

## Viewfinderuk CIC Safeguarding Policy and Procedures

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

Section heading	Section content
<p><b>1. Introduction</b></p>	<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</p> <p>The types of contact with children and / or vulnerable adults will be through 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.</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>
<p><b>2. Confirmation of reading</b></p>	<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 Pretty Hate Project Productions CIC</p> <p>Employee Name :</p> <p>Employee Signature:</p> <p>Date:</p>
<p><b>3. Legislation</b></p>	<p>The principal pieces of legislation governing this policy are (at time of conception):</p> <ul style="list-style-type: none"> <li>○ Working together to safeguard Children 2010</li> <li>○ The Children Act 1989</li> <li>○ The Adoption and Children Act 2002:</li> </ul>

	<ul style="list-style-type: none"> <li>○ The Children act 2004</li> <li>○ Safeguarding Vulnerable Groups Act 2006</li> <li>○ Care Standards Act 2000</li> <li>○ Public Interest Disclosure Act 1998</li> <li>○ The Police Act – CRB 1997</li> <li>○ Mental Health Act 1983</li> <li>○ NHS and Community Care Act 1990</li> <li>○ Rehabilitation of Offenders Act 1974</li> </ul>
<p><b>4. Definitions</b></p>	<p>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 PHO and any of its staff and/or affiliates.</p> <p>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.</p> <p>It can take a number of forms, including the following:</p> <ul style="list-style-type: none"> <li>• Physical abuse</li> <li>• Sexual abuse</li> <li>• Emotional abuse</li> <li>• Bullying</li> <li>• Neglect</li> <li>• Financial (or material) abuse</li> </ul> <p><u>Definition of a child</u> A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p> <p><u>Definition of Vulnerable Adults</u> 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.</p> <p>This <b>may</b> include a person who:</p> <ul style="list-style-type: none"> <li>• Is elderly and frail</li> <li>• Has a mental illness including dementia</li> <li>• Has a physical or sensory disability</li> <li>• Has a learning disability</li> <li>• Has a severe physical illness</li> <li>• Is a substance misuser</li> <li>• Is homeless</li> </ul>

<p><b>5. Responsibilities</b></p>	<p><b>All staff</b> , 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.</p> <p><b>Additional specific responsibilities</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>These responsibilities may be added to and may be passed on to different members of staff within the company in the future. In this instance, this policy will be duly amended and all staff will be notified.</p>
<p><b>6. Implementation Stages</b></p>	<p>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:</p> <ul style="list-style-type: none"> <li>Any and all disciplinary procedures</li> <li>Data protection</li> <li>Staff interviews, training and induction</li> <li>Health and Safety</li> <li>Equal opportunities</li> <li>Confidentiality</li> </ul> <p><b>Safe recruitment</b></p> <p>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.</p>

	<p>No formal job offers, either paid or voluntary are made before reference and DBS checks are carried out.</p> <p><b><u>DBS Gap Management</u></b></p> <p>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.</p> <p>In order to avoid CRB gaps, the organisation will ensure that all roles across the company that involve contact with children and/or vulnerable adults will maintained and reviewed by the director of the compnay, unless otherwise specified as being the responsibility of another member of the companies full time and fully qualified staff.</p> <p>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.</p> <p><b><u>Service delivery contracting and sub contracting</u></b></p> <p>In the instance of VF CIC sub-contracting work to an external company or organsiation in order to provide required and relevant services, or employing seasonal staff or similar, there will be systematic checking of safeguarding arrangements of all partner organisations and individuals.</p> <p>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. They will be required to undertake all the same checks and be subject to all the same safeguarding procedures of staff contracted to VF CIC.</p> <p>Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non compliance procedures.</p>
<p><b>7. Communications training and support for staff</b></p>	<p>VF CIC commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p> <p><b>Induction</b> will include</p> <ul style="list-style-type: none"> <li>• Discussion of the Safeguarding Policy (and confirmation of understanding)</li> <li>• Discussion of other relevant policies</li> <li>• Ensure familiarity with reporting processes and who to report to and how.</li> <li>• Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding</li> </ul> <p><b>Training</b></p> <p>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</p>

	<p>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.</p> <p><b>Communications and discussion of safeguarding issues</b>          Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice: Team meetings          Individual reviews/meetings          Supervisions</p> <p><b>Support</b>          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)</p>
<p><b>8. Professional boundaries</b></p>	<p>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.</p> <p>VF CIC expects staff to protect the professional integrity of themselves and the organisation.          The following professional boundaries must be adhered to:</p> <ul style="list-style-type: none"> <li>• <b>Giving and receiving gifts from clients:</b> 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 also includes the giving and/or receiving of money, in cash form or otherwise.</li> <li>• <b>Staff contact with user groups.</b> 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.</li> </ul> <p>Paid or unpaid staff are also prohibited from using abusive language and/or behaviour directed at, or in front of, clients</p>

	<p>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.</p> <p>VF CIC will also provide relevant policies containing guidance on staff (paid or unpaid) conduct, to be read and understood alongside this document.</p> <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures and/or dismissal from the company.</p>
<p><b>9. Reporting</b></p>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at VF CIC.</p> <p style="text-align: center;">Communicate your concerns with your immediate manager. (This will be the director of VF CIC)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Seek medical attention for the vulnerable person if needed</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Discuss with parents of child Or with vulnerable person. Obtain permission to make referral if safe and appropriate</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">if needed seek advice from the Children and Families helpdesk or Adults helpdesk</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">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</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Ensure that feedback from the Local Authority is received and their response recorded</p> <p>The local authority has a process for reporting and this must be adopted. Organisations will be expected to 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 will be mandatory and must be built into your policy. Information on reporting concerns will be found at <a href="http://www.birminghamgov.co.uk">www.birminghamgov.co.uk</a></p> <p>If the immediate manager (Director of VF CIC) is implicated, then refer to their peer or report through relevant legal channels.</p>
<p><b>10. Allegations Management</b></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>

	<p>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 and/or their peer. A written record of the concern will be made by the director and recorded via. email and hard copy.</p> <p>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. <a href="http://www.iscbbirmingham.org.uk">www.iscbbirmingham.org.uk</a></p> <p>Third step – follow the advice provided</p> <p>VF CIC recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff.</p>
<p><b>11. Monitoring</b></p>	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> <li>• Safe recruitment practices</li> <li>• DBS checks undertaken</li> <li>• References applied for new staff</li> <li>• Records made and kept of supervision sessions</li> <li>• Training – register/ record of staff training on child/ vulnerable adult protection</li> <li>• Monitoring whether concerns are being reported and actioned</li> <li>• Checking that policies are up to date and relevant</li> <li>• Reviewing the current reporting procedure in place</li> </ul>
<p><b>12.Managing information</b></p>	<p>Information will be gathered, recorded and stored in accordance with any and all Data Protection, Privacy, Safeguarding and Confidentiality policies.</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.</p>
<p><b>12. Conflict resolution and complaints</b></p>	<p>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,</p>
<p><b>13. Communicating and reviewing the policy</b></p>	<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 every 3 years and when there are changes in legislation.</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 for VIEWFINDERUK CIC on the 30/03/2015 and was LAST updated on **30/03/2017**.