The Old School House
Ham Road
Shoreham
West Sussex
UK Registered Charity no: 1187128

Children and Vulnerable Adults Safeguarding Policy

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1. What does this policy cover?

> Children and Young Adults are at the centre of everything we do at Esteem.
>
> We are committed to a practice, which protects children and young adults from harm. Staff and volunteers in our organisation accept and recognise our responsibilities to develop awareness of issues, which cause children and young adults harm.
>
> Creating a safeguarding culture is everyone's responsibility.

The purpose of this policy statement is:

- to protect children and young people who receive ESTEEM's services from harm - this includes the children of adults who use our services.
- to provide staff and volunteers, as well as children and young adults and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of ESTEEM, including senior managers and the board of trustees, paid staff, volunteers, mentors, sessional workers, freelance contracted staff, agency staff and work experience students.

2. Glossary of terms

To provide clarity of terms, this policy refers to the below terms as the following:

- **Children –** as per the Children's Act 2004, this is a legal term that refers to all those who have not yet reached their 18th birthday.
- **Young adult –** a term used at ESTEEM internally to denote all children, young people and adults who directly benefit from its services aged 14 to 26. It should be highlighted that the law regarding consent and capacity differ greatly when working with under and over 18's. Further details of this difference can be found in the handling concerns procedure.
- **Vulnerable adult or Adult at Risk –** as per the Care Act 2014, this is a person who has had their 18th birthday and may have care or support needs or be at risk of abuse. All young adults at ESTEEM over the age of 18 are considered vulnerable adults, or adults at risk.
- **Staff** – A paid individual with either an employment or freelance contract at ESTEEM. This includes Youth Staff, who are young adults who have short term contracts at ESTEEM.
- **Volunteers –** An individual who is not paid a salary or fee by the organisation. This would include: Trustees, mentors, adult volunteers, and work experience students.

- **Designated Safeguarding Lead (DSL) –** relates to a person within the organisation who has ultimate responsibility for operational safeguarding processes and procedures.
- **Designated Safeguarding Officer (DSO) –** relates to one or more individuals who support the DSL, in a deputised role, to carry out their duties.
- **Trustee Safeguarding Lead (TSL) –** relates to a person on the trustee board who is responsible for ensuring organisational compliance to legislation and external regulators.

3. Statement of Intent

It is the policy of ESTEEM to safeguard the welfare of all young adults by protecting them from all forms of abuse including neglect, physical, emotional and sexual harm.



ESTEEM is committed to creating a safe environment in which children and young adults can feel comfortable and secure while engaged in any of ESTEEM's programmes, mentoring, training events or workshops. Personnel should at all times show respect and understanding for individuals' rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of ESTEEM.

In order to implement this policy and procedure, ESTEEM commits to:

- Stop abuse or neglect wherever possible.
- Prevent harm and reduce the risk of abuse or neglect to young adults regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.
- Promote the wellbeing of the young adults, recognising that some will be additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Raise awareness of safeguarding young adults to ensure that everyone can play their part in preventing, identifying and responding to abuse and neglect.
- Work in partnership with children, young people, their parents, carers and other agencies
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of a child or young person.

To achieve this, we will:

- Provide an environment in which vulnerable young adults feel listened to, safe and valued.
- Build a safeguarding culture where staff and volunteers, young adults and their families treat each other with respect and are comfortable about sharing concerns.
- Appoint a DSL, a DSO and a lead trustee for safeguarding

- Ensuring that the Disclosure & Barring Service, in accordance with their guidelines, checks all staff and volunteers with responsibility for young adults (further details of this are outlined below).
- Ensure that all staff attend basic training in Child and Adult Safeguarding upon induction, and refresher training every two/three years.
- Ensure that DSLs and DSOs have undertaken safeguarding lead training and refresher lead training every two years
- Ensure all new staff and volunteers aware of our safeguarding procedures and policies, and that they are accessible to all stakeholders, including parents and young adults.
- Provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- Always seek to gain permission from young adults before sharing information about them with another agency.
- Inform young adults that where a person is in danger, a child is at risk or an unreported serious crime has been committed, then a decision may be taken to pass information to another agency, i.e. Adult Services, without consent. There may also be other reasons for passing on concerns to Children's Services without consent for those under the age of 18.
- Endeavour to keep up to date with national developments relating to preventing abuse and welfare of children and vulnerable adults.
- Ensure that the DSL or DSO's understand their responsibility to refer incidents of abuse to the relevant statutory agencies (police/children's services)
- Use our Whistleblowing Policy and Procedures to manage any allegations against staff and volunteers.
- Ensure that all activities are appropriate for the group of young adults we will be working with, applying health and safety measures in accordance with the law and regulatory guidance.
- Adhere to our safer recruitment procedures in recruitment of new staff or volunteers – this includes trustees.
- Record, store, and use information confidentially and securely, in line with GDPR legislation and guidance.
- Review and update this policy and practice annually.

