



Safeguarding Adults Policy

Policy Owner	Richinda Taylor, C E O richinda@eva.org.uk 01642 490677
Safeguarding Lead	Anthea Camfield, Operations Manager anthea@eva.org.uk . 01642 490677
Safeguarding Deputy Lead	Kelly Stevens, Counselling Team Leader kelly@eva.org.uk 01642 490677
Safeguarding Champion	Karen McGarrity, Trustee. karen@rcvda.org.uk
Policy Date	December 2020 (amended February 2021)
Reviewed	December 2021
Next Review Date	December 2022

Introduction

EVA Women's Aid is a member of Women's Aid Federation, England and is a women only organisation. It is independent of the criminal justice system, statutory agencies and other private companies. It is both a Women's Aid and a rape support centre providing a range of free, confidential and non-judgemental specialist support services for women and children who have been affected by any form of domestic abuse and/or sexual violence at any time in their lives.

Our vision is:

To end the violence towards Women and Children.

Our mission is to:

Provide free, confidential and non-judgemental specialist services to victims of domestic abuse and sexual violence.

EVA Women's Aid believes that safeguarding is everybody's business, with all staff, volunteers and Trustees playing a part in preventing, detecting and reporting neglect and abuse or inappropriate conduct. EVA Women's Aid has contact with individuals face-to-face within its offices and houses and within group sessions at external venues; by telephone, emails, post and social media

Purpose – Safeguarding is important to us, and we take it seriously

The purpose of this document is to set out the Safeguarding Policy of EVA Women's Aid and to demonstrate the commitment of EVA Women's Aid to safeguarding adults and to ensure that everyone involved in EVA Women's Aid is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.
- Staff, Volunteers, Trustees and CEO appointment procedure and Code of Conduct.
- How allegations raised regarding Staff, Volunteer or Trustee impropriety or harassment are dealt with.
- How the organisation will address its duty of care towards Staff, Volunteers and Trustees.

EVA will meet the requirements of the Tees-wide Safeguarding Adults Board Inter-agency policy and underpinning legislation. The inter-agency Policy and Procedures are based on the following general principles that all adults have a right; upon which EVA is fully committed:

- To live life free from fear, violence, harassment, humiliation, degradation, abuse and neglect.
- To be safeguarded from harm and exploitation
- To be protected from mistreatment and abuse
- To live an independent lifestyle and to make choices and have control over their care and support, even if some of those choices involve a degree of risk

EVA Women's Aid will safeguard adults by ensuring that our services and activities are delivered in a way which keeps all service users, staff, volunteers and Trustees safe. This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

EVA Women's Aid recognises the vital and sometimes difficult role that staff and volunteers take in managing responses to its service users lives. We are committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

EVA is committed to the promotion of equality of opportunity. All EVA Policies and Procedures have implicit in them a determination to challenge discrimination and promote positive action to achieve equality of opportunity. Actions taken by EVA Women's Aid will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

EVA Women's Aid will co-operate with local PREVENT co-ordinators to work with The Prevent strategy, (published by the Government in 2011. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. Online awareness training is available to all staff.
<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

The Operations Manager is responsible for implementing measures for recording concerns generated within the meaning of this policy and for monitoring the effectiveness of this policy. This policy and its associated protocols will be reviewed by the Management Team annually and following any significant incident. The Safeguarding Lead is the Operations Manager: Anthea Camfield; Email: anthea@eva.org.uk. Tel: 01642 490677

Legislation and regulation that underpins this Policy

- Human Rights Act 1998
- Children Act 1989/ Children Act 2004/ Protection of Children Act 1999/ Children and Families Act 2014/ Children and Social Work Act 2017
- Mental Capacity Act (MCA) 2005
- Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012.
- Modern Slavery Act 2015
- Data Protection Act 2018
- General Data Protection Regulation (GDPR) (EU) 2016/679

Definitions

Abuse includes but is not limited to:-

- Physical Assault
- Sexual Offences
- Domestic Abuse
- Organisational Abuse
- Psychological Abuse
- Coercive control
- False Imprisonment
- Forced Marriage
- Female Genital Mutilation
- Financial or Material
- Self-neglect
- Harassment
- Neglect and Acts of Omission
- Modern Slavery and Human exploitation
- Hate Crime (any criminal offence committed against a person or property that is motivated by an offender hatred including:
 - ❖ Race, colour, ethnic origin, nationality, national origins
 - ❖ Religion
 - ❖ Gender or gender identity
 - ❖ Sexual orientation
 - ❖ Disability

Allegations are inclusive of complaints, concerns generated by colleagues or grievances.

