



Safeguarding Policy

SER-POL-19

Version 3.0

Date approved: 2 November 2016

Approved by: Audit and Risk Committee

1. Aim of the Policy

- 1.1 This policy outlines the approach Southway Housing Trust (Southway) will take in identifying and reporting safeguarding concerns.
- 1.2 We are committed to working with children and adults as part of our landlord role, and ensuring their well-being.
- 1.3 We will ensure that staff identify and report safeguarding concerns for children and adults at risk of abuse and neglect in our homes and communities, no matter who the perpetrator is or who the victim is.
- 1.4 We will work in partnership to safeguard children and adults at risk of abuse and neglect in our homes and communities.

2. Policy Statement

- 2.1 Southway will ensure that all staff and contractors that visit people in their own homes or work with children and adults in our communities are:
 - Aware of their responsibilities to identify and report safeguarding concerns.
 - Able to identify the types of abuse relating to children and adults.
 - Aware of where abuse can occur and the perpetrators of abuse.
 - Able to report concerns internally and to statutory bodies.
 - Aware of Whistleblowing Policy and Procedure.
- 2.2 Additionally certain staff are required to be:
 - Aware of the six principles of safeguarding as detailed in the Care Act 2014.
 - Subject to Disclosure and Barring Service application.

3. Definitions

- 3.1 Safeguarding refers to the protection of the welfare of children and the promotion of the wellbeing of adults.
- 3.2 Safeguarding adults means protecting an adult's right to live in safety, free from harm and abuse (Care Act 2015). Adults with care and support needs are most at risk of harm, abuse and neglect. For example;

- People with learning disabilities
 - People with mental health problems
 - Older people
 - People with physical disabilities
 - People with visual and sensory impairment
 - People who rely on others for care and/or support
- 3.3 Safeguarding Children is defined in Working Together to Safeguard Children 2015 as:
- Protecting children from maltreatment
 - Preventing impairment of children's health and development
 - Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
 - Taking action to enable all children to have the best outcomes.
- 3.4 Abuse is any behaviour that deliberately or unknowingly causes a person harm or endangers their life and is a violation of a person's human and civil rights by another person or persons. It may consist of a single act or repeated acts.
- 3.5 Significant Harm means ill treatment, the impairment of health and the impairment of development.

4. Roles and Responsibilities

- 4.1 Through the induction process and regular training, staff (and contractors) who come into contact with children and adults in their everyday work, including staff that may not perceive they have a specific duty to safeguard children, will understand their duty to safeguard children and adults.
- 4.2 Through its other policies, including the Allocations Scheme and Anti-Social Behaviour and Domestic Abuse Policies, the Trust will ensure that the welfare of children and adults is paramount.
- 4.3 As a service provider Southway will be mindful of its role to safeguard children and adults in its day to day activities, including the provision of housing management, housing related support, maintenance and adaptations services.
- 4.4 Within our homes, community centres and when organising community based activities, Southway will be mindful of its responsibility to safeguard children and adults and to promote the welfare of children and the wellbeing of adults.

- 4.5 Southway will engage with and contribute fully to multi-agency working that exists to promote the safeguarding of children and adults, for example by responding to requests for information from the Local Authority and Safeguarding Boards as part of a safeguarding children or adult enquiry and providing all relevant information required for Safeguarding Reports and Reviews. Southway will implement learning points from relevant reports, Serious Case Reviews and best practice.
- 4.6 Southway's recruitment processes will include Disclosure and Barring Service (DBS) checks at either Standard or Enhanced levels for new staff where it has been identified and agreed by Southway's Vetting and Barring provider (SterlingBackcheck) that the post being recruited to is a position that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act regulations.
- 4.7 Staff subject to DBS checks will be required to advise their managers of any investigations and/or convictions that may impact upon their job role immediately.
- 4.8 Managers will, following consultation with Human Resources, take appropriate action, up to and including dismissal to protect vulnerable adults and children.
- 4.9 Southway will ensure DBS checks are updated every 3 years.

