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charity no. 1167453

Vulnerable Children and Adults Safeguarding Policy and Procedures

Updated: 2nd July 2018

Vulnerable Children and Adults Safeguarding Policy and Procedures

Name of organisation: Tonic Health

| Section heading | Section content |
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| 1. Introduction | <p>Tonic Health makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>Tonic Health comes into contact with children and/ or vulnerable adults through the following activities: Delivery of Service, general contact, Holistic therapies, physiotherapy, and Bowen technique. All hands-on therapy, which acquires contact.</p> <p>The types of contact with children and / or vulnerable adults will be regulated activities and controlled activities.</p> <p>This policy seeks to ensure that Tonic Health 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 paid and unpaid staff in their practices and clarifies the organisation's expectations.</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 Tonic Health</p> <p>Please complete the details below and return this completed form to Michael Morris.</p> <p>Employee Name:</p> <p>Employee Signature:</p> <p>Date:</p> |
| 3. Legislation | <p>The principal pieces of legislation governing this policy are:</p> |

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| | <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 ○ NHS and Community Care Act 1990 ○ Rehabilitation of Offenders Act 1974 |
| <p>4. Definitions</p> | <p>Safeguarding is about embedding practices 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 arise.</p> <p>Safeguarding means protecting people’s health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. It is fundamental to creating high-quality health and social care. This stands for unborn babies & children, adults at risk and domestic abuse.</p> <p>Abuse is the “violation of an individual’s human or civil rights, through the act or actions of another person or persons.”</p> <p>Neglect is a “failure to provide the necessary care, aid or guidance to dependent adults or children by those responsible for their care.”</p> <p>Types of abuse include:</p> <ul style="list-style-type: none"> • Physical abuse - such as punching, hitting, slapping, burning etc • Sexual abuse - forcing someone to take part in sexual activity against their will • Psychological or emotional abuse - threatening, harassing or intimidating a person • Constraints and restrictive practices - restraining or isolating people other than for medical necessity or to prevent immediate self harm • Financial abuse - the wrongful use of another person's assets or denying a person the use of their own assets • Legal or civil abuse • Systemic abuse • <p>Types of neglect include:</p> |

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| | <ul style="list-style-type: none"> • Physical neglect - failure to provide adequate food, shelter, clothing and protection. Supervision medical or dental care that places people at undue risk through unsafe environments or practices • Passive neglect - withholding or failure to provide the necessities of life • Wilful deprivation - wilfully denying a person assistance and thereby exposing that person to the risk of physical, mental or emotional harm <p>Emotional neglect - restricting the social, intellectual and emotional growth or well being of a person</p> <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>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:</p> <ul style="list-style-type: none"> • 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 |
| <p>5. Responsibilities</p> | <p>All staff (paid or unpaid) 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. 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 safe practices.</p> <p>Additional specific responsibilities</p> <p>Trustees have responsibility to ensure: The policy is in place and appropriate The policy is accessible Liaison with and monitoring the Designated Senior Manager work Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented Keep up to date with local arrangements for safeguarding and CRB</p> <p>SMT have responsibility to ensure: Ensure staff (paid and unpaid) have access to appropriate training/information</p> |

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| | <p>Develop and maintain effective links with relevant agencies The policy is implemented</p> <p>The Designated Senior Manager /lead officer is Anne Rose. This person’s responsibilities are: The policy is monitored and reviewed Promoting the welfare of children and vulnerable adults Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately Take forward concerns about responses</p> |
| <p>6. Implementation Stages</p> | <ul style="list-style-type: none"> • 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 include: • Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose • Staff induction • Staff training Equal • Opportunities policy • Data protection • Equal Opportunities policy • Health and Safety policy, including lone working procedures, mitigating risk to staff and clients <p>Safe recruitment Tonic Health ensures safe recruitment through the following processes:</p> <ul style="list-style-type: none"> • Providing the following safeguarding statement in recruitment adverts or application details – ‘recruitment is done in line with safe recruitment practices.’ • Job or role descriptions for all roles involving contact with children and/ or vulnerable adults will contain reference to safeguarding responsibilities. • There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding. • Shortlisting is based on formal application processes/forms and not on provision of CVs. • Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification. • DBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. Portable/ carry over DBS checks from another employer will not be deemed to be sufficient. It is a |