At Risk: An adult at risk of abuse or neglect is defined as anyone over the age of 18 who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves.

Child relates to any individual aged under 18 years of age.

Conduct relates to how individuals behave in face-to-face sessions, on the phone, in meetings, group therapy sessions, and on visits to service users.

Protocols are the official procedure or system of rules governing how something is done.

Vulnerable Adults

Adults with additional needs are defined as anyone over the age of 18 who:

- requires care and support (whether or not the local authority is meeting any of these needs), and;
- is experiencing, or is at risk of, abuse and neglect;
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Roles and Responsibilities

Board of Trustees

The Board of Trustees will maintain ultimate accountability for the implementation of this policy, although specific responsibility will be delegated to the Operations Manager who is the Safeguarding Lead.

Policy Owner: CEO

- Consultation and Communication with Stakeholders
- Interagency / partnership working
- Support plans, Risk assessment, Strategic Representation, Operational Representation, Awareness raising campaigns.

Safeguarding Lead: Operations Manager: Anthea Camfield

- Responsible for all staff, volunteers and trustees having access to this Policy
- Responsible for the removal of old versions of this policy and for the production of correctly dated replacements.
- Responsible for cascading new versions of this policy to all staff, volunteers and Trustees.
- Responsible for ensuring all staff, volunteers and trustees know what to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.
- Responsible for all staff, volunteers and trustees having access to EVA Women's Aid Code of Conduct/Equal Opportunities Policy/Lone Working Policy and for signing the Confidentiality Agreement.
- Responsible for all staff, volunteers and trustees know how allegations raised regarding Staff, Volunteer or Trustee impropriety or harassment are dealt with.
- Responsible for advising all staff, volunteers and trustees on how the organisation will address its Duty of Care towards Staff, Volunteers and Trustees.

Deputy Safeguarding Lead: Kelly Stevens, Counselling Team Leader
Responsible for deputising in the absence of the Safeguarding Lead

Safeguarding Champion: Karen McGarrity

Responsible for:- ensuring this Policy is reviewed in a timely manner and legislation relating to Safeguarding is observed

All Staff and Volunteers

- Be aware of and adhere to relevant Safeguarding Vulnerable Adults policies and procedures
- Ensuring staff, volunteers and student placements receive an induction and appropriate training to their role and in line with national standards
- Be aware of the different types of abuse and possible indicators. .
- Ensuring staff have access to timely and consistent legal advice and support.
- To be aware of the importance of not allowing their own ethical or moral beliefs to intrude into their professional practice, and of not imposing their own values and

standards onto their service users or colleagues and that staff act in accordance with the adults wishes, balanced with their judgment of their mental capacity, their best interests and a duty of care to others.

- Ensuring that they share information within legal and ethical constraints for the purpose of safeguarding vulnerable adults, responding to concerns and allegations in a timely, considered and proportionate manner.
- All staff are aware that any safeguarding decisions should take account of the ability to give informed consent and comply with the Mental Capacity Act 2005.

