

Wild and Rooted Community Interest Company

How we safeguard any vulnerable people we work for

Adopted October 2018. Last reviewed Sept 2022. Next review: Sept 2024



Introduction

This document details Wild and Rooted CIC's approach to safeguarding vulnerable people who meet our organisation.

It encompasses our ethos and intentions regarding safeguarding (policy), and what we will do if we believe or discover that someone has been harmed or is in danger of being harmed (procedure).

Safeguarding people is naturally embedded in Wild and Rooted's ethos. We believe in the importance of time to be, to feel safe and nurtured in nature, and for people to feel they belong to a place and space. We listen – give time and value people's contributions. We believe these are cornerstones of good safeguarding practice.

Scope

This policy applies to all staff and volunteers who, as part of their work with Wild and Rooted, may work directly with children and vulnerable people. Whilst our stance above applies to all people, we have formulated the following to specially identify our approach to safeguarding those who are more vulnerable – children, young people and vulnerable adults.

Safeguarding Policy

Wild and Rooted CIC are fully committed to safeguarding the welfare of all involved in our activities and we will take all reasonable steps to protect them from physical, emotional, sexual or internet abuse and neglect. This applies to all people we work with.

We have procedures in place to address poor practice, and to help people who appear to be at risk, or who appear to be a victim of abuse.

All staff, voluntary or paid, appointed to work with vulnerable people are required to provide suitable references and a satisfactory Disclosure and Barring Service Enhanced check before they can work unsupervised.

We will ensure that those working directly with people vulnerable to abuse know how to recognise and respond to concerns that a child, young person or adult may be being abused.

We have appointed a Designated Safeguarding Lead:

Our Designated Safeguarding Lead for children and adults is: Helen Fairest 07436 690361

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The role of the Safeguarding Lead (for children)

Being Prepared

- Monitor the efficacy of safeguarding procedures and ensure we address any issues arising.
- Identify training needs of staff and volunteers, including induction
- Arrange and monitor safeguarding / child protection training for staff and key volunteers as required
- Disseminate and implement Safeguarding and Child Protection procedures
- Be familiar with [Worcestershire Safeguarding Children Partnership \(WSCP\)](#) procedures for safeguarding and investigating child abuse and know the relevant contacts.
- Be familiar with Children's Services and Police procedures for investigating child abuse

Responding

- Receive information from staff, volunteers, children and young people, parents, and carers about child protection issues, including any allegations against workers or volunteers
- Assess information promptly and take appropriate action
- Work in partnership with other agencies involved with the child and family
- Ensure that the child/young person and their parents/carers are offered appropriate support
- Offer advice, guidance, and support to staff and volunteers dealing with child protection
- Refer child protection concerns to Social Services
- Maintain and store securely, records of all information received, and actions taken.

Monitoring, Reflection and Learning

- Monitor safeguarding procedures including:
 - ensuring that a parent/carer consent and welfare form for every child and young person is completed and stored appropriately
 - ensuring that safe recruitment and selection procedures are being followed
 - ensuring that appropriate Safeguarding children training is undertaken as required
- Arranging an annual review of safeguarding/ vulnerable adult concerns, procedures, incidents, and allegations which have arisen over the last 12 months.

The role of Safeguarding Lead (for adults)

- Disseminate and implement Safeguarding Procedures within the group/organisation
- Receive information from adults with additional needs, their family or carers, workers, volunteers, about adult protection issues including any allegations against workers or volunteers
- Assess information promptly and take appropriate action
- Ensure that the adult is offered appropriate support
- Refer adult safeguarding concerns to the County Council's Safeguarding Team
- Maintain records of all information received and actions taken

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- Be familiar with Worcestershire Safeguarding Adults Board (LSAB) procedures for safeguarding and investigating abuse and neglect
- Know the relevant contacts within Adult Services and, if appropriate, within own group/organisation
- Be familiar with Adult Social Care and Police procedures for investigating abuse
- Monitor safeguarding concerns and report, on an annual basis, to the group/organisation's management committee
- Ensure that safe recruitment and selection procedures are being followed
- Ensure that safeguarding awareness training is undertaken so that workers, including volunteers, know how to recognise and respond to a disclosure or concerns about an adult with additional needs
- Offer advice, guidance and support to workers and volunteers dealing with safeguarding issues
- Identify training needs

It is not the role of the Safeguarding Lead to decide whether or not abuse has taken place. This is the task of Children's Services or Adult Social Care.