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| | <p>criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts.</p> <ul style="list-style-type: none"> • No formal job offers are made until after checks for suitability are completed (including DBS and 2 references). <p>Criminal Bureau Records 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.</p> <p>In order to avoid CRB gaps, the organisation will maintain and review a list of roles across the organisation which involve contact with children/ vulnerable adults this will be reviewed every 6 months. In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place. A 3 year rolling programme of re-checking CRB's is in place for holders of all identified posts. Existing staff (paid or unpaid) who transfer from a role which does not require a CRB check to one which involves contact with children / vulnerable adults will be subject to a CRB check.</p> <p>Service delivery contracting and sub contracting</p> <ul style="list-style-type: none"> • There will be systematic checking of safeguarding arrangements of partner organisations • Safeguarding will be a fixed agenda item on any partnership reporting meetings. • Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non-compliance procedures' |
| <p>7. Communications training and support for staff</p> | <p>Tonic Health commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p> <p>Induction will include</p> <ul style="list-style-type: none"> • Discussion of the Safeguarding Policy (and confirmation of understanding) • Discussion of other relevant policies • Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence) • Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding <p>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. Sources and types of training will include:</p> <p>Sources of training could also be included e.g. training listed in www.lincolnshirelscb.org.uk/pro_training.html</p> |

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| | <p>For those working with adults try links to training specifically for voluntary, independent and private sectors from : www.lincolnshirelscb.org.uk/pro_training.html</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"> • Team meetings • SMT meetings • Board meetings • One to one meetings (formal or informal), • Clinical supervision • Encouraging open discussion (e.g. during supervision and team meetings) to identify and barriers to reporting so that they can be addressed. • Inclusion of safeguarding as a discussion prompt during supervision meetings/ appraisals to encourage reflection <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:</p> <ul style="list-style-type: none"> • Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with. • Seeking further support as appropriate e.g. access to counselling. • Staff who have initiated protection concerns will be contacted by line manager /DSM within a certain timescale e.g. 1 week). <p>DBS checks Tonic Health have procedures in place to ensure that all staff / volunteers have had a DBS check in line with the Independent Safeguarding Authority regulations. Lincolnshire Community and Voluntary Service will complete the DBS checks.</p> |
| <p>8. Professional boundaries</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>Tonic Health expects staff to protect the professional integrity of themselves and the organisation.</p> |

The following professional boundaries must be adhered to:

