

Software Cornwall Ltd. Safeguarding Policy and Procedures

Section heading	Section content
1. Introduction	<p>Software Cornwall Ltd. makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>Software Cornwall Ltd. comes into contact with children and / or vulnerable adults through the following activities: Training</p> <p>The types of contact with children and / or vulnerable adults will be children and young people over the age of 6 and under the age of 18 in a training environment within schools or business premises.</p> <p>This policy seeks to ensure that Software Cornwall Ltd. 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>Template form that every person who could come into contact with any young person or vulnerable adult will need to complete.</p> <p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Software Cornwall Ltd.</p> <p>Please complete the details below and return this completed form to (insert name of person).</p> <p>Employee Name :</p> <p>Employee Signature:</p> <p>Date:</p>

3. Legislation

The principal pieces of legislation governing this policy are:

- 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 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.

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
- 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

<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>Directors have responsibility to ensure that a Designated Senior Manager is appointed to take responsibility for all matters associated with this Safeguarding Policy and for liaison with and monitoring the Designated Senior Manager’s work. In addition the Directors are responsible to ensure that sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented.</p> <p>The Designated Senior Manager /lead officer is Paul Clark. This person’s responsibilities are:</p> <ul style="list-style-type: none"> • The policy is in place and appropriate to the needs of SWC • The policy is accessible • The policy is implemented • The policy is monitored and reviewed • Promoting the welfare of children and vulnerable adults • Ensure staff (paid and unpaid) have access to appropriate training/information • Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately • Keep up to date with local arrangements for safeguarding and DBS • Develop and maintain effective links with relevant agencies.
<p>6. Implementation Stages</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 are covered in the SWC Company Handbook and SWC Health and Safety Policy.</p> <p>Safe recruitment Software Cornwall Ltd. ensures safe recruitment through the following processes: SWC Recruitment Screening Procedure</p>
<p>7. Communications training and support for staff</p>	<p>Software Cornwall Ltd. commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p>

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.

Software Cornwall Ltd. expects staff to protect the professional integrity of themselves and the organisation.

The following professional boundaries must be adhered to:

- Software Cornwall Ltd. does not allow paid or unpaid staff to give gifts to or receive gifts from clients. However gifts may be provided by the organisation as part of a planned activity.
- 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 facebook and bebo.
It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.

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

<p>9. Reporting</p>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Software Cornwall Ltd.</p> <p>Communicate your concerns with your immediate manager</p> <p style="text-align: center;">↓</p> <p>Seek medical attention for the vulnerable person if needed</p> <p style="text-align: center;">↓</p> <p>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>if needed seek advice from the Multi Agency Reporting Unit on 0300 123 1116</p> <p style="text-align: center;">↓</p> <p>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 see https://db.cornwall.gov.uk/referrals/referform1.asp</p> <p style="text-align: center;">↓</p> <p>Ensure that feedback from the Local Authority is received and their response recorded</p>
<p>10. Allegations Management</p>	<p>Software Cornwall Ltd. 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: See above.</p> <p>Software Cornwall Ltd. 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>

11. Monitoring	<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 • Presence and action of Designated senior manager responsible for Safeguarding is in post
12. Managing information	<p>Information will be gathered, recorded and stored in accordance with the Data Protection Act.</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>
13. Conflict resolution and complaints	<p>Software Cornwall Ltd. is aware of the Cornwall County Council policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy and if necessary this will be taken forward by the Designated Senior Manager or one of the Directors.</p> <p>Conflicts in respect of safety of vulnerable adults will be taken forward by Designated Senior Manager via the CCC Multi Agency Reporting Unit.</p>
14. Communicating and reviewing the policy	<p>Software Cornwall Ltd. will make clients aware of the Safeguarding Policy via its website.</p> <p>This policy will be reviewed by the Directors every year and when there are changes in legislation.</p>