EVA’s Safeguarding Vulnerable Adults Procedure has 6 stages:

<p>Stage 1: Alert</p>	<p>Alerting occurs when a member of staff is informed, or has concerns, that abuse or neglect has occurred or is suspected. The member of staff is the ‘alerter’ and has a duty to share the information with their Team Leader to discuss an appropriate referral person in their organisation responsible for referring. If Team Leaders are not available, please contact the CEO.</p> <p>However, the Alerter must ensure the immediate safety and welfare of the vulnerable adult allegedly abused. The Alerter must contact the police or other emergency service if a person is in danger, and arrange urgent medical attention if necessary.</p> <p>The Alerter will ensure that any safeguarding decisions take account of the ability to give informed consent and comply with the Mental Capacity Act 2005.</p> <p>The Alerter must make a detailed record of concerns and any actions taken, separating fact from opinion.</p> <p>The Team Leader will notify the Safeguarding Lead of all concerns raised.</p>
<p>Stage 2: Referral</p>	<p>Referring is the responsibility of the ‘alerter’ or, after discussion, the Team Leader who receives information from the ‘alerter’. The ‘referrer’ will refer all reports of potential abuse or neglect of a vulnerable adult.</p> <p>The timescale for making the decision about whether a referral should be made is within 1 (one) working day of receiving the alert.</p> <p>A referral is made to the Adult Social Care Duty Team on 01642 771500 or, out of office hours, to the emergency out of hours duty team 08702 402994</p> <p>If abuse is alleged or suspected the referrer must ensure they secure and preserve evidence that could otherwise be lost.</p> <p>If the information provided by the Alerter is insufficient, the Referrer will carry out initial information gathering. The Referrer must not start the</p>

	<p>investigation process but it may be necessary to check the allegation with the vulnerable adult allegedly abused or check records.</p> <p>The Referrer must make a detailed record of the concerns and any action taken, separating fact from opinion.</p>
<p>Stage 3:</p> <p>Safeguarding Procedures Decision</p>	<p>The Manager of the Adult Social Care Duty Team or the Safeguarding Co-ordinator or Designated Safeguarding Officers are responsible for making the decision whether a referral should be dealt with through the safeguarding procedures. The timescale for making this decision is within 1 (one) working day of receiving the referral</p> <p>A decision is made as to whether the safeguarding procedures are appropriate to address the concern or alternative responses are identified.</p> <p>If at this stage it is decided that it is not a safeguarding issue a risk assessment will be completed and any actions from the risk assessment will be built into the Support Plan. The situation should be closely monitored and any changes brought to the attention of the Safeguarding Lead and the CEO</p> <p>It may also be appropriate at this stage to bring in an independent advocate for either the victim, perpetrator or both. Below are some of the advocacy services in our area:</p> <ul style="list-style-type: none"> • Redcar & Cleveland Homeless Prevention team 01287 612444 • Redcar & Cleveland Citizens Advice Service 01287 630640 • The Junction, under 25's 01642 756000 • CAMHS (Children & Adolescent Mental Health) 0300 013 2000 • WE ARE WITH YOU (Addaction) 0300 3033 781 • IMPACT (MIND) 01642 573924
<p>Stage 4:</p> <p>Strategy</p>	<p>A multi-agency plan is agreed to assess the risk, identify the safeguarding assessment and / or investigation(s) required and instigate a safeguarding plan.</p>
<p>Stage 5:</p> <p>Safeguarding Assessment / Investigation</p>	<p>The safeguarding assessment / investigation(s) are carried out by identified people ensuring that any safeguarding decisions take account of the ability to give informed consent and comply with the Mental Capacity Act 2005.</p>
<p>Stage 6:</p> <p>Safeguarding Plan</p>	<p>The safeguarding plan stage includes:</p> <ul style="list-style-type: none"> • Analysis of concern through evaluation of outcome of safeguarding assessment / investigation(s). • Implementation of the safeguarding plan with the involvement of the vulnerable adult, their advocate and relatives / carers if appropriate. • Review of the plan at agreed timescale

Staff Conduct

The CEO, Board of Trustees, Staff and Volunteers must abide by EVA Women's Aid's Code of Conduct and a Confidentiality Agreement must be signed on commencement of employment.

EVA Women's Aid is committed to a policy of equal opportunities and its intention is to fully comply in all aspects of appropriate and current legislation. This policy will apply in respect of recruitment and selection procedures, career development, promotion, training, payment practices, and all other terms and conditions of employment. Furthermore it is the responsibility of each member of staff, volunteers and Board of Trustees to pursue non-discriminatory policies and practices through behaviour language, attitude and actions so that no discriminatory practices occur.

