

# KENNEDY STREET RECOVERY SAFEGUARDING POLICY

## **KENNEDY STREET RECOVERY SAFEGUARDING POLICY**

Kennedy St Foundation (known as Kennedy Street recovery) Charity No:1189265

Recovery helpline: 020 3416 3643 Email: [hello@kennedystreetrecovery.org](mailto:hello@kennedystreetrecovery.org)

[www.kennedystreetrecovery.org](http://www.kennedystreetrecovery.org)

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| <b>1. Introduction</b> | <p><b>Kennedy St CiO</b> makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p><b>Kennedy St CiO</b> comes into contact with children and / or vulnerable adults through the following activities:</p> <ul style="list-style-type: none"><li>• Community fundraising events</li><li>• Cafe &amp; Drybar</li><li>• Training workshops</li><li>• Peer mentoring (Recovery connectors)</li><li>• Recovery coaching (Workshop facilitators)</li><li>• Arts and creativity</li><li>• Performing arts</li><li>• Film production</li></ul> <p>The types of contact with children and / or vulnerable adults will be controlled</p> <p>This policy seeks to ensure that Kennedy St CiO undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.</p> |
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| <b>2. Legislation</b> | <p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"><li>• Working together to safeguard Children 2010</li><li>• The Children Act 1989</li><li>• The Adoption and Children Act 2002:</li><li>• The Children act 2004</li><li>• Safeguarding Vulnerable Groups Act 2006</li><li>• Care Standards Act 2000</li><li>• Public Interest Disclosure Act 1998</li><li>• The Police Act – CRB 1997</li><li>• Mental Health Act 1983</li><li>• NHS and Community Care Act 1990</li><li>• Rehabilitation of Offenders Act 1974</li></ul> |
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### 3. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

#### **Definition of a child**

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

#### **Definition of Vulnerable Adults**

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuse
- Is homeless

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#### 4. Responsibilities

**All staff** (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

**Additional specific responsibilities for named director(D) or senior management team(SMT)**

Key responsibilities at various levels are:

- The policy is in place and appropriate (usually named directors responsibility)
- The policy is accessible (usually delegated to SMT by the Directors)
- The policy is implemented (usually delegated to SMT or lead officer)
- The policy is monitored and reviewed (usually delegated to SMT or lead officer)
- Liaison with and monitoring the Designated Senior Manager work (usually by SMT or trustees)
- Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented (usually trustees through overall budget process and SMT on allocation of those resources)
- Promoting the welfare of children and vulnerable adults (usually Designated Senior Manager)
- Ensure staff (paid and unpaid) have access to appropriate training/information (usually the Designated Senior Manager)
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately (usually Designated Senior Manager or SMT in their absence)
- Keep up to date with local arrangements for safeguarding and DBS checks (usually Designated Senior Manager)
- Develop and maintain effective links with relevant agencies. [You may wish to list these- e.g. through attendance at strategy meetings, initial case conferences, core groups] (usually Designated Senior Manager)
- Take forward concerns about responses (usually Designated Senior Manager)

SMT can mean the most senior person paid or unpaid within your organisation. Support from trustees within smaller organizations is essential.

SMT have responsibility to ensure:

The Designated Senior Manager /lead officer is (insert name). This person's responsibilities are: (insert responsibilities from job/role description)

