

Viewfinderuk CIC Safeguarding Policy and Procedures

Name of organisation: Viewfinderuk CIC (Referred to as the abbreviation VF CIC or VF within)

Section heading	Section content
1. Introduction	<p>VF CIC makes a positive contribution to a strong and safe community and recognises the right of every individual within the community and/or involved in any activities or projects that are led by VF CIC to stay safe.</p> <p>VF CIC comes into contact with children and / or vulnerable adults through the following activities: Creative workshops (in Youth Centres, Schools or other such designated venues). Film and/or Theatre Productions, including rehearsals, in various locations. As a facilitator for other youth activities led by other third party organisations.</p> <p>The types of contact with children and / or vulnerable adults will be regulated and controlled activities in safe and consistent environments and said activities will be active, creative and be in groups, with one-to-one mentoring work available through prior agreement with appropriate parties and in a mutually agreed, safe and regulated environment. All young people under the age of 18 working with ViewfinderUK CIC will require the written and signed consent of their parent and/or guardian and such consent will be on a project-to-project basis, with no consent for one programme applicable to the next.</p> <p>This policy seeks to ensure that VF CIC undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to any concerns immediately and appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations of both staff and young people.</p>
2. Confirmation of reading	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for VF CIC and agree that failure to follow and/or comply by any and all of the details present in this document will result in my dismissal from the company and/or the work force on any particular project.</p> <p>Please complete the details below and return this completed form to Matthew Ford, Director of ViewfinderUK CIC</p> <p>Employee Name :</p> <p>Employee Signature:</p> <p>Date:</p>

3. Legislation

The principal pieces of legislation governing this policy are (at time of conception):

- Promoting a Safer Church: The Clergy Discipline Measure 2016
- Working together to safeguard Children 2010
- The Children Act 1989
- The Adoption and Children Act 2002:
- The Children act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

4. Definitions

Safeguarding is about embedding practices and knowledge throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that may arise during any of the work that is carried out by ViewfinderUK CIC and any of its staff and/ or affiliates.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Online abuse
- Bullying
- Neglect
- Financial (or material) abuse

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

5. Responsibilities

All staff, regardless of their position within the company and standing on any individual project, (paid or unpaid), have a responsibility to read, understand (and question if something is not clear), follow the guidance laid out in this policy and related policies and to pass on any concerns using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing and maintaining safe practices.

We also expect all staff, paid or unpaid, to attend and complete any such training that ViewfinderUK CIC feels is necessary and/or relevant to continued good safeguarding practice.

The designated safeguarding officer for ViewfinderUK CIC is Matthew Ford and as such, any/all concerns or instances that require reporting should be referred to him for further action in line with this policy, except for any instances that may implicate or directly involve him, in which case concerns should be raised with the local authority and/or police if required.

Training.

As director of ViewfinderUK CIC, it is the responsibility of Matthew R. Ford to ensure that he, and by proxy, all of the staff in the employ, both paid and unpaid, of the organisation have access to and complete any and all relevant training available. This can be internal or through other organisations and/or providers such as (but not exclusively); NSPCC, BVSC, Birmingham City Council, Church of England.

Any training that is undertaken as an individual by the Director, is to be relayed in a meeting of the companies directors and offered to any staff, both paid and unpaid. If said training carries a fee, then ViewfinderUK CIC will commit to pay for any and all staff to attend said training up to the value of £100 per delegate. Any further costs are to be met by the staff member themselves. **It is mandatory for any/all staff both paid and/or unpaid involved in any project led by ViewfinderUK CIC to complete the free Basic Safeguarding Awareness training via the Church of England online training portal.**

Additional specific responsibilities

In the case of ViewfinderUK CIC, Matthew R. Ford, as director is the designated safeguarding lead and will be recognised as such by all staff, paid or unpaid, when involved in a project led by ViewfinderUK CIC. In the event that ViewfinderUK CIC or any of its staff/volunteers are involved in a project led by another lead organisation, the safeguarding lead will be from said organisation unless otherwise specified.

In the case of VF CIC, it is the Directors responsibility to ensure that ALL staff have access to and understand the guidance laid out in this policy and that they know who to contact and how to report any instances that go against the policy or any instances they are concerned may go against the policy.

It is the Directors responsibility to ensure all staff, paid or unpaid, have up to date DBS checks and have received any and all up to date training, before commencing work.

It is also the Directors responsibility to develop relevant links and relationships with outside agencies and maintain such relationships by attending meetings, seminars, workshops, training or anything that may develop and improve the companies safeguarding policy.

