

SAFEGUARDING POLICY

INTRODUCTION

- 1.1 This policy applies to colleagues, sessional workers, agency staff, students, volunteers or anyone working on behalf of TERRA CONSULTANCY. The purpose of this policy to protect: students and vulnerable adults who use the services of TERRA CONSULTANCY and to provide colleagues and volunteers with the overarching principles that guide our approach to safeguarding.
- 1.2 TERRA CONSULTANCY has a responsibility to promote the welfare of: students, and vulnerable adults and to keep them safe.

1. LEGAL FRAMEWORK

- 1.1 This policy has been drawn up on the basis of law and guidance that seeks to protect children, young people and vulnerable adults, namely:

- Human Rights Act 1998
- Children Act 1989
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Education Act 2011
- Children and Families Act 2014
- Care Act 2014

2. WE RECOGNISE THAT

- 3.1 The welfare of the individual is paramount, as enshrined in the Human Rights Act 1998 and the Children Acts
- 2.2 All people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to protection from harm or abuse.
- 2.3 Some students and adults are additionally vulnerable because of the impact of prior experience.
- 2.4 We seek to keep students and vulnerable adults safe by:
 - Valuing them
 - Listening to them
 - Respecting them.
- 2.5 Providing effective management for colleagues and volunteers through supervision, support and training.
- 2.6 Recruiting staff and volunteers safely, ensuring all appropriate checks are made.
- 2.7 Sharing information about good practice.

2.8 Sharing concerns with agencies which need to know.

2.9 We review our policy and practice annually

3. SAFEGUARDING CODE OF PRACTICE FOR CONTRACTORS, COLLEAGUES AND VOLUNTEERS

4.1 TERRA CONSULTANCY expects colleagues to be familiar with this Code of Practice and to adhere to its principles in their approach to clients. Attention is drawn to the position of trust held whilst working with clients.

3.2 The tutoring or assessment process should be as open as possible. Feedback should be offered to clients and, with their consent, should it be sought, to relevant educational institutions.

3.3 Value and respect clients as individuals.

3.4 It is important not to deter clients from making a 'disclosure' of abuse through fear of not being believed, and to listen to whatever they have to say. Should this give rise to a safeguarding or protection concern follow TERRA CONSULTANCY'S procedure for reporting such concerns, make your submission promptly and in writing.

3.5 Those who abuse may be of any age (even children), gender, ethnic background or class. Do not permit personal preconceptions to prevent appropriate action.

3.6 Good practice includes valuing and respecting clients as individuals, and the adult modelling of appropriate conduct - which excludes bullying, shouting, racism, sectarianism or sexism.

3.7 TERRA CONSULTANCY expects colleagues and volunteers to maintain the highest level of professionalism whilst in contact with any vulnerable groups.

3.8 Whilst dealing with client's colleagues must not:

- Have, or be perceived to have, favourites.
- Take clients to your home unless for an activity booked through TERRA CONSULTANCY, an assessment should be made ensure that all appropriate steps to safeguard the client and the worker. It must be recorded.

4. PROCEDURE

4.1 What to do should you become worried about the welfare of a client or third party.

4.2 Don't forget to **Text 'IN'** on your arrival and **'OUT'** when you leave the premises of a client.

4.3 Remember the four **Rs** :

Recognising abuse or neglect

Responding to the concerns

Referring concerns on

Recording any actions taken and outcomes

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- 4.4 Any such concerns should be reported to the Designated Safeguarding Person (DSP) – Dr Osmanovic. Concerns about a specific client should be reported immediately by telephone to the DSP and confirmed in writing within 24 hours.
 - 4.5 If the concerns relate to the conduct of a colleague please report by 'phone to the DSP immediately. Steps will be taken to support colleagues who, in good faith make a report. Every effort will be made to maintain confidentiality for all parties whilst the allegation is considered.
 - 4.6 There may be up to three strands in the consideration of an allegation against a member of the TERRA CONSULTANCY workforce:
 - 4.7 A police investigation of a possible criminal offence
 - 4.8 Enquiries and assessment by social care, whether a client is in need of protection or services
 - 4.9 Consideration by an employer of disciplinary action in respect of one or more individuals
 - 4.10 The DSP will consider the report and either refer this immediately to the Authorities or, after seeking appropriate advice which may include discussing the circumstances on a confidential basis with the NSPCC Helpline on +44 (0)808 800 500), decide not to refer the concerns to the authorities but keep a full record of the concerns.
 - 4.11 Action colleagues must take (within the same working day) when a concern arises: Report the concern immediately to the DSP who will determine further action, including consultation with other professional agencies e.g. the NSPCC helpline, in order to determine the best course of action. Consideration will need to be given as to whether the concern involves an immediate risk of significant harm, a clear allegation of abuse by the client, or does not involve an immediate risk of significant harm.
 - 4.12 Concerns that are anonymous or that relate to historical concerns (e.g. relating to previous staff or an incident that happened some time ago) should not be ignored and must be reported to the DSP.
 - 4.13 A record must be kept of the concern. This report should contain:

A brief description of the situation that has prompted concerns – include dates, times etc. of any specific incidents.

Any obvious physical or behavioural signs – do not undertake a physical examination.

What the client disclosed.

Anything any other party may have said.

Who you have discussed this matter with.



Name	Date	Review Date	Version
Safeguarding Policy	01 Sep 2017	01 Sep 2018	V1
Safeguarding Policy	01 Sep 2018	01 Sep 2019	V2
Safeguarding Policy	01 Sep 2019	01 Sep 2020	V3