



Safeguarding

January 2022

Review Process

Policy review frequency:

This policy will be reviewed annually

Responsible for review:

This policy will be reviewed by: Chrysalis Executive Board

Version Control

Version	Date approved:	Next review date:	Author / Title:
3.0	Jan-22	Dec-22	Chrysalis Executive Board

Protection Children and Vulnerable Adults

Purpose

The purpose of this document is to set out our service commitment in respect of safeguarding and explain how this will be achieved, including setting out accountabilities and responsibilities.

Scope

The safeguarding policy applies to all employees, regardless of whether they are full time, part time, temporary or permanent or employed on a zero-hours contract. It also applies to agency workers, Trustees, students, volunteers and anyone else working on behalf of Chrysalis Supported Association who may be required as part of their role to work with children or vulnerable adults.

Policy

We recognise that the welfare of all children, young people and adults at risk, is paramount and that all have equal rights of protection. We have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment while they attend our activities and/ or live in the accommodation we provide.

Definitions

Vulnerable Adult: A person aged 18 or over, possesses a physical, mental, or emotional vulnerability which impairs the person's ability to provide for their own basic care without support and/or assistance and as a result of the vulnerability and the dependency, the adult has an impaired ability to protect themselves from maltreatment.

Definition of a child/young person: There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child "means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier" (Article 1, Convention on the Rights of the Child, 1989).

A child is anyone who has not yet reached their 18th birthday (16th in Scotland).

Abuse: Abuse may be a single incident or something that occurs over a long period of time. It can take many forms including, but not limited to: Physical, Emotional, Sexual, Financial or material, Neglect and failures to act, threats of abuse or harm, controlling or intimidating conduct, self-neglect, domestic abuse, poor practices within an organisation providing care or modern slavery.

The abuse may come from employees, personal assistants, service users, relatives, neighbours, social workers, providers of support services etc.

It is the responsibility of the staff at Chrysalis Supported Association to support client access to protective services by reporting maltreatment of a child or vulnerable adult as mandated by law. Employees or residents who have reason to believe a vulnerable adult has been maltreated should report to either their focal Counsellor/Support/Key Worker or the Support Manager, who then should report through the outlined procedure.

Recognising Abuse

Abuse and neglect are forms of maltreatment of a child and/or vulnerable adults. Somebody may abuse or Neglect a child and/or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Chrysalis Supported Association and its employees should know how to recognise and act upon indicators of abuse or potential abuse involving children and vulnerable adults and where there are concerns about a child or vulnerable adult's welfare. There is an expected responsibility for all members of Chrysalis Supported Association to respond to any suspected or actual abuse of a child or vulnerable adult in accordance with these procedures.

Recruitment

The following roles come into contact on a frequent or regular basis with a range of our residents and / or service users. We will follow the Safer Recruitment guidelines for these posts.

- Housing Managers and Officers
- Maintenance staff
- Therapists
- Support Workers
- Opoka (all staff)

Safer recruitment consists of:

- advertising vacancies with a clear commitment required to safeguarding
- assigning all posts detailed job descriptions
- obtaining full personal details including fitness to work with children, young people and adults at risk by application form (not CVs) with particular relevance to previous work with children, young people and adults at risk
- always taking up two written references, one from the most recent employer
- undertaking all interviews face-to-face, based on the job description
- ensuring at least one person on each interview panel will have undertaken Safer Recruitment Training
- having sound procedures and record-taking for interviewing to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable

Any appointment will only be confirmed subject to:

- a satisfactory criminal record check at the appropriate level
- a follow up of written references by telephone if relevant to vacant post
- a check of essential qualifications
- confirmation of the right to work in the UK

The following posts work in our offices and are not expected to come into contact with our service users. Our standard recruitment process will be followed for these staff:

- Finance staff
- Marketing staff

Office, administrative, clerical staff

Induction and training

We have a clear induction and training process with respect to safeguarding, with clear job descriptions and responsibilities, and all relevant procedures shared across the organisation. All new staff, will receive induction training as soon as possible and sign to record they have:

- received and understood this policy
- been given any relevant resources
- understood the commitment to safeguarding training

When needed, staff will receive further safeguarding training, at the appropriate level, as soon as possible. We also agree a probationary period of 3, 6 or 12 months depending on role with clear goals and then provide supervision/mentoring/appraisals at regular intervals of 3 or 6 months depending on role.

Updated training is normally required every two years (online) or three years (face to face). Staff will also undertake the free online government training for PREVENT/Channel and FGM where appropriate.