6. Implementation Stages

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These may include:

- Any and all disciplinary procedures
- Data protection to include updated GDPR
- Staff interviews, training and induction
- Health and Safety
- Equal opportunities
- Confidentiality

Safe recruitment

VF CIC ensures safe recruitment through the following processes:

Ensuring that all recruitment advertising carries that statement: "All recruitment is done in line with safe recruitment practices"

Ensuring that any and all job role description include reference to safeguarding policy and responsibilities.

Shortlisting processes, interviewing and employment selection are conducted in line with equal opportunity principles.

Person specifications are made available for roles that involve working with young children and/or vulnerable adults and contain a statement relating to core safeguarding principles and policies.

No formal job offers, either paid or voluntary are made before reference and DBS checks are carried out.

No formal job offers, either paid or voluntary are made before applicants are made aware that they will be expected to complete a level 1 safeguarding basic awareness course (supplied by ViewfinderUK CIC through the Church of England online portal).

DBS Gap Management

The organisation commits resources to providing Criminal Bureau Records check on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.

In order to avoid DBS gaps, the organisation will ensure that all roles across the company that involve contact with children and/or vulnerable adults will be maintained and reviewed by the director of the company, unless otherwise specified as being the responsibility of another member of the companies full time and fully qualified staff.

In addition to checks on recruitment for roles involving contact with children/ vulnerable adults all staff, paid or unpaid, will have their DBS checks re-checked every 3 years and any staff whom transfer from a role that does not require a DBS check to one that does, will be subject to such checks before being permitted to begin work in their new role.

Service delivery contracting and sub contracting

In the instance of VF CIC sub-contracting work to an external organisation or employing sessional staff or similar, there will be systematic checking of safeguarding arrangements of all partner organisations and individuals.

Safeguarding will be a fixed agenda item on any partnership reporting meetings and any external organisation or company or individual will be required to have read, understood and signed this policy before commencing work.

7. Communication training and support for staff

VF CIC commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding

Induction will include

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding as well as an introduction to and completion of Basic Safeguarding Awareness training via the Church of England online portal
- Discussion of other relevant policies
- Ensure familiarity with reporting processes and who to report to and how through a one-to-one or group training session headed by Matthew R. Ford as current Safeguarding lead within company.

Training

All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level and be encouraged to source their own training at any given opportunity. Sources and types of training will include those offered by the local council and other such organisations and anything that is in line with law and national policy. Relevant training opportunities will be offered to all staff as and when they appear through providers such as the Church of England, NSPCC and BVSC.

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

Team meetings to take place before each and every session in order to recap and review.

Individual reviews/meetings

Supervisions

Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned.

The mechanisms in place to support staff include:

Refresher meetings in regards to the policy

One to one meetings and discussions

Involvement in staff selection and recruitment for staff already employed

Provision of a clear and effective reporting process

Encouragement of open and informal discussion with a view to improving support and policy.

Debriefing of team after sessions

Regular reports (via. email)

Recent training (*undertaken at the time of most recent review of policy*)

BVSC Safeguarding Children at Risk (2018)

Church of England Basic Safeguarding Awareness (C0) (2018)

Church of England Safeguarding Foundations (C1) (2018)

NSPCC Keeping children Safe Online (2.1) (2018)

NSPCC Child protection in Sport (2018)

8. Professional boundaries

Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

VF CIC expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:

- **Giving and receiving gifts from clients:** VF CIC does not allow paid or unpaid staff to give gifts to or receive gifts from young people or vulnerable adults or any clients that they are working with. However gifts may be provided by the organisation as part of a pre-planned activity. This DOES NOT include the giving and/or receiving of money, in cash form but MAY include the donation of gift vouchers or other such items with a monetary value or in the form of tickets to events that are relevant to the planned project and the young people's development.
- **Staff contact with user groups.** Personal relationships between a member of staff (paid or unpaid) and a client who is a current service user is prohibited. This includes relationships through social networking sites such as including but not limited to, Facebook and Twitter.
It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.
Staff are also advised not to give out their personal phone number or contact details of any kind to any client or service user.
- **Confidentiality.** VF CIC and any/all of its staff, both paid and unpaid, recognise that they cannot promise confidentiality to any young person or vulnerable adult when a safeguarding issue is/has been reported. Staff will ensure that they are clear from the outset that, in the event of a safeguarding issue been reported, they will be legally obliged to report the incident(s) through the proper channels laid out in this policy. However, staff **will not** disclose any safeguarding concerns in a public forum, either face to face or online, outside of the proper channels.

Paid or unpaid staff are also prohibited from using abusive language and/or behaviour directed at, or in front of, clients and/or service users. This includes but is not exclusive to any kind of bullying, chastising, punishment, abuse or restriction of services that should be available to clients or service users.

