

SAFEGUARDING POLICY

1. Policy Statement

It is the responsibility of all staff to ensure that safeguarding of children, young people and vulnerable adults is paramount at all times. In the event of an incident involving any of the vulnerable groups, staff must ensure that procedures are followed, reports are documented and the necessary authorities are informed, in line with current procedures.

Someone Cares understand the importance of ensuring that the organization's staff are suitable for their role in working with clients, user groups and partners under a range of circumstances, in a variety of locations.

All relevant Someone Cares staff will:

- (a) Be DBS checked on appointment and every three years thereafter.
- (b) Will attend mandatory training on safeguarding, child protection and child safety, where appropriate.

2. The role

Someone Cares believe that it has a duty to provide information and recommendations to ensure that all staff are aware of the procedures and policies that should be in place to provide a safe learning environment for children, young people and vulnerable adults.

The Safeguarding Policy, procedures and other guidelines will be available to all staff and partner organisations.

Someone Cares will exercise due diligence in assessing that staff are suitable and appropriate for the field of work in which they are employed. This will include gathering evidence in the form of references from previous employers alongside personal recommendations to assess the suitability of potential employees to work alongside those vulnerable groups.

Someone Cares will also endeavor to request references for all suppliers they may use to carry out activities which may come into contact with vulnerable groups, in addition to health and safety information and suitable insurance cover. The company will ask for DBS clearance, where suppliers work directly with children, young people or vulnerable adults.

If there is a problem with a supplier's or external partner's Disclosure, the matter will be discussed with the organisation concerned, so that the best course of action can be collectively agreed.

The company encourages line managers to undergo safeguarding training in order to offer practical advice and guidance to employees.

Risk Assessment

Risk Assessment are integral to all activities and will particularly take into account any risks relating to the protection of young people or vulnerable adults. Risk management is an on-going part of every project or activity. The principle of risk assessment is to consider:

- (a) The practical detail of the project
- (b) things that can go wrong in the project
- (c) likelihood of these things going wrong

Measures should be identified to reduce the risk. Any risks identified in the risk assessment should be brought to the attention of the Manager immediately.

Data Management

Information that contains names of individuals will be used for the duration of the project and for project management and reporting purposes only, as contracted by the funding provider.

Data will be kept in a locked room, cabinet or drawer and destroyed once the monitoring and reporting procedures contracted for the project have been completed (some project records such as counselling notes must be stored for a period of 6 year in line with the BACP requirements).

Data that contains lists of participants etc. should be erased from PCs and laptops once the project and reporting has been completed.

Image Permissions

The collection of images for promotional purposes by company employees, or those authorised to do so on the company's behalf, is acceptable providing permission has been granted by the individuals who will be photographed/videoed.

Adults (including parents / guardians of children below the age of consent) and young people (over the age of consent) should be aware of:

- The purpose for which the images will be used
- the length of time that they will be used for or that the use may be for an indefinite period.
- Good practice is that permission is not requested for any period longer than two years.

Images should not be stored on the hard drive of PCs or laptops beyond the duration of the project. Even during this period, it is recommended that they are stored on removable storage devices such as pen drives / CDs.



SomeOneCares

Once the project has been completed, then the images should be dated and archived. They should be stored in a locked cabinet or drawer. They should be erased / destroyed as soon as there is no further use for them.

Additional precautions should be taken regarding the use of images for inclusion on web sites or in films. It is advisable that the adults / young people who have provided their permission to be filmed / photographed are also aware that it is intended that the images will be used web sites, for a specific period of time / an indefinite period if this applies.

Under no circumstances should staff or partners record any images on their own personal mobile telephones. It is advised that personal mobile telephones should be kept in a locker or locked drawer, during any sessions involving the vulnerable groups. Disciplinary procedures will apply to staff not observing this policy.

