

Safeguarding Policy



Directorate: Communities

Issue Date: December 2023

Review Date: December 2026

Version: 5

Document Information

Scope:

Salix Homes has a moral and a legal duty to protect children and adults with care and support needs who are at risk of harm or abuse. The policy provides the framework within which Salix Homes will act to safeguard adults with care and support needs and children; ensuring that Salix Homes is proactive in recognising and reporting neglect and abuse; and is working together with other agencies to manage and reduce risks of harm and exploitation.

This Policy aims to deliver safe working practices which identify safeguarding concerns and ensure appropriate action is taken in order to safeguard the wellbeing of children, and adults at risk who use our services and live in the homes and communities we manage. It is the responsibility of all individuals working for, or with Salix Homes to identify and report safeguarding concerns in line with this policy.

Service Standards / Performance Measures / Corporate Strategy:

Service Standards

- We will record and refer concerns, suspicions and allegations of abuse, harm or neglect to the lead statutory agency responsible for carrying out safeguarding assessments and enquiries within 24 hours.
- We will record all decisions made not to refer a concern, and the reason.
- We will ensure that all safeguarding referrals that staff or customers have made are recorded appropriately.
- We will report any immediate risk of harm to the Police on 999 immediately
- We will have a designated safeguarding lead to take lead responsibility for safeguarding issues within the organisation, who is responsible for maintaining knowledge and ensuring effective working relationships are in place.

Performance Measures

- Successful s11 audit of our safeguarding practice and procedures.
- 100% of serious case review audits are completed by targets set by the Local Safeguarding Board / Partnership.
- 100% of reported safeguarding concerns appropriately handled.

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Risks:

The following has been identified as a strategic risk and is monitored via the strategic risk register:

SR23 Case management and safeguarding

The controls in place to manage the safeguarding risk are:

- An approved safeguarding policy and procedure which is reviewed every 3 years
- Safeguarding training is mandatory and rolled out to all Salix staff
- Regular internal complex cases meetings in place ensure effective management of complex cases
- Safeguarding lead in place

Equality, Diversity and Inclusion:

Salix Homes is committed to promoting and embedding a culture of equality, diversity and inclusion (EDI) within our workplaces and the communities we serve.

- Equality is about ensuring that every individual has an opportunity to make the most of their lives and talents;
- Diversity is recognising difference and responding positively to those differences;
- Inclusion is about creating an environment where our services and employment opportunities are accessible to all.

We are committed to meeting our obligations and duties under the Equality Act 2010 and to promoting equal opportunities both in the provision of services and in our employment practices. We will consider all the protected characteristics of the Act which are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Race
- Religion or belief
- Sex
- Sexual orientation
- Pregnancy and maternity

We also recognise that Socioeconomic background is an area where inequalities exist and commit to addressing this disadvantage and inequality in our communities where able to do so.

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We are also mindful of our duties under the Public Sector Equality Duty, which is to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Where reasonable to do so, Salix Homes will make any reasonable adjustment to ensure compliance with the Act.

Related Policy/Procedure & Documents:

- Safeguarding procedures
- Anti-Social Behaviour, Hate crime and Domestic Abuse Procedures
- Lone Working procedures
- Health and safety procedures.
- Data protection privacy statement and information security policy
- Whistle blowing policy
- Safeguarding allegations against employee's initial report form and decision-making form
- Data Protection Policy

Related Legislation / Relevant Regulation:

The Children Act 1989, section 27 and 47 – duties to co-operate in the interests of children in need and to assist local authorities in carrying out enquiries into whether or not a child is at risk of significant harm.

The Children Act 2004, section 10 and 11 – duties to co-operate with the local authority and other bodies to improve the wellbeing of children and to make arrangements for safeguarding and promote the welfare of children.

The Mental Capacity Act 2005 – sets out the legislation for protecting and supporting adults who do not have the ability to make decisions for themselves.

Safeguarding Vulnerable Groups Act 2006 – sets out vetting and barring scheme for regulated activities.

The Children and Families Act 2014 – outlines changes to the laws to give greater protection to vulnerable children, better support for children whose parents are separating, a new system

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to help children with special educational needs and disabilities and help for parents to balance work and family life. major reforms to improve the lives of looked after children.

The Care Act 2014 – sets out local authority’s duties in relation to assessing people’s needs and their eligibility for publicly funded care and support.

Working Together to Safeguard Children 2015, 2018 & 2020 pending publication - the key statutory guidance for anyone working with children in England. It sets out how organisations and individuals should work together and how practitioners should conduct the assessment of children.

The Children and Social Work Act 2017 – includes a wide range of measures to give greater clarity to the roles of councils as ‘corporate parents of children and young people in care and care leavers, as well as to what councils and other agencies should do in safeguarding cases.

Retention & Legal Basis for Storage:

All legal basis for processing are stored within the Information Asset Register.
All retention periods for storage are held within the Data Retention Schedule.

Stakeholders:

- All Salix colleagues
- Contractors
- Customers
- Board and committee members
- SCC
- Safeguarding in Housing Forum
- Salford Adults Safeguarding Board
- Salford Safeguarding Childrens Partnership

Data Protection Impact Assessment (DPIA)

A DPIA has been completed as part of the review of this policy.

Equality Impact Assessment (EIA)

An EIA has been completed as part of the review of this policy.

1. Introduction

- 1.1. This policy will ensure that Salix Homes can act appropriately comply with legal and regulatory requirements to safeguard children and adults with care and support needs that use our service and live in the homes and communities we manage.
- 1.2. Salix Homes has responsibilities under the Children Acts 1989 and 2004 to safeguard children at risk of abuse and neglect and under the Care Act 2014 and the Mental Capacity Act 2005 to safeguard adults with care and support needs.
- 1.3. This policy applies to all Salix Homes employees, contractors and volunteers. Safeguarding children and adults at risk is everyone's responsibility to respond, in line with this policy, to any concerns for customer welfare or suspected or actual abuse of a child or adults at risk.