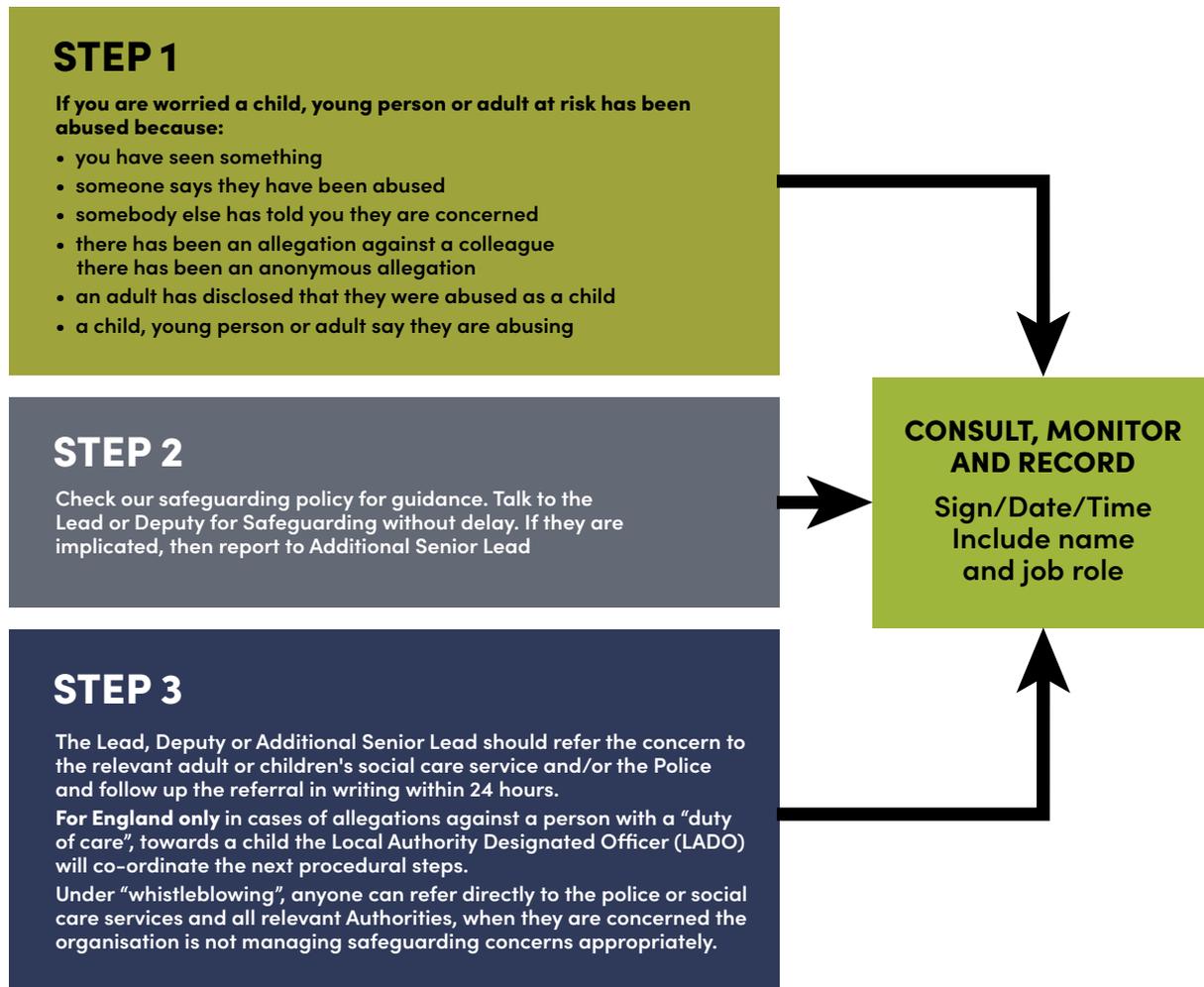
WORKING PRACTICES

Immediate Action

Immediate action may be necessary at any stage in involvement with children and vulnerable adults and families. In all cases it is vital to take whatever action is needed to safeguard the child(ren) and / or vulnerable adults concerned.

- If emergency medical attention is required, this can be secured by calling an Ambulance - (Dial 999) or taking a child or vulnerable adult to the nearest Accident and Emergency Department
- If a child or vulnerable adult is in immediate danger the Police should be contacted (Dial 999) as they alone have the power to remove a child immediately if protection is necessary, via their powers to use Police Protection.

Responding to concerns



Lead and deputy for safeguarding

Our lead for Safeguarding is: Aneta Mackell Contact:	Our deputy is: NAME Contact:	Additional senior lead is: NAME Contact:
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Their role is to oversee and ensure that our safeguarding policy is fully implemented.

Their responsibilities are:

- monitoring and recording concerns
- making referrals to social care, or police, as relevant, without delay

- liaison with other agencies
- arranging training for all staff

Confidentiality

Chrysalis Supported Association should ensure that any records made in relation to a referral should be kept confidentially and in a secure place. Information in relation to child or vulnerable adult protection concerns should be shared on a "need to know" basis.

The sharing of information is vital to child and vulnerable adult protection and therefore, the issue of confidentiality is secondary to the need for protection.



Chrysalis is a Registered Society under the Co-operative and Community Benefit Societies Act 2014, with registered number 29818R, set up for the benefit of the community as a not for profit organisation, regulated by the Financial Conduct Authority (FCA) and is also a Non-Profit Private Registered Provider of Social Housing Registered Number: 4751, Regulated by The Regulator of Social Housing (RSH). CSA are members of the Housing Ombudsman and subscribe to their standards of complaints management and fair practice procedures for all tenants. Registered Office 3 Brook Office Park, Emersons Green, Bristol BS16 7FL.