
Safeguarding Policy

Purpose

This policy sets out Link UP London's approach to safeguarding and promoting the welfare of children and vulnerable adults. It applies to all aspects of our work and to everyone working for Link UP London, including permanent and temporary employees, contractors and volunteers.

Safeguarding is the overarching term used to describe the protection of the health, wellbeing and human rights of individuals.

Definitions

Link UP London uses definitions of the term 'safeguarding' from statutory guidance.

Safeguarding children is defined in the *Working together to safeguard children* statutory guidance as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Safeguarding vulnerable adults is defined in the *Care and support* statutory guidance issued under the Care Act 2014 as:

- protecting the rights of adults to live in safety, free from abuse and neglect
 - people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
 - people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being

Children and young people

All organisations and individuals have a responsibility to safeguard children. A child is anyone under the age of 18.

Adults at risk

Any adult may experience abuse or harm. However, certain people are considered to be at greater risk so are given more protection by law.

An adult at risk is anyone aged 18 or over who:

- has needs for care and or support
- as a result of care and support needs is unable to protect themselves from abuse
- is currently experiencing or is at risk of abuse.
- Adults at risk may:
 - have a mental or physical illness
 - have a learning disability
 - have addiction problems
 - be frail.

Types of abuse and harm

You need to be aware of different types of harm.

- Physical
- Sexual
- Emotional
- Psychological
- Neglect
- Radicalisation
- Discriminatory
- Financial

Empowerment and self-determination

Everyone has the right to make decisions for themselves. When you're safeguarding adults, you must understand this right. Otherwise, you can accidentally cause a different kind of harm by removing a person's freedom of choice.

Expectations of staff and volunteers

Everyone working for Link UP London has a responsibility to familiarise themselves with this safeguarding policy. They must maintain a proper focus on the safety and welfare of children and vulnerable adults in all aspects of their work.

Recruitment of volunteers

Link UP will make all volunteers aware of their safeguarding responsibilities by ensuring they have access to this policy. For volunteers who are being placed with other organisations through our Skilled Volunteering Programme, Link UP do not take responsibility for reference and DBS checks, but rather require the organisation receiving the volunteer to take full responsibility for undertaking reference and DBS checks before they commence working together, should that be a requirement of the role.

How to report a safeguarding concern

Staff members or volunteers who have a concern relating to safeguarding should report it immediately to their line manager, volunteer point of contact or CEO.

For volunteers undertaking a placement they should report safeguarding concerns to their point of contact at the organisation they are volunteering for, unless they feel they are unable to do so in which case they should report it to Link UP to their volunteer point of contact or CEO.

Link UP London will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations. If a safeguarding issue is reported to the CEO then the Local Authority will be contacted.

Confidentiality and storage of safeguarding concerns

Link UP London is responsible for ensuring all concerns are recorded, monitored and secured. Electronic records including email will be saved to a secure drive. Paper records will be scanned and kept within locked files. Access to these records will be strictly limited on a need to know basis and controlled by the CEO.

Appendix A

Adult procedure:

In the event of a safeguarding issue, follow this process:

1. Seek consent from the person concerned. If you feel that they do not have capacity to consent, you can act without consent but you must log your decision.
2. Collect all available relevant facts and appropriate information.
3. Make a written record of the concern.
4. Tell the person involved what you are going to do about the concern and note any views that they may have regarding how they wish the matter to be dealt with.
5. Tell only the people who need to know.
6. Consider the balance between listening to someone's wishes and needing to refer information where others may be at risk.
7. Inform the person involved about the outcome of any process.

If someone is injured or at immediate risk, take immediate action. Seek help by dialling 999 for police or ambulance.

Appendix B

Child procedure:

In the event of a safeguarding issue, follow this process:

1. Collect all available relevant facts and appropriate information.
2. Make a written record of the concern.
3. Tell only the people who need to know.
4. If the child's family does not already know about the concern, the employee, volunteer or CEO discusses it with them unless: a family member might be responsible for abusing the

child, someone may be put in danger by the family being involved, or informing the family may interfere with a criminal investigation. If any of these circumstances apply, discussions with the family should only take place after this has been agreed with the local authority children's social care department.

If someone is injured or at immediate risk, take immediate action. Seek help by dialling 999 for police or ambulance.

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