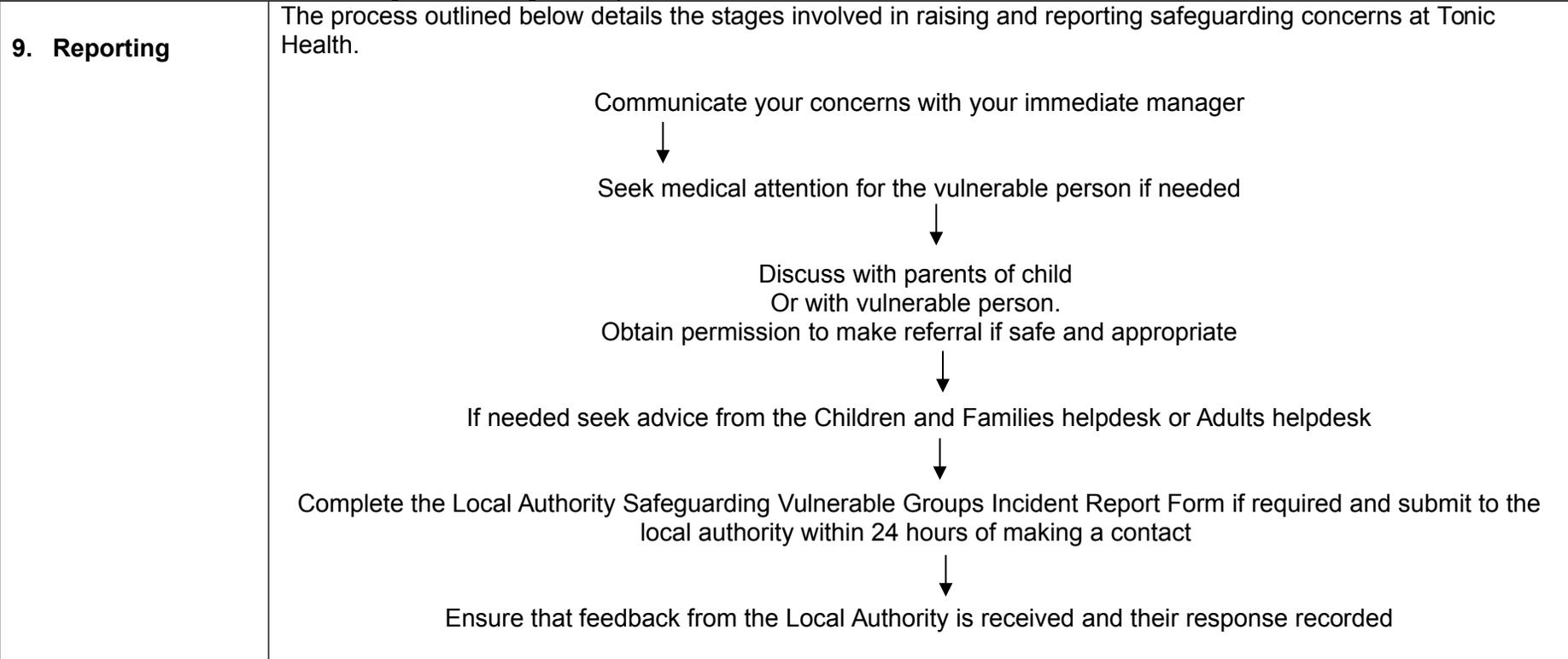
- Use of abusive language
- Response to inappropriate behavior / language
- Passing on service users' personal contact details

The following policies also contain guidance on staff (paid or unpaid) conduct:

- Code of conduct
- e-safety
- Computer misuse.

These can be discussed with line manager or Designated Senior Manager.

If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures



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| | <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 http://www.lincolnshire.gov.uk/lscb</p> <p>If the immediate manager is implicated, then refer to their line manager or peer.</p> |
| <p>10. Allegations Management</p> | <p>Tonic Health 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>First step: Any member of staff (paid or unpaid) from Tonic Health is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer. A written record of the concern will be completed by Anne Rose</p> <p>Second step- contact local authority for advice. In Spalding this can be done via (for children) the Safeguarding Children Services Local Authority Designated Officer (LADO) 01522 782111, or (for adults) the Adult Helpdesk 01522 782155</p> <p>Third step – follow the advice provided</p> <p>Tonic Health 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), according to the ISA referral guidance document http://www.isa.gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf</p> |
| <p>11. Monitoring</p> | <p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • Safe recruitment practices • CRB 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 • Presence and action of Designated senior manager responsible for Safeguarding is in post |
| <p>12. Managing</p> | <p>Information will be gathered, recorded and stored in accordance with the following policies:</p> |

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| <p>Information</p> | <p>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 and vulnerable adults 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>12. Conflict resolution and complaints</p> | <p>Tonic Health is aware of the GSCB policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy (at http://www.lincolnshire.gov.uk/lscb) and if necessary this will be taken forward by Designated Senior Manager.</p> <p>Conflicts in respect of safety of vulnerable adults will be taken forward by the Designated Senior Manager via the GCC Community and Adult Care Directorate</p> |
| <p>13. Communicating and reviewing the policy</p> | <p>Tonic Health will make clients aware of the Safeguarding Policy through the following means, a statement to customers about safeguarding arrangements will be produced and displayed on the website</p> <p>The policy will be retained and kept for a period of 10 years.</p> <p>This policy will be reviewed by Michael Morris every year and when there are changes in legislation.</p> |

Signed: 

Date: 2nd July 2018