Contact details

Nominated safeguarding lead

Name: Donna Lowden

Phone/email: 0191 25789094

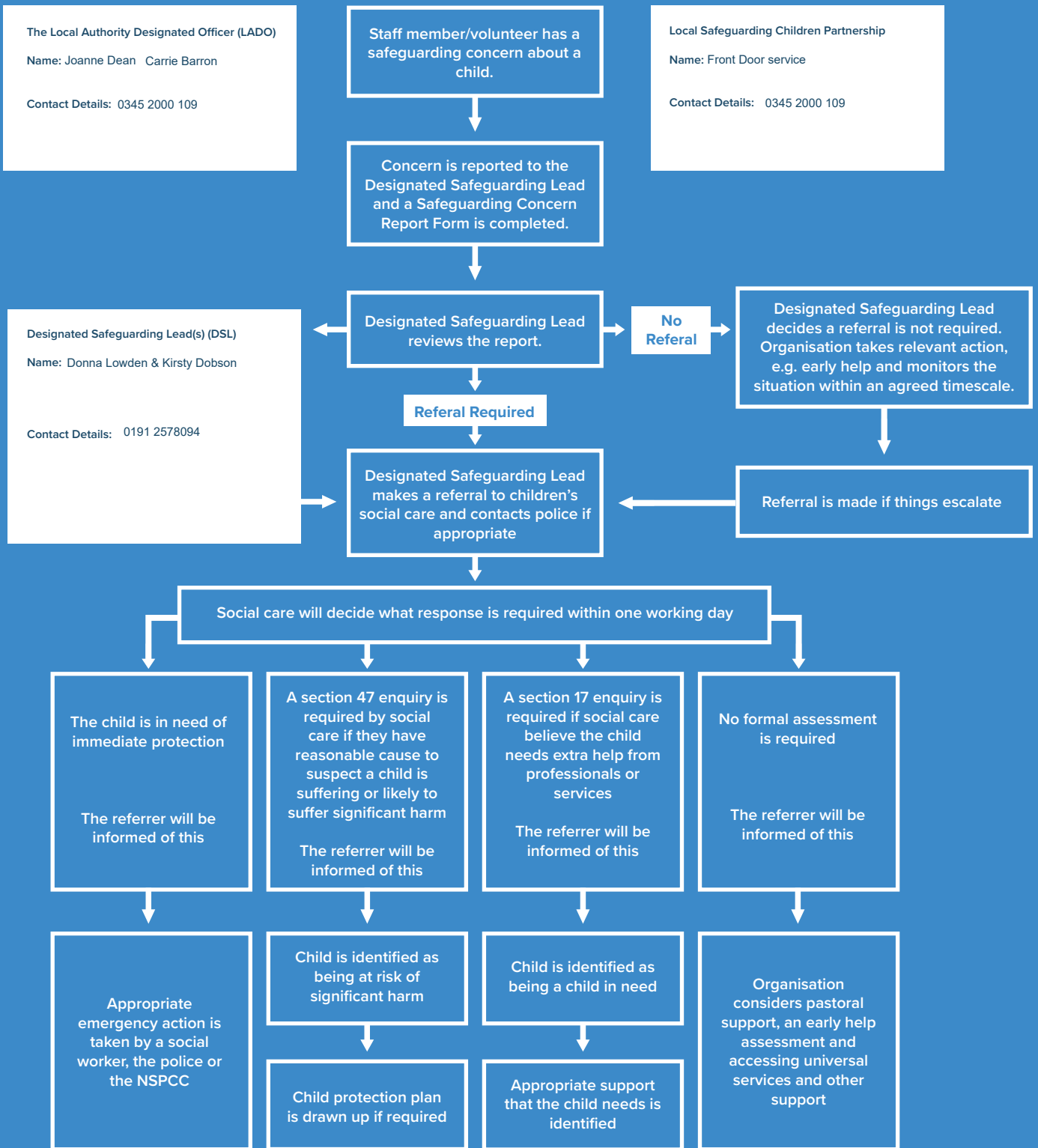
We are committed to reviewing our policy and good practice annually. This policy was last reviewed on: 01/06/2021.

This policy will next be reviewed on 29/05/2022.

SomeOne Cares
1 Amble Close
North Shields
NE29 7XW

This policy is also available in large print and electronically.

Flowchart of Procedures for Responding to Safeguarding Concerns



The Local Authority Designated Officer (LADO)
 Name: Joanne Dean Carrie Barron
 Contact Details: 0345 2000 109

Staff member/volunteer has a safeguarding concern about a child.

Local Safeguarding Children Partnership
 Name: Front Door service
 Contact Details: 0345 2000 109

Concern is reported to the Designated Safeguarding Lead and a Safeguarding Concern Report Form is completed.

Designated Safeguarding Lead(s) (DSL)
 Name: Donna Lowden & Kirsty Dobson
 Contact Details: 0191 2578094

Designated Safeguarding Lead reviews the report.

No Referral

Designated Safeguarding Lead decides a referral is not required. Organisation takes relevant action, e.g. early help and monitors the situation within an agreed timescale.

Referral Required

Designated Safeguarding Lead makes a referral to children's social care and contacts police if appropriate

Referral is made if things escalate

Social care will decide what response is required within one working day

The child is in need of immediate protection
 The referrer will be informed of this

A section 47 enquiry is required by social care if they have reasonable cause to suspect a child is suffering or likely to suffer significant harm
 The referrer will be informed of this

A section 17 enquiry is required if social care believe the child needs extra help from professionals or services
 The referrer will be informed of this

No formal assessment is required
 The referrer will be informed of this

Appropriate emergency action is taken by a social worker, the police or the NSPCC

Child is identified as being at risk of significant harm
 Child protection plan is drawn up if required

Child is identified as being a child in need
 Appropriate support that the child needs is identified

Organisation considers pastoral support, an early help assessment and accessing universal services and other support

All concerns and correspondence will be kept in a secure, confidential file. The child's circumstances will be kept under review at all stages and a referral will be made again if it is appropriate for improving the child's circumstances. The child's best interests must always come first.

If the concern is about a staff member/ volunteer in your organisation, the DSL should refer this to the LADO who will determine the best route of action to be taken.

If your concern would involve a Prevent/Channel referral, contact:

If you have a concern that a girl has undergone, or is about to undergo, FGM, contact: