASACS). DRASACS is committed to reviewing our Safeguarding Policy and Procedures at least annually.

DRASACS have adopted the following principles in relation to Safeguarding:

1. The welfare and safety of a child or adult is paramount.
2. Anyone under the age of 18 is considered as a child for the purposes of this policy.
3. Some adults are more vulnerable than others and this will be reflected in any procedures.
4. Every person, regardless of age, cultures, disability, gender, racial origin, language and/or religious beliefs have the right to protection from abuse.
5. All allegations and suspicions of abuse will be taken seriously and responded to swiftly and appropriately. They will not be ignored.
6. Staff and volunteers, trustees or anyone else within the organisation accept and recognise their responsibilities to develop awareness of the issues which cause children and adults harm.

The purpose of this policy:

Is to provide staff, volunteers and others working within DRASACS with guidance on procedures they should adopt in the event that they suspect a child or adult may be experiencing, or be at risk of, harm.

### **Safeguarding Procedures**

#### Responsibilities of Senior Team

To ensure that the following are in place for all staff and volunteers to safeguard and promote the welfare of adults and children:

1. Maintain a record of training and DBS checks for staff within the organisation.
2. Up-to-date safeguarding procedures that should be adhered to when there are concerns that a child/adult is at risk of, or is suffering significant harm.
3. All staff and volunteers are supported to raise immediate serious concerns to the police and/or social care.
4. All issues related to working with children and families should be discussed with the Chief Executive and/or Senior Counsellor/ISVA at the earliest possibility.
5. Formal support and supervision for all staff members.
6. Named Safeguarding Lead (Counselling Manager) or an appointed deputy (ISVA Service Manager or CEO) is available for consultation with workers who have a concern.
7. Complaints and whistle blowing procedures for service users, staff and volunteers to raise concerns.

These policies are available within the DRASACS Handbook available at [shared/policiesandprocedures/DRASACSHandbook](#).

DRASACS policies and procedures are in line with Doncaster Safeguarding Children Board (DSCB - <http://www.dscb.co.uk/>) and Doncaster Safeguarding Adults Board (DSAB- <http://www.doncaster.gov.uk/safeguardingadults>).

DRASACS will seek to safeguard children and adults by:

1. Adopting safeguarding guidelines through procedures for staff and volunteers.
2. Recruiting staff and volunteers safely, ensuring enhanced DBS checks are completed and references are sought verbally and in writing before commencing work.
3. The induction of new staff includes the safeguarding policy by their line manager/safeguarding lead including accessing relevant e-learning courses (available at: **<https://www.engagedoncaster.co.uk/>**).
4. Providing effective management for staff and volunteers through induction, supervision, support and training.
5. Ensuring all staff and volunteers have completed Level 1 Safeguarding e-learning course and attend refresher/mandatory training as designated by DSCB or DSAB (available at: **<https://www.engagedoncaster.co.uk/>**).
6. Sharing information about safeguarding and good practice with staff, volunteers and service users.
7. A designated safeguarding lead (see above), who will respond to all concerns.
8. All safeguarding leads will receive as a minimum Level 3 Safeguarding Training, attend refresher training every three years and/or attend courses which are designated as 'mandatory' by DSCB or DSAB.
9. The safeguarding lead (or the nominated deputy) will be available at all times either in the office or on call when not available in the office. If for any reason staff or volunteers cannot reach any of the Safeguarding Leads, immediate concerns should be raised with the police or social care.
10. Sharing information about concerns with individuals and/or agencies who need to know, without delay; ensuring all appropriate recording and monitoring systems are in place (see appendix A) and that information about concerns is shared with individual's and/or agencies who need to know.
11. Ensuring all staff and volunteers are aware of DRASACS safeguarding policies and procedures and the role of the designated members of staff with responsibility for safeguarding.
12. Evaluating and reviewing these policies and procedures annually or when significant changes to legislation require it.

This policy acknowledges that:

1. Abuse exists and can present itself in any of its forms - physical, emotional, sexual or neglect.
2. Children/Adults may be abused and/or neglected by their parents, family members, other children, carers, guardians or other trusted adults as well as by strangers.
3. Abuse may be perpetrated by individuals, groups or networks of individuals
4. Abuse may be perpetrated using technology, without 'physical' contact taking place
5. Abuse can be both *disclosed to* and *recognised by* DRASACS workers at any time

Supporting documents for decision making:

*DRASACS Handbook Sections 19 (Adult perpetrators of Sexual Violence) & 20 (Working with Children and Vulnerable Adults)*

Located at: [shared/policiesandprocedures/DRASACSHandbook](#)