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| <b>5. Implementation Stages</b> | <p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:</p> <ul style="list-style-type: none"><li>• Whistleblowing –ability to inform on other staff/ practices within the organisation</li><li>• Grievance and disciplinary procedures – to address breaches of procedures/ policies</li><li>• Health and Safety policy, including lone working procedures, mitigating risk to staff and clients</li><li>• Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory</li><li>• Data protection (how records are stored and access to those records)</li><li>• Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose</li><li>• Staff induction</li><li>• Staff training</li></ul> |
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| <p><b>6. Communication training and support for staff</b></p> | <p><b>Kennedy St CiO</b> commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p> <p><b>Induction:</b><br/>Typical safeguarding issues to include:</p> <ul style="list-style-type: none"> <li>● Discussion of the Safeguarding Policy (and confirmation of understanding)</li> <li>● Discussion of other relevant policies</li> <li>● Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence)</li> <li>● Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding</li> </ul> <p>You may wish to refer to formally assessing new members of staff's competence in applying safe practices (e.g. during probation period)</p> <p><b>Training:</b><br/>All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include:</p> <ul style="list-style-type: none"> <li>●Safeguarding children training from <a href="#">Brighton Safeguarding</a> (from the option 'I work with children and young people)</li> <li>●Safeguarding vulnerable adults we will use training specifically for voluntary, independent and private sectors from : <a href="#">Brighton Safeguarding</a></li> </ul> |
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| <p><b>7. Professional boundaries</b></p> | <p><b>Professional boundaries</b> are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p><b>Kennedy St CiO</b> expects staff to protect the professional integrity of themselves and the organisation.</p> <p>The following professional boundaries must be adhered to:</p> <p><b>The giving and receiving of gifts-</b></p> <ul style="list-style-type: none"> <li>● <b>KennedySt CiO</b> does not allow paid or unpaid staff to give gifts to or receive gifts from clients. However gifts may be provided by the organisation as part of a planned activity’.</li> <li>● <b>Staff contact with user groups:</b> ‘Personal relationships between a member of staff (paid or unpaid) and a client who is a current service user is prohibited. This includes personal relationships through social networking sites such as facebook, instagram, twitter etc. This does not include any of Kennedy St’s community pages closed or open</li> </ul> <p>It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.’ Any irregular behaviour must be reported, if unsure, speak to your line manager</p> <p>The following policies also contain guidance on staff (paid or unpaid) conduct:</p> <ul style="list-style-type: none"> <li>● Employee handbook</li> <li>● Volunteers induction handbook &amp; agreement</li> <li>● We will not tolerate any form of:</li> <li>● abusive language or inappropriate behaviour</li> <li>● Use of punishment or chastisement</li> <li>● Passing on service users’ personal contact details</li> <li>● Degree of accessibility to service users (e.g. not providing personal contact details)</li> <li>● Taking family members to a client’s home</li> <li>● Selling to or buying items from a service user</li> <li>● Accepting responsibility for any valuables on behalf of a client</li> <li>● Accepting money as a gift/ Borrowing money from or lending money to service users</li> <li>● Personal relationships with a third party related to or known to service users</li> <li>● Accepting gifts/ rewards or hospitality from organisation as an inducement for either doing/ not doing something in their official capacity</li> <li>● Cautious or avoidance of personal contact with clients</li> </ul> |
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| <p><b>8. Reporting</b></p> | <p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Kennedy St CiO:</p> <ul style="list-style-type: none"> <li>• Communicate your concerns with your immediate manager, if this isn't possible, communicate with the service manager, if all line management are unavailable report to the appropriate emergency service</li> <li>• Seek medical attention for the vulnerable person if needed</li> <li>• Discuss with parents of child or with the vulnerable person Obtain permission to make referral if safe and appropriate</li> </ul> <p>If Unsure and your in need of instant advice and guidance seek advice from the Children and Families help desk:<br/>Email address:<br/><a href="mailto:FrontDoorForFamilies@brighton-hove.gcsx.gov.uk">FrontDoorForFamilies@brighton-hove.gcsx.gov.uk</a><br/>Phone:<br/><a href="tel:01273 290400">01273 290400</a><br/>Address:<br/>C/O Whitehawk Community Hub, 179A Whitehawk Road, Brighton BN2 5FL</p> <p>Or for adult social care, contact access point:<br/>Email address: <a href="mailto:accesspoint@brighton-hove.gov.uk">accesspoint@brighton-hove.gov.uk</a><br/>Telephone: <a href="tel:01273295555">01273295555</a><br/>Adult social care<br/>2nd Floor, Bartholomew Sq, Brighton BN11JP</p> <p>Complete the Local Authority Safeguarding Vulnerable Groups <a href="#">Incident/Accident Report Form</a> if required and submit to the local authority within 24 hours of making a contact.<br/>If an accident occurs, no matter who's at fault, whoever is on duty that day, paid staff or volunteer, must complete an <a href="#">accident report</a> as well as report it to their line manager within 24 hours of the accident occurring.<br/>Ensure that feedback from the Local Authority is received and their response recorded<br/>The local authority has a process for reporting and this must be adopted. Organizations will be expected to complete the local authorities initial contact form when informing them of a concern about a child. The use of this form and compliance with the policy will be mandatory and must be built into your policy. Information on reporting concerns will be found at: <a href="#">Brighton Safeguarding</a></p> |
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|  | If the immediate manager is implicated, refer to their line manager or a trust worthy peer. |
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| <b>9. Allegations Management</b> | <p><b>Kennedy St CiO</b> recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:</p> <ol style="list-style-type: none"><li>1. Any member of staff (paid or unpaid) from <b>Kennedy St CiO</b> is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer. [You may refer to making a written record at this stage e.g. 'A written record, notes of the concern should always be completed with (insert - the individual /line manager/ safeguarding manager/ peer)</li><li>2. contact local authority for advice (see info above )</li></ol> <p><b>Kennedy St CiO</b> recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document:<br/><a href="http://www.isa-gov.org.uk/PDF/ISA%20ReferralGuidance%20%20V2009-02.pdf">http://www.isa-gov.org.uk/PDF/ISA%20ReferralGuidance%20%20V2009-02.pdf</a></p> |
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## 10. Monitoring

The organisation will monitor the following Safeguarding aspects:

- Safe recruitment practices
- DBS checks undertaken
- References applied for new staff
- Records made and kept of supervision sessions
- Training – register/ record of staff training on child/ vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
- Presence and action of Designated senior manager responsible for Safeguarding is in post

The use of the Competency Framework available through the local VCS GSCB representative- go to [www.gloshub.org.uk](http://www.gloshub.org.uk) to find the contact details of the representative - is a good monitoring tool to assess the organisation's competency in safeguarding.

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| <p><b>11. Managing information</b></p>               | <p>Information will be gathered, recorded and stored via the lamplight data collection program, in accordance with the following policies:</p> <ul style="list-style-type: none"> <li>● Data Protection Policy</li> <li>● Confidentiality Policy</li> </ul> <p>All staff must be aware that they have a professional duty of care to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p> |
| <p><b>12. Conflict resolution and complaints</b></p> | <p><b>Kennedy St CiO</b> aware of the GSCB policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy (at <a href="http://www.gscb.org.uk">www.gscb.org.uk</a> ) and if necessary this will be taken forward by (insert title of person- e.g. Designated Senior Manager).</p> <p>Conflicts in respect of safety of vulnerable adults will be taken forward by (insert title of person- e.g. Designated Senior Manager) via the GCC Community and Adult Care Directorate</p>   |

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**13. Communicating and reviewing the policy**

**Kennedy St CiO** will make clients aware of the Safeguarding Policy through the following means:

- A statement to customers/interested parties about safeguarding arrangements will be produced and displayed on the website.
- An agreement with each client & an electronic pack produced for clients which explain the safeguarding arrangements will be emailed on engagement and if required, a hard copy will be provided
- The Complaints Policy/Procedure will be accessible via the website as well as a hard copy if required
- We review our policies every 12 month period unless new legislation or there is a change in circumstance

This policy will be reviewed by (Insert title of person/ group responsible), every 1 year and when there are changes in legislation.

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