Child and Vulnerable Adult Protection Policy

Those who work for Wild and Rooted CIC believe that it is always unacceptable for anyone to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children, young people and vulnerable adults.

We will be alert to any indications of neglect, physical, emotional, internet or sexual abuse in the people with whom we work and will respond appropriately.

- We value and respect every person and will always endeavour to listen to them and respond appropriately to concerns about their safety.
- We will provide staff and volunteers guidance to follow when they suspect a child, young person or vulnerable adult may be experiencing or at risk of harm.
- We will adhere to our procedures set out below.
- We will work with other agencies to safeguard and promote the welfare of children, young people, and vulnerable adults.
- Any adult with responsibility within our organisation is expected to share concerns about a child, young person, or vulnerable adult with the Safeguarding Lead (detailed above) as soon as possible.

Procedure for handling a concern or disclosure of child abuse

- Keep calm. Do not show you are shocked.
- Listen to the child or young person.
- Accept what you hear without passing judgement.

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- Ask questions only for clarification, no leading questions (what do you mean by ...? I'm not sure I understand when you say ...?)
- Do not investigate.
- Do not make promises you cannot keep.
- Reassure, really listen.
- Explain that you may not be able to keep everything they tell you secret and explain who might be able to help when told.
- Reassure the child or young person that they were right to talk to you.
- Write down notes – dates, times, facts, who was involved, observations using the actual words used if possible.
- Report to your Safeguarding Lead as soon as possible (or contact them immediately if you believe the matter is urgent).
- Check that, if possible, you have the following information:
 - name(s), address, date(s) of birth of the child/children or young person/people
 - parent/carer's name and contact details
 - name of the person said to be involved
 - names of any witness to the incident (if appropriate)
- Keep notes of your conversation with the Designated safeguarding lead and any advice offered.
- Act on the advice given by the DSL.
- Sign and date the notes and keep them in a confidential file.

Remember, if in doubt, **consult** with the (deputy) safeguarding lead (usually first) or Children's services.

Respect confidentiality of everyone involved in the incident, keeping the matter restricted only to those who need to know.

Support should be provided for the child or young person making the disclosure.

Don't press for explanations

Don't put it off

Don't leave it to someone else to help

Don't be afraid to express your concerns

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If you can, use this to record a disclosure:

Child/Young Person Information

Name of child/young person:

Home address:

Telephone home:

Mobile:

Date of Birth:

Age:

Details of Disclosure, Concern or Incident

Date:

Time:

Place:

Occasion:

Nature of Concern:.

Actions Already Taken

Child/Young Person spoken to? Yes/No

Date:

Outcome:

Parent(s)/ Carer spoken to? Yes/No

Date:.

Outcome:

Safeguarding Lead contacted? Yes/No

Date:

Outcome:

Referral to Children's Services/Police

Name of Contact spoken to:

Position:

Date:

Feedback:

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Worker(s) Details

1. Name:

Role:

Signature:

Date:

2. Name:

Role:

Signature:

Date:

When completed this form should be given to the Safeguarding Lead and stored locked away in a confidential file.

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Procedure for Handling an Allegation of Abuse against a staff member or volunteer of Wild and Rooted CIC.

We will deal with any allegation made against any staff member, paid or voluntary, promptly and in line with the following procedures.