Allegations

Any complaints received from service users about a Staff or Volunteers member will be dealt with through EVA Women's Aid's Complaints Procedure.

Service users are made aware of EVA's safeguarding procedures regarding allegations via induction interviews and with clear, simply worded notices in our offices and houses.

EVA Women's Aid recognises that Staff and Volunteers require a safe and respectful workplace in which to work. Any concerns expressed by a staff member or volunteer regarding unfair or inappropriate treatment are taken seriously and as required investigated by their Line Manager.

Investigations fall within the provisions of the Disciplinary and Grievance procedures detailed in the EVA Women's Aid Employee Handbook.

Duty of care

EVA Women's Aid aims to deliver on its mission to "Provide free, confidential and non-judgemental specialist services to victims of domestic abuse and sexual violence". We recognise that while we need to make decisions to facilitate appropriate allocation of services that we should try in all that we do, to avoid being judgmental. Sometimes Staff and Volunteers will need to decide if an adult appears to represent a cause for concern and in need of "safeguarding".

EVA Women's Aid recognises that all our service users have a right to confidentiality except in particular circumstances where its maintenance could negatively impact the need to obtain assistance.

In the interests of offering service users as much reassurance as possible, EVA Women's Aid uses safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation. Staff and Volunteers who may from time to time visit service users may be required to undertake a relevant DBS check. Where DBS checks are required, these will be co-ordinated confidentially by the Operations Manager.

EVA Women's Aid will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult.

Support for Staff

EVA Women's Aid recognises that where Staff and Volunteers are dealing with vulnerable individuals describing difficult life circumstances, that Staff and Volunteers may need assistance or support.

Staff and Volunteers who listen to service users will receive training that is agreed in dialogue, as necessary with the Operations Manager.

Staff and Volunteers dealing directly with service users will be given an opportunity to explore the impact of the work on them via 1:1 meetings with their Line Manager.

All staff and volunteers have access to the HR & Employment Support Company for free, confidential support on employment, family or personal issues.

The Staff and Volunteers will be supported by the Abusive Caller protocol that permits the closing, with due warning, of an abusive call.

All staff and volunteers are supported by EVA Women's Aid Lone Working Policy.

Whistle Blowing

If you believe that the company is involved in any form of wrongdoing such as:

- a. committing a criminal offence;
- b. failing to comply with a legal obligation;
- c. endangering the health and safety of an individual;
- d. environmental damage; or
- e. concealing any information relating to the above

-you should in the first instance report your concerns to your Manager who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate organisation or body, e.g. the Police, the Environment Agency, Health and Safety Executive or Social Services Department.

EVA Women's Aid recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you provide a service.

EVA Women's Aid will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith.

If you do not report your concerns to your manager, you may take them direct to the appropriate organisation or body.

The Public Interest Disclosure Act 1998 prevents you from suffering a detriment or having your contract terminated for 'whistle-blowing' and we take very seriously any concerns which you may raise under this legislation.

We encourage you to use the procedure if you are concerned about any wrong doing at work. However, if the procedure has not been invoked in good faith (e.g. for malicious reasons or in pursuit of a personal grudge), then it will make you liable to immediate termination of engagement or such lesser disciplinary sanction as may be appropriate in the circumstances

Operational Protocols

The following procedures, guidance & protocols should be read in conjunction with this policy

- Recruitment and Appointment
- Code of Conduct
- Abusive Caller protocol
- Equal Opportunities Policy
- Equality & Diversity Policy
- Lone Working
- Types of Abuse and Possible Indicators – EVA Guidelines

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Safeguarding Children & Young People Policy

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Safeguarding Lead	Anthea Camfield, Operations Manager anthea@eva.org.uk . 01642 490677
Safeguarding Deputy Lead	Kelly Stevens, Counselling Team Leader kelly@eva.org.uk 01642 490677
Safeguarding Champion	Karen McGarrity, Trustee. karen@rcvda.org.uk
Policy Date	15 th February 2021
Reviewed	17 th May 2021
Next review Date	17 th May 2022

Introduction

EVA Women's Aid is a member of Women's Aid Federation, England and is a women only organisation. It is independent of the criminal justice system, statutory agencies and other private companies. It is both a Women's Aid and a rape support centre providing a range of free, confidential and non-judgemental specialist support services for women and children who have been affected by any form of domestic abuse and/or sexual violence at any time in their lives.