VF CIC will also provide relevant policies containing guidance on staff (paid or unpaid) conduct, to be read and understood alongside this document.

If the professional boundaries and/or policies are breached this could result in disciplinary procedures and/or dismissal from the company as well as any legal proceedings that may be required dependant on the type of breach that has occurred.

9. Reporting

All staff, either paid or unpaid, working with or on a project headed by ViewfinderUK CIC will have the procedure for reporting any safeguarding concerns clearly outlined to them prior to commencing any work. This procedure will be available at any time to any member of staff wishing to refresh their memories or for any member of staff requiring it to make a report.

ViewfinderUK CIC utilises the 5r's to concisely and effectively remember the steps of handling a disclosure. These are as follows:

Receive: *Listen and accept what is being said. Take it seriously. Do not push for more or ask leading questions.*

Reassure: *Reassure them that they are right to tell. Explain that you will have to pass on their information to the designated safeguarding officer, who will ensure that the matter is dealt with properly.*

React: *Do not investigate or decide if they are telling the truth. Be honest and never promise to keep anything confidential. If abuse is involved **you will** need to tell someone.*

Record: *Make notes and add dates- keep a detailed report using the exact words and phrases where possible. Be mindful that your written comments may be needed in the event of any further legal or disciplinary action.*

Refer: *Pass the information to the safeguarding lead. In any emergency do not hesitate to call 999.*

The process outlined below details the stages involved in raising and reporting safeguarding concerns at VF CIC.

Communicate your concerns with your immediate safeguarding lead and/or manager. (This will be the director of VF CIC, Matthew R. Ford)

- Seek medical attention for the vulnerable person if needed
- Discuss with parents of child
- Or with vulnerable person.
- Obtain permission to make referral if safe and appropriate
- If needed seek advice from the Children and Families helpdesk or Adults helpdesk
- Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact
- Ensure that feedback from the Local Authority is received and their response recorded

The local authority has a process for reporting and this must be adopted. VF CIC will complete the local authorities initial contact form when informing them of a concern about a child. The use of this form and compliance with the policy is mandatory. If staff and/or volunteers are unsure about using this form, then they will be directed to the information on reporting concerns at www.birminghamgov.co.uk

If the immediate manager (Director of VF CIC) is implicated, then refer to their peer or report through relevant legal channels.

<p>10. Allegations Management</p>	<p>VF CIC recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:</p> <ol style="list-style-type: none"> 1. Any member of staff (paid or unpaid) from VF CIC is required to report any concerns in the first instance to the Director of the company, who is the designated safeguarding lead, and/or their peer. A written record of the concern will be made by the director in cooperation with the reporting individual, and recorded via. email and a hard copy, which will be signed and dated by all required parties. 2. Contact the local authority for advice. In Birmingham this can be done via (for children) the Birmingham Safeguarding Children Board on 0121 464 2612 or via. www.iscbbirmingham.org.uk <p>Third step – follow the advice provided</p> <p>VF CIC and any/all of its staff both paid and unpaid- recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff and will not ever assume that the responsibility for reporting any safeguarding concerns falls on somebody else shoulders.</p>
<p>11. Monitoring</p>	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • Safe recruitment practices • DBS checks undertaken • References applied for new staff • Records made and kept of supervision sessions • Training – register/ record of staff training on child/ vulnerable adult protection • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place
<p>12.Managing information</p>	<p>Information will be gathered, recorded and stored in accordance with any and all Data Protection, Privacy, Safeguarding and Confidentiality policies, all of which will be annually reviewed and updated and freely available in PDF format from the viewfinderuk.com website.</p> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Director.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets and will instead refer to the policies definition in regards to confidentiality, highlighted in section 8 of this document.</p>

12. Conflict resolution and complaints	VF CIC is aware of the local authorities policies on resolution of professional disagreements in work relating to the safety of children and in respect of the safety of vulnerable adults and any such instances will be taken forward accordingly and in line with such policies,
13. Communicating and reviewing the policy	<p>VF CIC will make clients aware of the Safeguarding Policy through ensuring that all staff have a hard copy and a copy emailed (where possible) to them. All staff will also be able to download this policy from the company website.</p> <p>This policy will be reviewed by VF CIC annually and when there are changes in legislation and/or relevant training has been completed by staff.</p> <p>If any responsibilities currently attributed to the director of VF CIC within this policy change and/or are assigned to another member of VF CIC's staff, then all staff will receive a new and amended version of this and any other policies with the amendments highlighted.</p>

This document was created by VIEWFINDERUK CIC on the **30/03/2015** and was LAST updated on **22/05/2018**.