5. The Care Act - 2014

- 5.1 The Care Act introduced six guiding principles of adult safeguarding which housing providers are required to be familiar with:
- Empowerment – personalisation and the presumption of person-led decisions and informed consent.
 - Prevention – it is better to take action before harm occurs.
 - Proportionality – proportionate and least intrusive response appropriate to the risk presented.
 - Protection – support and representation for those in greatest need.
 - Partnership – local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
 - Accountability – accountability and transparency in delivering safeguarding.
- 5.2 The Care Act 2014 outlines that an individual's wellbeing, which Southway staff should promote, includes:

- Personal dignity
- Physical and mental health and emotional wellbeing
- Control over day-to-day life
- Participation in work, education, training or recreation
- Social and economic wellbeing
- Domestic, family and personal
- Suitability of living accommodation
- Contribution to society

6. Identifying, Reporting and Dealing with Safeguarding Concerns

- 6.1 Southway will have clear lines of responsibility established and these will be detailed through procedural guidance. There will be accountability for the detection, recording and reporting of child and adult safeguarding concerns.
- 6.2 Southway will identify a designated Safeguarding Lead at Senior Manager level and operational leads at Manager and Officer level. The Safeguarding Lead will attend relevant multi-agency forums and be responsible for ensuring the organisation is kept up to date with legislative changes and learns from best practice.
- 6.3 Responsibility for ensuring compliance with this policy lies with the Strategic Director People and Places supported by the Head of Neighbourhoods as Safeguarding Champion. The operational lead is the Community Support and Age Friendly manager.
- 6.4 The Trust will provide training and guidance to new and existing staff on:
- The types of abuse
 - Where abuse occurs and by whom
 - Recognising the signs of abuse
 - Reporting safeguarding concerns internally and to statutory bodies
 - How to deal with a disclosure of abuse
- 6.5 Southway's operational lead will record all internal safeguarding concerns that are made and ensure that appropriate action is taken, including referrals to statutory agencies.
- 6.6 Senior managers will periodically report Safeguarding activity to the Trust's People and Places Committee, for example:
- Number of Concern Reports
 - Evaluation of investigated cases and alerts and lesson learnt
 - Compliance with policy and procedures

7. Confidentiality and Information Sharing

- 7.1 Southway will share information appropriately with partners that have statutory responsibility to investigate safeguarding concerns, including Children and Adults Social Care and Greater Manchester Police.
- 7.2 Southway will ensure that all staff understand that data protection does not prevent the sharing of information where it would protect the welfare of children and promote the wellbeing of adults.

8. Whistleblowing

- 8.1 Southway's Whistleblowing Policy encourages and supports staff to report concerns about the conduct of staff members.
- 8.2 Southway will report any safeguarding concerns raised about the conduct of staff members to the Local Authority Designated Officer (LADO) and act in accordance with the LADO's advice and guidance.

9. Procedure

- 9.1 This policy is delivered through an internal procedure which includes links to relevant partner organisations and referral forms.

10. Training

- 10.1 All Southway Housing Trust staff and contractors will be briefed on the safeguarding policy and procedures with awareness training taking place at least every three years.
- 10.2 Staff with specific responsibilities in this area will receive detailed training on the six principles underpinning adult safeguarding, recognising the signs of abuse and how to respond to safeguarding concerns.
- 10.3 Refresher training and training for new starters will be organised as necessary.

11. Links to other Southway Policies

- Anti- Social Behaviour Policy
- Domestic Abuse Policy
- Hate Crime Policy
- Single Equalities Scheme
- Customer Care (Everyone Matters) Policy
- Data Protection and Information Sharing Policy
- Whistleblowing Policy
- People with Support Needs Policy

12. Policy Review

- 12.1 This policy will be reviewed at least once every three years, and earlier if legislative changes or good practice development make this necessary.

POLICY REVIEW HISTORY	
<i>To be completed during each review</i>	
Previous versions (version number – approved by – approval date – title if different)	
v1 – Board – 23/11/2010 – Safeguarding Children and Vulnerable Adults Policy v2 – Board – 18/11/2013 – Safeguarding Children and Adults at Risk Policy	
Date of last EIA:	September 2016
Review lead by:	Strategic Director – People and Places
Main points or amendments made and reasons	
<ul style="list-style-type: none"> ▪ Updated to reflect Care Act 2014 ▪ Policy aim and statement ▪ Increased explanation of roles and responsibilities ▪ Monitoring requirements ▪ DBS requirements ▪ Links to other policies more clearly explained where relevant in line with good practice. 	
Next review due:	Q3 2019/20
Approval Level:	Audit and Risk Committee