

Safeguarding Pack

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Pontydysgu Ltd Safeguarding Policy

Rationale

It is unusual for Pontydysgu staff to deal directly with children, young people or vulnerable adults on a day to day basis. However there are occasions such as during workshops, training, and online where staff and volunteers may be in a situation to recognise, respond to and report issues related to safeguarding.

Pontydysgu recognises that safeguarding is everyone's responsibility and with that in mind provides the following procedures, policy and support for staff, volunteers and associates.

As project coordinators we expect our partners to follow their own organisational and country-specific procedures but given the importance of multi-agency communication in these matters we extend our resources to our consortium partners.

The purpose of this policy is:

- to protect children, young people and vulnerable adults who receive Pontydysgu's services. This includes the children of adults who use our services.
- to provide staff, volunteers and associates with the overarching principles that guide our approach to safeguarding and child protection.

This policy applies to anyone working on behalf of Pontydysgu, including senior managers, paid staff, volunteers, agency staff, interns and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Wales. A summary of the key legislation is available from <https://learning.nspcc.org.uk/child-protection-system/wales/>

Related policies and procedures

This policy should be read alongside our organisational policies procedures, including:

- Role of the designated safeguarding officer
- Disclosure Procedure
- Reporting and Responding to Allegations against Staff
- Code of Conduct
- Organisational Code of Conduct
- Whistleblowing Procedure

We believe that:

Children, young people and vulnerable adults should never experience abuse of any kind; we have a responsibility to promote the welfare of all children, young people and vulnerable adults, to keep them safe and to practise in a way that protects them.

We recognise that:

The welfare of the child is paramount; all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal 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.

We will seek to keep children, young people and vulnerable adults safe by:

- Valuing, listening to and respecting them
- Appointing a Designated Safeguarding Officer (DSO) for children, young people and vulnerable adults,
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff, volunteers and associates.
- Developing and implementing an effective online safety policy and related procedures.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely
- Sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Contact Details

Designated Safeguarding Officer (DSO)

Name: Angela Gerrard

Phone/email: +44 7736322610

Rhondda Cynon Taf Children's Care and Support Services:

Contact Centre: 01443 425006

Out of Hours (Emergency Duty Team): 01443 743665

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 11/10/2018

Signed:

Date:

Code of conduct

Staff, volunteers and associates of Pontydysgu Ltd agree to;

Prioritise children, young people and vulnerable adults

Never have sole responsibility for children, young people and vulnerable adults in a work context.

Ensure if possible there is more than one adult present during professional activities with children, young people and vulnerable adults.

Avoid physical contact unless in an emergency situation.

Never give out personal details and avoid personal social networking.

Always behave appropriately.

Remember that you are in a position of trust and should act professionally.

Always report any concerns about a child or the behaviour of a colleague.

Organisational Code of Conduct

As well as the individual code of conduct above, Pontydysgu as an organisation agrees to;

Have a safeguarding policy and procedures as well as a code of conduct, all of which will be reviewed annually and kept in line with government legislation and best practice recommendations.

Have a designated Safeguarding Officer

Ensure everyone complies with safeguarding and Disclosure procedures

Follow safe recruitment practice.

Train everyone within the organisation who comes into contact with children, young people or vulnerable adults to recognise, respond, report and record all incidents of suspected abuse.

Plan and respond effectively to bullying or online abuse.

Plan and conduct our work in a way that minimises situations in which abuse might occur both offline and online.

Safe Recruitment Policy

All staff who will work with children, young people or vulnerable adults must have an enhanced DBS certificate

Pontydysgu will display our safeguarding pack prominently and online as a measure to deter those with suspicious motives.

All staff and volunteers should complete the mandatory Safeguarding induction training in how to Recognise, Respond, Report and Record allegations of abuse.

Safeguarding CPD

All staff and volunteers should complete the mandatory Safeguarding induction training in how to Recognise, Respond, Report and Record allegations of abuse.

All staff have the opportunity to take further CPD training in safeguarding

Disclosure Procedure

If a child or young person or adult discloses something to you relating to physical, emotional or sexual abuse, you have a duty to report it.

If you have any concerns you should pass the information on to;

Designated Safeguarding Officer (DSO)

Name: Angela Gerrard

Phone/email: +44 7736322610 angela.gerrard@gmail.com

If the DSO is unavailable or you cannot contact them for whatever reason, pass on the information to;

Rhondda Cynon Taf Children's Care and Support Services:

Contact Centre: 01443 425006

Out of Hours (Emergency Duty Team): 01443 743665

Or

NSPCC Helpline 0808 800 5000

Or

Contact the Police

You must report any disclosure within 24 hours.

