



The Shrublands Trust Safeguarding Policy

The Shrublands Trust abides by the duty of care to safeguard and promote the welfare of adults, children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of adults and children is paramount in all the work we do and in all the decisions we take
- All adults and children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse
- Some adults and children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with adults, children, young people, their parents, carers and other agencies is essential in promoting their welfare.

Purpose:

The Shrublands Trust will:

- Protect adults, children and young people who receive The Shrublands Trust's services from harm.
- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to vulnerable adult and child protection.

This policy applies to anyone working on behalf of The Shrublands Trust including trustees, volunteers, clients, visitors and contractors. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in exclusion from the organisation.

Definitions:

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

Adult at Risk:

- An adult who has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Child and Adult Abuse: Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse



Safeguarding children: Safeguarding children is defined in [Working Together to Safeguard Children 2018](#) 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 as Part of the Deal:

In safeguarding children, The Shrublands Trust is committed to the principles set out by Croydon Safeguarding Adult Board www.croydonsab.co.uk telephone: **020 8726 6500**

Legal Framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from nspcc.org.uk/learning.

The Shrublands Trust should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children and young people as well as vulnerable adults.

The Prevent duty

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations.
- Other organisations may also have Prevent duties if they perform delegated local authority functions.

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Training and Awareness:

The Shrublands Trust will ensure an appropriate level of safeguarding training is available to its Trustees and Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all volunteers working with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children.
- Recognise a vulnerable adult or child potentially in need of safeguarding and take action.
- Understand how to report a safeguarding alert.
- Understand dignity and respect when working with children.
- Have knowledge of the Safeguarding Adult & Children Policy.

Trustees and volunteers may encounter concerns about the safety and wellbeing of an adult at risk of abuse. Procedures for reporting concerns about an adult are at the end of this policy.



Confidentiality and Information Sharing:

The Shrublands Trust expects all trustees and volunteers to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed - see contact details below.**

Recording and Record Keeping:

A written record must be kept about any concern regarding an adult or child with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR). See **Information Security and Social Media policy.**

Safe Recruitment & Selection:

The Shrublands Trust is committed to safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

The Shrublands Trust has policies and procedures that that cover the recruitment of all Trustees, and volunteers. See **The Shrublands Trust Disclosure Agreement.**

Social Media:

All employees and volunteers should be aware of The Shrublands Trust social media policy and procedures contained in the 'Information Security and Social Media Policy' and the code of conduct for behaviour towards the adults and children we support.

Use of Mobile Phones and other Digital Technology:

All trustees and volunteers of The Shrublands Trust should be aware of and understand that it is unlawful to photograph children and young people without the explicit consent of the person with parental responsibilities. All photographs of adults should be only ever used with explicit consent of the individual.

Whistleblowing:

It is important that people within The Shrublands Trust have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by The Shrublands Trust to protect whistleblowers, See, **The Shrublands Trust Whistleblowing Policy.**



Important Contacts:

Lead for Safeguarding:

Name:

Email address:

Telephone number:

Trustee for Safeguarding:

Name:

Email address:

Telephone number:

PROCEDURES FOR REPORTING CONCERNS ABOUT A CHILD:

If you have concerns that a child or young person is being harmed or needs support, you should call our Single Point of Contact (SPOC) team: **020 8255 2888**, Monday to Friday, 9am to 5pm.

If the child is in immediate danger call 999.

NSPCC Helpline

[0808 800 5000](tel:08088005000)

PROCEDURES FOR REPORTING CONCERNS ABOUT AN ADULT:

[Are you worried about someone?](#)

If you are worried about an adult:

Call: **020 8726 6500**

or alternatively:

Croydon Domestic Abuse Services- Call: 020 8688 0100

Croydon Safeguarding Adults Board - Call: 020 8726 6500

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