- If an allegation is made to you (no matter how insignificant it may seem or when or where it occurred) you must treat the matter seriously.
- Do not immediately discuss the allegation with the individual concerned.
- Do not investigate. (If a child or young person is at risk then Child Protection Procedures should be followed.)
- Write down dates, times, facts (use the actual words that were used if possible), sign and date your notes.
- If possible contact the Designated Safeguarding Lead or deputy: see above.
- They will contact the appropriate [LADO \(Local Authority Designated Officer\)](#) as soon as possible. Details can be checked by searching LADO Worcestershire online if this link cease to work.
- Cooperate with the LADO regarding any strategy meeting.
- The DSL will liaise with WaRcic Directors about whether a suspension is needed. (Suspension should be seen as a neutral act without prejudice.)
- The DSL or WaRcic Director will inform the named person as soon as possible and support him/her or advise him/her on how to get support.
- Following discussion with the LADO, the parents or carers should be informed, and support offered.
- Every effort will be made to maintain confidentiality.
- The nature and circumstances of the allegation and the evidence will determine what happens next, with the advice of the LADO.
- If it looks as though the allegation will lead to further action, we will contact our public liability insurer.
- Even if the individual resigns the allegation will be followed up.
- If the enquiry concludes that the person is unsuitable to work with children or vulnerable people, the incident will be reported to the DBS and relevant professional body.
- A record of any allegations made and how they are followed up and resolved will be kept for 75 years. A copy will be given to the individual.

Following an allegation process, we will review our policies and procedures to learn if the incident / false allegation could have been prevented.

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Checklist for handling an allegation about a member of staff or volunteer

See guidance notes in grey

1. Name and position of person against whom allegation/complaint is being made:

2. Is the complaint written or verbal? *(Try to get the complainant to write it down if possible or appropriate and attach it)*

3. Complaint made by: Relationship to child:
(if possible/appropriate get the complaint first hand from the person affected)

4. Name of child: Age and date of birth:

5. Parent's/Carer's name(s) and address *(i.e. main carer):*

6. Date of alleged incident/s:
7. Did the child/young person attend on this/these date/s:
8. Nature of complaint: *(attach if received in writing)*

9. Other relevant information: *(continue on separate sheet if necessary)*
(e.g. Previous incidents – minor or major?, amount of contact between accused and child – don't investigate, supply facts that are easy to access but that may be relevant)

10. Name of Safeguarding Lead contacted: Date:

11. Name of LADO contacted: Date:
12. Further actions as advised:

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13. Your name and position:

14. Signature:

15. Today's date:

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Confidentiality Policy

Confidentiality sits with safeguarding. The following details our approach to treating people information confidentially and the times when keeping confidentiality is not appropriate. This should be read in conjunction with our response to the General Data Protection Duty.

In order to run a safe and prepared outdoor setting, we ask **all** participants to supply appropriate medical, dietary, and emergency contact information about themselves. These forms, to be of use for their intended purpose (i.e. to enable us to care properly for people in the setting and to respond in an emergency to meet their needs) will be kept safely and out of sight, onsite with the session leader and any that are going to be needed again, kept locked up in our office between sessions. They will only be available to appropriate people and only as needed (i.e. used by the first aider/emergency services or leader of the session in case of emergency).

In addition, personal and family information shared by children or young people with staff or volunteers will only be recorded if, in exceptional cases, it may have an impact on the child, young person or their contact details.

Storing Confidential Information

All personal information will be stored, retained and, when appropriate destroyed, in line with General Data Protection Regulation (GDPR).

Sharing Information.

Information will only be shared as follows:

Staff Team

Only pertinent information will be shared with the relevant staff team, for example medical issues in relation to an activity or the taking of medicine, to allow us to deliver our services safely and properly.

External Agencies

We do not share information about our participants or staff team with external agencies unless required to by law, or in case of emergency i.e. to emergency services. We may encourage young people to share information or discuss issues with parents/carers or appropriate outside organisations that may help them.

We will record details of information that has been shared and advice given to children to seek support.

Gossip

Staff and volunteers will not discuss (verbally or online) any child, young person or their family with anyone outside of the organisation, and any conversations will be relevant and have a professional purpose.