If there is a high risk of harm or a medical emergency - Go straight to the emergency services.

If a crime has been committed - Contact the police.

Do not keep the information to yourself

Only share information appropriately and with people who absolutely need to know.

Once you have reported your concern you should record it, even if the designated safeguarding officer decides not to pursue it.

Respond to the immediate priorities first and then record as much info as possible as soon as you are able to.

Use Pontydysgu's reporting form or a clean piece of paper. Do not email the report. Reports should be kept confidentially by your designated safeguarding officer.



Reporting and Responding to Allegations against Staff

If a child or young person or adult discloses something to you relating to physical, emotional or sexual abuse in relation to a colleague or member of staff, you have a duty to report it.

If you have any concerns you should pass the information on to;

Designated Safeguarding Officer (DSO): Angela Gerrard
Phone/email: +44 7736322610 angela.gerrard@gmail.com

If the DSO is unavailable or you cannot contact them for whatever reason, pass on the information to;

Rhondda Cynon Taf Children's Care and Support Services: 01443 425006
Out of Hours (Emergency Duty Team): 01443 743665

NSPCC Helpline 0808 800 5000

Or contact the Police

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Respond to the immediate priorities first and then record as much information as possible as soon as you are able to.

Use Pontydysgu's reporting form or a clean piece of paper. Do not email the report. Reports should be kept confidentially by your designated safeguarding officer.

Whistleblowing Procedure

In the first instance, report your concerns to the DSO

If you still have concerns about how child protection issues are being handled by Pontydysgu or any another organisation, contact the NSPCC Whistleblowing advice line on 0800 028 0285

You can also use the Pontydysgu reporting form to record your concerns.

See <https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/> for further information.

What Constitutes Abuse?

[Taken from the Rhondda Cynon Taf Corporate Safeguarding Policy, Appendix 1](#)

What constitutes Abuse? Social Services and Well-being Act 2014 (section 7 still draft)
Section 197(1) of the Act provides definitions of 'abuse' and 'neglect':

"abuse" means physical, sexual, psychological, emotional or financial abuse (and includes abuse taking place in any setting, whether in a private dwelling, an institution or any other place), and

"financial abuse" includes, having money or other property stolen; being defrauded; being put under pressure in relation to money or other property; having money or other property misused;

"neglect" means a failure to meet a person's basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person's well-being (for example, an impairment of the person's health or, in the case of a child, an impairment of the child's development);

The following is a non-exhaustive list of examples for each of the categories of abuse and neglect:

Physical abuse - hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions;

Sexual abuse - rape and sexual assault or sexual acts to which the person has not or could not consent and/or was pressured into consenting;

Psychological abuse - threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks; coercive control is an act or pattern of acts of assault, threats, humiliation, intimidation or other abuse that is used to harm, punish or frighten the victim

Neglect - failure to access medical care or services, negligence in the face of risk-taking, failure to give prescribed medication, failure to assist in personal hygiene or the provision of food, shelter, clothing; emotional neglect

Financial abuse in relation to people who may have needs for care and support - unexpected change to their will; sudden sale or transfer of the home; unusual activity in a bank account; sudden inclusion of additional names on a bank account; signature does not resemble the person's normal signature; reluctance or anxiety by the person when discussing their financial affairs; giving a substantial gift to a carer or other third party; a sudden interest by a relative or other third party in the welfare of the person; bills remaining unpaid; complaints that personal property is missing; a decline in personal appearance that may indicate that diet and personal requirements are being ignored; deliberate isolation from friends and family giving another person total control of their decision-making.

See also the NSPCC document [Definitions and Signs of Child Abuse](#)

Other useful documents

The All Wales Child Protection Procedures

<https://gov.wales/topics/health/socialcare/safeguarding/?lang=en>

RCT Corporate Safeguarding Policy

<https://www.rctcbc.gov.uk/EN/Business/TendersandProcurement/RelatedDocuments/CorporateSafeguardingPolicy.pdf>

The Child Protection System in the UK

<https://www.nspcc.org.uk/preventing-abuse/child-protection-system/>

Bullying and cyberbullying <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/bullying-and-cyberbullying/>

Recognising abuse

<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>