Our vision is:

To end the violence towards Women and Children.

Our mission is to:

Provide free, confidential and non-judgemental specialist services to victims of domestic abuse and sexual violence.

EVA Women's Aid believes that safeguarding is everybody's business, with all staff, volunteers and Trustees playing a part in preventing, detecting and reporting neglect and abuse or inappropriate conduct. EVA Women's Aid believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice, which protects them.

Purpose

EVA Women's Aid abides by the duty of care to safeguard and promote the welfare of 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 children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender, gender reassignment, racial heritage, religion or belief, sex or sexual orientation or identity have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

EVA Women's Aid will:

- Protect children and young people who receive EVA Women's Aid's services from harm. This includes the children of adults who use our services
- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of EVA Women's Aid including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

The purpose of this document is to set out the Safeguarding Children & Young People Policy of EVA Women's Aid and to demonstrate the commitment of EVA Women's Aid to safeguarding children and young people and to ensure that everyone involved in EVA Women's Aid is aware of:

- The legislation, policy and procedures for safeguarding children and young people.
- Their role and responsibility for safeguarding children and young people.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of a child or young person within the organisation.
- Staff, Volunteers, Trustees and CEO appointment procedure and Code of Conduct.
- How allegations raised regarding Staff, Volunteer or Trustee impropriety or harassment are dealt with.
- How the organisation will address its duty of care towards Staff, Volunteers and Trustees.

EVA is committed to the promotion of equality of opportunity. All EVA Policies and Procedures have implicit in them a determination to challenge discrimination and promote positive action to achieve equality of opportunity. Actions taken by EVA Women's Aid will be consistent with the principles of child safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the child concerned.

Where possible EVA Women's Aid will make a safeguarding referral with the parent/carer's agreement. If this is not possible, a CYP safeguarding referral will be made anyway; informing the parent/carer UNLESS there is a risk to the child in sharing that information.

The Operations Manager is responsible for implementing measures for recording concerns generated within the meaning of this policy and for monitoring the effectiveness of this policy. This policy and its associated protocols will be reviewed by the Management Team annually and following any significant incident. The Safeguarding Lead is the Operations Manager: Anthea Camfield; Email: anthea@eva.org.uk. Tel: 01642 490677

Definitions:

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) includes but is not limited to:-

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- False Imprisonment
- Female genital mutilation
- Grooming
- Hate Crime (any criminal offence committed against a person or property that is motivated by an offender hatred including:
 - ❖ Race, colour, ethnic origin, nationality, national origins
 - ❖ Religion
 - ❖ Gender or gender identity
 - ❖ Sexual orientation
 - ❖ Disability
- Historical abuse
- Modern Slavery and Human exploitation
- Neglect and Acts of Omission
- Online abuse
- Organisational Abuse
- Physical Assault
- Psychological Abuse

Adult at Risk: An adult at risk of abuse or neglect is defined as anyone over the age of 18 who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves.

Allegations are inclusive of complaints, concerns generated by colleagues or grievances.

Child: 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.

Conduct relates to how individuals behave in face-to-face sessions, on the phone, in meetings, group therapy sessions, and on visits to service users.

Protocols are the official procedure or system of rules governing how something is done.

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.

Roles and Responsibilities

Board of Trustees

The Board of Trustees will maintain ultimate accountability for the implementation of this policy, although specific responsibility will be delegated to the Operations Manager who is the Safeguarding Lead.

Policy Owner: CEO

- Consultation and Communication with Stakeholders
- Interagency / partnership working
- Support plans, Risk assessment, Strategic Representation, Operational Representation, Awareness raising campaigns.

