

Safeguarding Procedure

This document is relevant to:	
Staff	✓
Volunteers	✓
Trustees	✓

Purpose

To explain procedures related to the Safeguarding Policy.

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Introduction

Every child, young person or adult at risk deserves to be safe and secure in their activities. Their parents or carers (if they have them) need to feel sure that the people in charge of these activities are trustworthy, responsible and will do everything they can to keep the adult at risk or child or young person safe from harm (including abuse, injury and neglect). Unfortunately, sometimes people who work or volunteer may pose a risk to children, young people or adults at risk and may wish to harm them.

Dorset Mind has put in place safeguards to protect children, young people and adults at risk. Dorset Mind has also put in place safeguards to avoid putting their workers, volunteers and trustees in positions where harm might be alleged, and to ensure that all workers, volunteers and trustees know exactly what to do should harm be suspected. Dorset Mind believes it is important to not only protect the vulnerable from harm but to actively promote the welfare of children, young people and adults at risk - not just to protect, but to safeguard. Therefore, we also have a responsibility to take action if we know, or suspect, that a child or adult at risk is at risk of harm.

How to report suspected harm

The first priority for all those working for Dorset Mind (trustees, staff, volunteers, contractors, etc.) should be to ensure the safety and protection of any child, young person or adult at risk using Dorset Mind's services. Therefore, if there is any concern it is an individual's responsibility to act in a timely manner, if necessary immediately where there is an urgent need for medical treatment or immediate risk of harm.

Where a staff member, volunteer or trustee **suspects** a child, young person or adult at risk has or is being harmed you should follow the process below:

1. If you have **any** concerns about a child's, young person's or adult at risk's welfare, and/or if the child or adult at risk disclosed information you should:
 - stay calm, treat them seriously, offer them support and listen to them but not press for more details
 - explain that you cannot guarantee confidentiality and that you have a duty to report to a manager
 - write down what they tell you using their own words as soon as possible
 - keep any evidence safe
 - do not attempt to discuss this with the person alleged to have caused the harm.



2. If you believe the child, young person or adult at risk is in immediate danger - call the police and /or an ambulance on 999. If not go to 3.



3. Discuss with the Safeguarding Officer (or Chief Executive/Chair if they are unavailable or the allegation concerns the Safeguarding Officer) as soon as possible and **within the same working day**. A decision will be made whether to take further action (if the person is unable to discuss with any of the above they should decide whether to take further action because there is a risk of immediate, significant harm). If yes then go to 4.



4. You must record your concerns using as much information as possible such as what was said, what was observed, when, where and who else was there, date, time and place of disclosure/concerns.



5. Safeguarding Officer makes appropriate referral within 24 hours of disclosure or concern raised. If there is a risk of immediate, significant harm then either you or the Safeguarding Officer (if available) must make the referral immediately.



6. Safeguarding Officer follows referral up in writing within 48 hours with copy kept securely by the Safeguarding Officer.

Critical Incident and Challenging Behaviour Monitoring

The Service Delivery Manager will monitor the Critical Incident and Challenging Behaviour forms for patterns or trends that could indicate an abuse or safeguarding incident.

Children, young people or adults not using Dorset Mind service

If Dorset Mind staff/volunteers/trustees become concerned about a child, young person or adult at risk using a service of an independent organisation then they should talk to the organisation about their concern so that the organisation can implement their own safeguarding procedure. The Dorset Mind staff member/volunteer/trustee should also record their concerns and what they said to the organisation and give this to the Safeguarding Officer. If the organisation does not take satisfactory action, then the staff member/volunteer/trustee should discuss this with the Safeguarding Officer who may decide to contact the organisation again or make a direct referral as in Step 5 above.

If a colleague working in another organisation shares a concern with a member of staff/volunteer/trustee, then they should encourage that colleague to use their own organisation's Safeguarding Procedures. If a member of the public shares a concern, then encourage them to directly contact the Borough Council or the Police. In both cases remind them that if you consider it to be a serious and /or immediate danger of harm that you will have no option but to implement the Dorset Mind procedure as set out above. The Dorset Mind member of staff/volunteer/trustee should make a note of the conversation and give it to the Safeguarding Officer.

Contacts

Dorset Mind Safeguarding Officer: Mandy Nicholson

For concerns about an immediate risk or harm to a child, young person or adult at risk ring the Police on 999

Useful Contact Numbers:

Adult Access Team (8am – 7pm M-F) 01305 221016 adultaccess@dorsetcc.gov.uk

Bournemouth Adult Safeguarding – 01202 454979

Bournemouth Children Safeguarding – 01202 458102

Poole Adult Safeguarding – 01202 633902

Poole Children Safeguarding – 01202 714690

Dorset Children Safeguarding – 01305 224314

Emergency services – 999

Out of Hours Service - 01202 657279

Other organisations that could help

Bournemouth and Poole Safeguarding Adults Board

www.bournemouth.gov.uk/SocialCareHealth/AdultSocialCare/Adviceandinformation/AbouttheSafeguardingAdultsBoard.aspx , 01202 458949

Bournemouth and Poole Local Safeguarding Children Board www.bournemouth-poole-lscb.org.uk
01202 458873

What to do if you're worried a child is being abused – summary

www.education.gov.uk/publications/eOrderingDownload/6841-DfES-ChildAbuseSumm.pdf

The Safe Network (www.safenetwork.org.uk): provides information and resources to the voluntary and community sector to help keep children safe. It is managed by NSPCC, Children England and Child Accident Prevention Trust.

Procedure Ownership

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Approval and review status

Approved by	Signature	Date
Chris Price	<i>Chris M Price</i>	

Consult the Chief Executive for the latest version of this procedure.

Document Control

Reviewers

Name	Position
Chris Price	Chair of Trustees
Anna Windett	Trustee
Mandy Nicholson	Service Delivery Manager

Change History

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