2. Definitions

- 2.1. Safeguarding is defined as protecting a person's right to live in safety, free from abuse or neglect.
- 2.2. A Child is defined as anyone under the age of 18. The fact that a child has reached 16 years of age, is living independently, is in further education, is a member of the armed forces, in hospital, in custody in the secure estate does not change the fact that they are still legally children and should be given the same protections and entitlements as any other child.
- 2.3. An adult at risk is defined as any person who is aged 18 years or over and at risk of abuse or neglect. because of their needs for care and/ or support. This definition is set out in the Care Act (2014).
- 2.4. The Care Act (2014) sets out ten types of abuse:
 - Physical abuse
 - Domestic violence or abuse
 - Sexual abuse
 - Psychological or emotional abuse
 - Financial or material abuse
 - Modern slavery
 - Discriminatory abuse
 - Organisational or institutional abuse
 - Neglect or acts of omission
 - Self-neglect

3. Identifying, Reporting and Dealing with Safeguarding Concerns

- 3.1. Salix Homes will have clear lines of responsibility established and these will be detailed through procedural guidance. There will be accountability for the detection, recording and reporting of child and adult safeguarding concerns.
- 3.2. Salix Homes will ensure there are simple and consistent procedures in place for identifying, reporting and monitoring concerns, including where allegations are made against employees; and that all employees and contractors are aware of these procedures.
- 3.3. Salix Homes will have a secure system in place for recording and monitoring concerns and any ongoing case management, ensuring that any information held about families and adults in relation to safeguarding is accurate, up to date and kept confidential when appropriate.
- 3.4. Salix Homes will refer any safeguarding concerns relating to children to Bridge Partnership or if a child is in immediate danger of being harmed, or if a child is home alone, the police should be called on 999.
- 3.5. We are committed to safeguard children and young people who use or are connected to our service and to protect them from abuse. In doing so, we will act in accordance with the two key principles of the Children Acts by “making safeguarding everyone’s responsibility” and adopting a “child-centred approach.” We will always act in the best interests of the child when there is a safeguarding concern, which may mean contradicting their wishes.
- 3.6. Salix Homes will refer any safeguarding concerns relating to adults to local authority safeguarding team or if an adult is in immediate danger of being harmed the police should be called on 999.
- 3.7. The aims of safeguarding adults are:
 - To prevent harm and reduce the risk of abuse and neglect to adults with care and support needs.
 - To safeguard individuals in a way that supports them in making choices and having control in how they choose to live their lives. ‘Making safeguarding personal.’
 - To promote an outcomes approach in safeguarding that works for people resulting in the best possible experience possible.
 - To raise public awareness so that professionals, other staff and communities as a whole play their part in preventing, identifying and responding to abuse and neglect.

- 3.8. When dealing with adult safeguarding, we will follow 6 principles of safeguarding:
- **Empowerment:** People being supported and encouraged to make their own decisions and informed consent.
 - **Prevention:** It is better to take action before harm occurs.
 - **Proportionality:** The least intrusive response appropriate to the risk presented.
 - **Protection:** Support and representation for those in the greatest need.
 - **Partnership:** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
 - **Accountability:** Accountability and transparency in safeguarding practice.
- 3.9. In addition to these principals, it is also important that all safeguarding partners take a broad community approach to establishing safeguarding arrangements that are there to protect individuals. Making safeguarding personal means it should be person led and outcome focussed. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety.

4. Working together and information sharing

- 4.1. Salix Homes will:
- Share information with other professionals working to safeguarding children and adults with care and support needs, in line with GDPR and Child Protection requirements.
 - Participate in multi-agency conferences, meetings and forums, where we have an active involvement with a family or adult who are part of the safeguarding process.
 - Challenge safeguarding decision we do not agree with in line with the local Safeguarding Board/ Partnership escalation policy.
 - Be an active member of the local Safeguarding in Housing Forum, sharing good practice with other housing providers working in Salford.
 - Support specific policy and practice areas developed by the local Safeguarding Board/Partnership, within our available resource and where there is no conflict with our business priorities.
 - If safeguarding concerns are raised these will override information governance in place within the organisation. There is a duty to share information to safeguard adults at risk and children.

5. Recruitment, training and support

5.1. Salix Homes will:

- Carry out an evaluation of any job roles where staff engage with children / vulnerable adults and request disclosure and barring checks for all employees, recruited to posts which involve carrying out regulated activity with children and adults.
- Ensure our recruitment and selection procedures are in line with the Safeguarding Children Partnership Safer Recruitment Guidance.
- Include information about safeguarding in the induction for all new employees.
- Provide all new employees with safeguarding awareness training within 3 months of starting in post.
- Provide refresher training for all employees on safeguarding awareness at least every 3 years.
- Offer training to contracted staff on safeguarding awareness.
- Ensure that all employees with responsibility for making referrals to social care attend multi agency training where it is arranged by the local Safeguarding Board/Partnership.
- Ensure safeguarding practices are in line with Salix Homes health and safety procedures, including those for lone working.
- Have a designated safeguarding lead who can support other employees in dealing with and reporting safeguarding concerns. The Safeguarding Lead will attend relevant multi-agency forums and be responsible for ensuring the organisation is kept up to date with legislative changes and learns from best practice.

6. Complaints and allegations against staff

6.1. Salix Homes will:

- Have a procedure for dealing with any allegations of child or adult abuse made against employees, within the overall safeguarding procedures.
- Have a designated safeguarding lead with responsibility for ensuring these procedures are followed effectively.