Safeguarding Lead: Operations Manager: Anthea Camfield

- Responsible for all staff, volunteers and trustees having access to this Policy
- Responsible for the removal of old versions of this policy and for the production of correctly dated replacements.
- Responsible for cascading new versions of this policy to all staff, volunteers and Trustees.
- Responsible for ensuring all staff, volunteers and trustees know what to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult or child within the organisation.
- Responsible for all staff, volunteers and trustees having access to EVA Women's Aid Code of Conduct/Equal Opportunities Policy/Lone Working Policy and for signing the Confidentiality Agreement.
- Responsible for ensuring all staff, volunteers and trustees know how allegations raised regarding Staff, Volunteer or Trustee impropriety or harassment are dealt with.
- Responsible for advising all staff, volunteers and trustees on how the organisation will address its Duty of Care towards Staff, Volunteers and Trustees.

Deputy Safeguarding Lead: Counselling Team Leader: Kelly Stevens

Responsible for deputising in the absence of the Safeguarding Lead

Safeguarding Champion: Karen McGarrity

Responsible for:- ensuring this Policy is reviewed in a timely manner and legislation relating to Safeguarding is observed

All Staff and Volunteers

- Be aware of and adhere to relevant Safeguarding Children and Young People Policy and procedures
- Ensuring staff, volunteers and student placements receive an induction and appropriate training to their role and in line with national standards
- Be aware of the different types of abuse and possible indicators. .
- Ensuring staff have access to timely and consistent legal advice and support.
- To be aware of the importance of not allowing their own ethical or moral beliefs to intrude into their professional practice, and of not imposing their own values and standards onto their service users or colleagues and that staff act in accordance with the adult or child's wishes, balanced with their judgment of their mental capacity, their best interests and a duty of care to others.
- Ensuring that they share information within legal and ethical constraints for the purpose of safeguarding children and young people, responding to concerns and allegations in a timely, considered and proportionate manner.
- All staff are aware that any safeguarding decisions should take account of the ability to give informed consent and comply with the Mental Capacity Act 2005.

Legal Framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

Legislation and regulation that underpins this Policy

- Human Rights Act 1998
- Children Act 1989/ Children Act 2004/ Protection of Children Act 1999/ Children and Families Act 2014/ Children and Social Work Act 2017
- Mental Capacity Act (MCA) 2005
- Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012.
- Modern Slavery Act 2015
- Data Protection Act 2018
- General Data Protection Regulation, Data Protection Act 2018

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.

Online awareness training is available to all EVA Women's Aid staff, trustees and volunteers at <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

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:

EVA Women's Aid will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering 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 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 Children and Young People Policy.

Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of an adult at risk of abuse. For more information about adults safeguarding, refer to EVA Women's Aid Adults Safeguarding Policy.

Confidentiality and Information Sharing:

EVA Women's Aid expects all employees, volunteers and trustees 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**. For further guidance on information sharing and safeguarding see EVA Women's Aid's Confidentiality and Information Sharing policies.

Where possible EVA Women's Aid will make a safeguarding referral with the parent/carer's agreement. If this is not possible, a CYP safeguarding referral will be made anyway; informing the parent/carer UNLESS there is a risk to the child in sharing that information.

Recording and Record Keeping:

A record must be kept about any concern regarding a child or young person 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 securely and confidentially stored in line with General Data Protection Regulations (GDPR).

Safe Recruitment & Selection:

EVA Women's Aid is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

EVA Women's Aid has policies and procedures that cover the recruitment of all Trustees, employees and volunteers.

Social Media:

All employees and volunteers should be aware of EVA Women's Aid social media standards as detailed in the Employee Handbook and the code of conduct for behaviour towards the children we support.

Use of Mobile Phones and other Digital Technology:

All employees, trustees and volunteers of EVA Women's Aid should be aware of protocols regarding the use of mobile phones and any digital technology and understand that it is unlawful to photograph children and young people without the explicit consent of the person with parental responsibilities.

