

Safeguarding Policy & Procedures



HEADING	SECTION CONTENT
<p>Introduction</p>	<p>The Sunflower Trust makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>The Sunflower Trust comes into contact with children through the Sunflower Programme.</p> <p>The contact with the child is always with a parent present during the examination, exercises and discussion.</p> <p>This policy seeks to ensure that The Sunflower Trust undertakes its responsibilities with regard to protection of children and/or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support staff, trustees, practitioners and others in their practices and clarifies the organisation’s expectations.</p>
<p>Confirmation of reading</p>	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy & Procedures for The Sunflower Trust.</p> <p>Please complete the details below and return this completed form to the CEO, Nichola Atkinson.</p> <p>Signature:</p> <p>Name:</p> <p>Date:</p>
<p>Legislation</p>	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none">  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

	<ul style="list-style-type: none">  NHS and Community Care Act 1990  Rehabilitation of Offenders Act 1974 <p>In addition, guidance set out by Surrey Safeguarding Board.</p>
<p>Definitions</p>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children wherever possible. In contrast, child protection is about responding to circumstances that arise.</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. It can take a number of forms, including the following:</p> <ul style="list-style-type: none">  Physical abuse  Sexual abuse  Emotional abuse  Bullying  Neglect  Financial (or material) abuse <p>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).</p>
<p>Responsibilities</p>	<p>All staff, trustees and practitioners have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.</p> <p>We expect everyone to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Additional Specific Responsibilities Trustees have responsibility to ensure the policy is in place and a trustee is responsible.</p> <p>The CEO has responsibility to ensure the policy is implemented (read and signed by all those working for and on behalf of The Sunflower Trust.)</p> <p>The Safeguarding Trustee will ensure staff have access to training/information and receive concerns relating to safeguarding issues.</p>
<p>Implementation stages</p>	<p>The scope of this Safeguarding Policy is broad ranging and, in practise, it will be implemented via a range of policies and procedures within the organisation. These include:</p> <ul style="list-style-type: none">  Whistleblowing Policy

	<ul style="list-style-type: none">  Grievance & Disciplinary Procedure  Equal Opportunities  Data Protection  Confidentiality  Staff Induction  Staff and Practitioner Training  Safe Recruitment - The Sunflower Trust ensures safe recruitment through the following processes: interviews, references and DBS check. <p>DBS (Disclosure and Barring Service) The organisation commits resources to providing an Enhanced DBS check on staff whose roles involve contact with children and/or vulnerable adults.</p> <p>In order to avoid DBS gaps, the The Sunflower Trust will use DBS tracking in addition to checks on recruitment for roles involving contact with children.</p>
<p>Communications/ training and support for staff</p>	<p>The Sunflower Trust commits resources for induction, training of staff, effective communications and support mechanisms in relation to Safeguarding</p> <p>Induction will include explaining the policy and confirmation of understanding.</p> <p>Training All staff who, through their role, are in contact with children and /or vulnerable adults will have access to online safeguarding training at an appropriate level.</p> <p>Communications and discussion of safeguarding issues Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:</p> <ul style="list-style-type: none">  Board meetings  Team meetings <p>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 support from their line manager.</p>
<p>Professional boundaries</p>	<p>Professional boundaries are what define the limits of a relationship between a practitioner 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>The Sunflower Trust expects staff to protect the professional integrity of themselves and the organisation. The following</p>

	<p>professional boundaries must be adhered to:</p> <ul style="list-style-type: none">  Personal relationships between a member of staff or practitioner and a client who is a current service user is prohibited. This includes relationships through social networking sites such as Facebook .  It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.  Use of abusive language  Response to inappropriate behaviour / language  Use of punishment or chastisement  Derogatory, belittling or critical language towards client  Hurting a child  Not being sensitive to a child’s needs  Passing on service users’ personal contact details  Degree of accessibility to service users (e.g not providing personal contact details)  Taking family members to a client’s home  Accepting responsibility for any valuables on behalf of a client  Accepting money as a gift/ borrowing money from or lending money to service users  Personal relationships with a third party related to or known to service users  Accepting gifts/rewards or hospitality from organisation as an inducement for either doing/not doing something in their official capacity  Cautious or avoidance of personal contact with clients <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures:</p> <ul style="list-style-type: none">  Code of conduct  e-safety  computer misuse
<p>Reporting</p>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns about a child at The Sunflower Trust:</p> <p style="text-align: right;">Concerns communicated to manager</p>

	<p style="text-align: center;">↓</p> <p style="text-align: center;">Report to safeguarding trustee within 12 hours</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Report to area LADO within 24 hours</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Safeguarding Trustee and another trustee to discuss with all persons concerned and write report, if safe to do so.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Report and seek advice from Board</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Local Officer Designated Report filed for 10 years</p>
<p>Allegations management</p>	<p>The Sunflower Trust recognises its duty to report concerns or allegations against its staff, trustees or practitioners within the organisation or by a professional from another organisation.</p> <p style="text-align: center;">Concerns communicated to manager</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Report to safeguarding trustee within 12 hours</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Report to area LADO within 24 hours</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Safeguarding Trustee and another trustee to discuss with all persons concerned and write report, if safe to do so.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Report and seek advice from Board</p> <p style="text-align: center;">↓</p>



	<p>Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Local Officer Designated Report filed for 10 years</p> <p>The Sunflower Trust recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA).</p>
<p>Monitoring</p>	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none">  Safe recruitment  DBS checks  References for staff and practitioners  Training record  Monitoring of concerns  Checking policies are updated  Reviewing reporting procedure  Ensuring there is a designated safeguarding trustee.
<p>Managing information</p>	<p>Information will be gathered, recorded and stored in accordance with the following policies Data Protection Policy and Confidentiality Policy.</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 may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
<p>Communicating and reviewing the policy</p>	<p>The Sunflower Trust will make clients aware of the Safeguarding Policy through the following means:</p> <ul style="list-style-type: none">  Poster on wall in office and waiting room  Details of how to complain in Sunflower brochure to parents  This policy will be reviewed the Safeguarding Trustee every year and when there are changes in legislation.