4. Digital Safeguarding

We recognise the importance of social media and the fast evolution of technology in today's society. As social media and online platforms play an important role in engagement with young people and wider stakeholders, we understand the significant risks which we must address to ensure we are keeping the people we work with safe from harm.

ESTEEM is therefore committed to:

- Providing our staff, volunteers and young adults with information, advice and

procedures on using digital platforms and social media and staying safe online.
- Taking appropriate steps to safeguard young adults online, including risk assessing online activities.
- Developing and reviewing our policy and protocols regularly.

We know that potential risks can arise from using social media, although some risks online can be a result of offline behaviour that are now extended to the online world and vice versa. In cases where ESTEEM identifies any of following risks, we will respond immediately.

- Bullying by peers or the public
- Personal information that can identify and locate a young adult offline.
- Sexual grooming, luring, exploitation, and abuse contact with strangers.
- Exposure to inappropriate content.
- Involvement in making or distributing illegal or inappropriate content.
- Theft of personal information.
- Exposure to information and interaction with others who encourage self-harm.
- Exposure to racist or hate material.
- Physical harm to people in making video content, such as enacting and imitating stunts and risk-taking activities,
- Leaving and running away from home as a result of contacts made online.

ESTEEM will monitor its online engagement, ensuring that we report or remove comments which can be deemed harmful or offensive to other users. Our Communications Officer will seek advice from the Designated Safeguarding Lead where our conducts to online safeguarding has been breached.

5. Legislative Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable adults in England. A summary of the key legislation is listed below:

- The Children's Act 1989 (Children)
- The Care Act 2014 (Vulnerable adults)
- Working Together to Safeguard Children, Department for Education (2018)
- Safeguarding and protecting people for charities and trustees, The Charity Commission (2017)
- Charity law summary, NCVO

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6. Supporting documents

This policy statement should be read alongside ESTEEM's organisational policies, procedures, guidance and other related documents, including:

- Children & Vulnerable Adult Safeguarding Procedure
- Data Protection Policy
- Code of conduct
- Photography and sharing images
- Safer recruitment procedure
- Online safety guidance
- Whistleblowing Policy and Procedure
- Health and safety and wellbeing policy
- Training and development policy
- Adult to child supervision ratios

7. Sharing of Information

Good communication is essential in any organisation. In ESTEEM every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

Young Adults:

Young adults have a right to information, especially any information that could make life better and safer for them. ESTEEM will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, ESTEEM personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

Parents:

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by:

- Publicising information on all our youth and parenting work.
- Publishing the named Designated Safeguarding Lead on our website and how to make a complaint

- Publishing a full copy of the Safeguarding and Child Protection Policy at www.esteem.org.uk

8. Contact details

Designated Safeguarding Lead:

- **Joel Carter**
- Email: joel.carter@esteem.org.uk
- Mob: 07716292371

Designated Safeguarding Officer:

- **Cat Vizor**
- Email: cat.vizor@esteem.org.uk
- Mob: 07760395085

Designated Safeguarding Officer:

- **Emma Edwards**
- Email: emma.edwards@esteem.org.uk
- Mob: 07395 313874

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Trustee Safeguarding Lead:

- Rachel Batten
- Email: rachel.batten@esteem.org.uk

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Document Control

Joel Carter is the owner of this document and is responsible for ensuring that this policy is reviewed in line with the review requirements of the General Data Protection Regulation.

A current version of this document is available to all members of staff on the company Google Drive and is published in the employee handbook and esteem.org.uk.

This policy was approved by Paul Hudson and is issued on a version-controlled basis under her/his signature.

Signature: Date:

Revisions to this document		
Revision number:	Date:	Description on modifications:
01	20/11/2018	Formatting of document
02	15/01/19	Updating of contact numbers for childrens' reporting Added code of behaviour Added explanation of children and young adult Added West Sussex Safeguarding Children Board or Sussex Police for contacts
03	31/07/20	
04	30/10/20	Added reference to Youth Staff Amended bullet points in "To achieve this we will" section Deleted disclosure and barring section Updated supporting documents section Updated contact details section
05	17/12/20	Added digital safeguarding section
06	27/9/22	Removed Kerry Lum as DSO. Added Rachel Batten details.
07	18/10/22	Changed Doc Control section - Joel Carter as the owner and approved by Paul Hudson