Whistle Blowing

If you believe that the company is involved in any form of wrongdoing such as:

- a. committing a criminal offence;
- b. failing to comply with a legal obligation;
- c. endangering the health and safety of an individual;
- d. environmental damage; or
- e. concealing any information relating to the above

-you should in the first instance report your concerns to your Manager who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason

given to you, you should raise the matter with the appropriate organisation or body, e.g. the Police, the Environment Agency, Health and Safety Executive or Social Services Department.

EVA Women's Aid recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you provide a service.

EVA Women's Aid will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith.

If you do not report your concerns to your manager, you may take them direct to the appropriate organisation or body.

The Public Interest Disclosure Act 1998 prevents you from suffering a detriment or having your contract terminated for 'whistle-blowing' and we take very seriously any concerns which you may raise under this legislation.

We encourage you to use the procedure if you are concerned about any wrong doing at work. However, if the procedure has not been invoked in good faith (e.g. for malicious reasons or in pursuit of a personal grudge), then it will make you liable to immediate termination of engagement or such lesser disciplinary sanction as may be appropriate in the circumstances

Staff Conduct

The CEO, Board of Trustees, Staff and Volunteers must abide by EVA Women's Aid's Code of Conduct and a Confidentiality Agreement must be signed on commencement of employment.

EVA Women's Aid is committed to a policy of equal opportunities and its intention is to fully comply in all aspects of appropriate and current legislation. This policy will apply in respect of recruitment and selection procedures, career development, promotion, training, payment practices, and all other terms and conditions of employment. Furthermore it is the responsibility of each member of staff, volunteers and Board of Trustees to pursue non-discriminatory policies and practices through behaviour language, attitude and actions so that no discriminatory practices occur.

Allegations

Any complaints received from service users about a Staff or Volunteers member will be dealt with through EVA Women's Aid's Complaints Procedure.

Service users are made aware of EVA's safeguarding procedures regarding allegations via induction interviews and with clear, simply worded notices in our offices and houses.

EVA Women's Aid recognises that Staff and Volunteers require a safe and respectful workplace in which to work. Any concerns expressed by a staff member or volunteer

regarding unfair or inappropriate treatment are taken seriously and as required investigated by their Line Manager.

Investigations fall within the provisions of the Disciplinary and Grievance procedures detailed in the EVA Women's Aid Employee Handbook.

Duty of care

EVA Women's Aid aims to deliver on its mission to "Provide free, confidential and non-judgemental specialist services to victims of domestic abuse and sexual violence". We recognise that while we need to make decisions to facilitate appropriate allocation of services that we should try in all that we do, to avoid being judgmental. Sometimes Staff and Volunteers will need to decide if an adult or child appears to represent a cause for concern and in need of "safeguarding".

EVA Women's Aid recognises that all our service users have a right to confidentiality except in particular circumstances where its maintenance could negatively impact the need to obtain assistance.

In the interests of offering service users as much reassurance as possible, EVA Women's Aid uses safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation. Staff and Volunteers who may from time to time visit service users may be required to undertake a relevant DBS check. Where DBS checks are required, these will be co-ordinated confidentially by the Operations Manager.

EVA Women's Aid will cooperate with the Police and the relevant Local Authorities in taking action to safeguard a child.

Support for Staff

EVA Women's Aid recognises that where Staff and Volunteers are dealing with vulnerable individuals describing difficult life circumstances, that Staff and Volunteers may need assistance or support.

Staff and Volunteers who listen to service users will receive training that is agreed in dialogue, as necessary with the Operations Manager.

Staff and Volunteers dealing directly with service users will be given an opportunity to explore the impact of the work on them via 1:1 meetings with their Line Manager.

All staff and volunteers have access to the HR & Employment Support Company for free, confidential support on employment, family or personal issues.

The Staff and Volunteers will be supported by the Abusive Caller protocol that permits the closing, with due warning, of an abusive call.

All staff and volunteers are supported by EVA Women's Aid Lone Working Policy.