*Adults - Safeguarding Adults Decision Support Guidance (DSAB Safeguarding Adults Decision Support Guidance V1 6)*

Located at: <http://www.doncaster.gov.uk/services/adult-social-care/safeguarding-adults-policy-and-procedures>

*Children - Doncaster Safeguarding Children Board Safeguarding and Child Protection Procedures Manual*

Located at: <http://doncasterscb.proceduresonline.com/chapters/contents.html>

Appendix A

### **Reporting Incidents – Adults or Children at risk to others**

The following are the steps to take when an adult or child poses a risk to others:

1. Report concerns to the Safeguarding Lead. In the absence of a designated safeguarding lead, when time is a critical factor, the staff member is responsible for reporting to the Police/Social Care and notifying the safeguarding lead of the actions.
2. If we have received information from a service user, it is preferential that the service user makes the report themselves. If they are not able/unwilling to do this (including anonymous reporting via Crime Stoppers) inform the service user DRASACS needs to review the situation and will inform the service user of the outcome.
3. If a service user makes a report to Police/Social Care, we would request the incident number from Police/Social Care for our records to ensure that the concerns have been escalated.
4. If a service user is unable to report, and DRASACS Safeguarding Lead decides that there is enough information (Name of person who poses a risk, date of birth, address, details of the risk they pose) to make a report, DRASACS will report on behalf of the service user but maintain their anonymity.
5. All allegations of abuse or neglect must be taken seriously and with an open mind
6. All those making a complaint or allegations must be taken seriously. Comments will be treated confidentially – but contents may be shared if they or others are at risk.
7. If the person raising the complaint is a member of staff, they should be given support. (Whistle blowing policy is found at: [shared/policiesandprocedures/DRASACSHandbook](#))
8. All parties will be kept informed as appropriate

### **Reporting to Social Services**

**Adults** - 08:30 & 17:00 Monday – Friday: Doncaster Metropolitan Borough Council on **01302 737391**

**Children (inc. unborn)** - 08:30 & 17:00 Monday – Friday: Referral and Response on **01302 737777**

**Out of these hours shown above**, refer to Doncaster Metropolitan Borough Council's Emergency Social Services Team on **01302 796000**

### Reporting to Police

Dial 101 or 999 as appropriate, incident number added to records.

*The Safeguarding Lead will follow up the verbal reporting by e-mail to the appropriate department as soon as possible (no longer than 2 working days) and record their actions on client records.*

### **Reporting Incidents – Adult at risk to themselves**

The following are the steps to take when an adult poses an immediate/certain risk to themselves (suicide/self harm):

1. The safety of staff members and other service users is paramount; we are unable to prevent someone leaving the building if they chose to do so.
2. Inform Safeguarding lead, or in their absence another member of staff for support.
3. Try and obtain consent from the service user to contact their named emergency contact/GP/Crisis team
4. If the service user is able to remain on site, contact the named emergency contact and request that they support the service user to attend A&E at DRI for support from the mental health team.
5. If the emergency contact is unwilling/unable to escort service user to A&E, DRASACS will escort the client to DRI A&E, using a taxi as transportation [**IS THERE AN OPTION FOR AMBULANCE/PARAMEDIC**]
6. If the service user leaves the building and/or is unwilling to attend A&E, DRASACS will contact the either the service user GP or Crisis Team (01302 566999) depending on the service users background to inform them of the situation.
7. Ensure that the incident is reported to Safeguarding Lead (if not done already) and documented.

### **Reporting Incidents – Child at risk to themselves**

The following are the steps to take when a child poses an immediate/certain risk to themselves (suicide/self harm):

1. The safety of staff members and other service users is paramount; we are unable to prevent someone leaving the building if they chose to do so, but every effort should be made (at the staff workers discretion) to prevent a child leaving the building if there are strong indicators they plan to hurt themselves.
2. Inform Safeguarding lead, or in their absence another member of staff for support.
3. Try and obtain consent from the service user to contact their named emergency contact/GP/Crisis team
4. If the service user is able to remain on site, contact the named emergency contact and request that they support the service user to attend A&E at DRI for support from the mental health team.
5. If the emergency contact is unwilling/unable to escort service user to A&E, DRASACS will escort the client to DRI A&E, using a taxi as transportation. An ambulance/paramedic should be summoned if the child poses a risk to staff during transportation by taxi.
6. If the service user leaves the building and/or is unwilling to attend A&E, DRASACS will contact the appropriate agency (GP or Crisis Team) to inform them of the situation.
7. Ensure that the incident is reported to Safeguarding Lead (if not done already) and documented.