Operational Protocols

The following procedures, guidance & protocols should be read in conjunction with this policy

- Recruitment and Appointment
- Confidentiality Agreement
- Code of Conduct
- Abusive Caller protocol
- Equal Opportunities Policy
- Equality, Diversity and Inclusion Policy
- Lone Working Policy
- Wellbeing Policy
- Safeguarding Adults Policy
- Types of Abuse and Possible Indicators – EVA Guidelines

Important Contacts:

Redcar & Cleveland Children's Services
Seaford House,
Kirkleatham Street
Redcar, TS101SP
Tel: (01642) 771500

Out of hours:
Emergency Duty Team
Tel: (08702) 402994

Police

Emergency – 999
Non-emergency – 101

NSPCC Helpline

0808 800 5000

EVA’s Safeguarding Children & Young People’s Procedure has 6 stages:

<p>Stage 1: Alert</p>	<p>Alerting occurs when a member of staff is informed, or has concerns, that abuse or neglect has occurred or is suspected. The member of staff is the ‘alerter’ and has a duty to share the information with their Team Leader to discuss an appropriate referral person in their organisation responsible for referring. If Team Leaders are not available, please contact the CEO.</p> <p>However, the Alerter must ensure the immediate safety and welfare of the child or young person allegedly abused. The Alerter must contact the police or other emergency service if a child or young person is in danger, and arrange urgent medical attention if necessary.</p> <p>The Alerter must make a detailed written record of concerns and any actions taken, and flag the record on the confidential data base.</p>
<p>Stage 2: Referral</p>	<p>Referring is the responsibility of the ‘alerter’ or, after discussion, the Team Leader who receives information from the ‘alerter’. The ‘referrer’ will refer all reports of potential abuse or neglect of a child or young person.</p> <p>The timescale for making the decision about whether a referral should be made is within 1 (one) working day of receiving the alert.</p> <p>A referral is made to the Adult Social Care Duty Team on 01642 771500 or, out of office hours, to the emergency out of hours duty team 08702 402994</p> <p>If abuse is alleged or suspected the referrer must ensure they secure and preserve evidence that could otherwise be lost.</p> <p>The Referrer must make a detailed record of the concerns and any action taken, separating fact from opinion. All reports will be kept on the confidential database.</p>
<p>Stage 3: Safeguarding Procedures Decision</p>	<p>The Manager of the Adult Social Care Duty Team or the Safeguarding Co-ordinator or Designated Safeguarding Officers are responsible for making the decision whether a referral should be dealt with through the safeguarding procedures.</p> <p>A decision is made as to whether the safeguarding procedures are appropriate to address the concern or alternative responses are identified.</p> <p>If at this stage it is decided that it is not a safeguarding issue a risk assessment will be completed and any actions from the risk assessment will be built into the Support Plan. The situation should be closely monitored</p>

	<p>and any changes brought to the attention of the Safeguarding Lead and the CEO</p> <p>It may also be appropriate at this stage to bring in an independent advocate for either the victim, perpetrator or both. Below are some of the advocacy services in our area:</p> <ul style="list-style-type: none"> • Redcar & Cleveland Homeless Prevention team 01287 612444 • Redcar & Cleveland Citizens Advice Service 01287 630640 • The Junction, under 25's 01642 756000 • CAMHS (Children & Adolescent Mental Health) 0300 013 2000 • WE ARE WITH YOU (Addaction) 0300 3033 781 • IMPACT (MIND) 01642 573924
Stage 4: Strategy	A multi-agency plan is agreed to assess the risk, identify the safeguarding assessment and / or investigation(s) required and instigate a safeguarding plan.
Stage 5: Safeguarding Assessment / Investigation	The safeguarding assessment / investigation(s) are carried out by identified people ensuring that any safeguarding decisions take account of the ability to give informed consent and comply with the Mental Capacity Act 2005.
Stage 6: Safeguarding Plan	<p>The safeguarding plan stage includes:</p> <ul style="list-style-type: none"> • Analysis of concern through evaluation of outcome of safeguarding assessment / investigation(s). • Implementation of the safeguarding plan with the involvement of the child or young person, their relatives / carers if appropriate. • Review of the plan at agreed timescale

END