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## SAFEGUARDING POLICY

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#### 1. Definition

Safeguarding is a cover-all term and refers to the practices of Safeguarding Children and Adults at Risk.

**At Carbrey Group Safeguarding is at the forefront of all that we do.**

***Safeguarding and promoting the welfare of children*** 'is defined for the purposes of this guidance as:

- *protecting children from maltreatment;*
- *preventing impairment of children's health or development;*
- *ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;*
- *taking action to enable all children to have the best outcomes'*

*Definition from: Working Together to Safeguard Children, 2018*

## 2. Purpose

Carbrey Group fully recognises its responsibilities for the safeguarding of all vulnerable young children and adults at risk. Carbrey Group recognises that all of its service users can be vulnerable or at risk. As a member of staff working with vulnerable young people and adults at risk, it is your duty to act upon and report any allegations and report any suspicion of abuse.

**Be aware that it is Every Staff's duty to protect all our young people from abuse.**

All allegations, reports or suspicions of abuse **must** be reported to one of your Designated Safeguarding Lead (DSLs) and not discussed with any other member of staff. A decision will then be made regarding who else needs to be informed.

## 3. Key Contacts at Carbrey

**Your Safeguarding Officers at Carbrey Group are:**

Carl Butler - Designated Group Safeguarding Lead  
Tel: 01452 522332  
Mobile: 07909445658  
Email: [carl.butler@carbreygroup.co.uk](mailto:carl.butler@carbreygroup.co.uk)

Sarah Murphy – Designated Safeguarding Officer  
Mobile: 07947 340641  
Email: [sarah.murphy@carbreygroup.co.uk](mailto:sarah.murphy@carbreygroup.co.uk)

Warren Davies - Designated Safeguarding Officer  
Mobile: 07821 410706  
Email: [warren.davies@carbreygroup.co.uk](mailto:warren.davies@carbreygroup.co.uk)

Elisha Embrey – Designated Safeguarding Officer  
Mobile: 07874862308  
Email: [elisha.embrey@carbreygroup.co.uk](mailto:elisha.embrey@carbreygroup.co.uk)

## 4. Key External Contacts

In the event that you receive a disclosure about a safeguarding issue which requires immediate and urgent action, for example, if someone is at immediate risk of harm or abuse (and you are unable to make contact with any of our Designated Safeguarding Lead/Officers) or the nominated On-Call person, then you should contact either:

Gloucestershire Safeguarding Children Partnership: Multi-Agency Safeguarding Hub

<https://www.gloucestershire.gov.uk/gscp/safeguarding-child-protection-arrangements/multi-agency-safeguarding-hub-mash-community-social-work-team/> or  
[https://www.proceduresonline.com/swcpp/gloucestershire/p\\_report\\_concerns.html](https://www.proceduresonline.com/swcpp/gloucestershire/p_report_concerns.html)

- If you have urgent safeguarding concerns for a child or young person, **please continue to call MASH on 01452 426565 and select option 3** (during office hours)
- If you are concerned about the immediate safety of a child, please contact the Police on 101 at any time.

Alternatively, you can call ChildLine for advice on 0800 1111 or email them by visiting [www.childline.org.uk](http://www.childline.org.uk).

Gloucestershire Safeguarding Children Partnership: Local Authority Designated Officer (LADO)

It is the expectation that all referrers are familiar with Gloucestershire Safeguarding Children's Procedures guidance in respect of allegations against staff or volunteers. These can be accessed at: [https://www.proceduresonline.com/swcpp/gloucestershire/p\\_alleg\\_against\\_staff.html?zoom\\_highlight=LADO](https://www.proceduresonline.com/swcpp/gloucestershire/p_alleg_against_staff.html?zoom_highlight=LADO)

Safeguarding Adults Gloucestershire County Council (Adult help desk)

- Email: [socialcare.eng@gloucestershire.gov.uk](mailto:socialcare.eng@gloucestershire.gov.uk)
- Adults Help Desk: 01452 426868 (out of hours Emergency Duty Team on 01452 614194)
- Website <https://www.gloucestershire.gov.uk/gsab/contact/>

## 5. Policy Points

Our policy applies to all staff (including full and part time, bank, agency, volunteer staff): wherever we refer to staff throughout this Policy we are referring to all of these categories. There are five main elements to our Policy, and these should be used in conjunction with other Carbrey Group documentation.

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with young people.
- Raising awareness of child protection issues and equipping young people with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse. (See sections on *Managing Disclosures: Dos and Don'ts* and *Recording Guidelines*)
- See out "What to Do" leaflet
- Supporting young people who have been abused, in accordance with his/her agreed protection plan.
- Establishing a safe environment in which young people can learn and develop.

We recognise that because of the day-to-day contact with young people, Carbrey staff are well placed to observe the outward signs of abuse. The Carbrey will therefore:

- Establish and maintain an environment where young people feel secure, are encouraged to talk, and are listened to.
- Ensure young people know that there are adults in the Carbrey whom they can approach if they are worried.
- Include opportunities for young people to develop the skills they need to recognise and stay safe from any form of abuse.
- Ensure young people are keeping themselves safe over the internet. Encourage our young people to complete e-safety courses. The following sites are useful resources.
  - [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk),
  - [www.ceop.police.uk](http://www.ceop.police.uk)
  - [www.nspcc.org.uk/keeping-children-safe/online-safety](http://www.nspcc.org.uk/keeping-children-safe/online-safety)

We will follow the procedures set out by the Gloucestershire Safeguarding Children Procedures and **South West Child Protection Procedures**

(<https://www.proceduresonline.com/swcpp/gloucestershire/index.html>) to:

- Report any allegations of abuse to the appropriate agency within 24 hours of this becoming known to the Carbrey Group.
- Ensure we have Designated Safeguarding Leads for the protection of vulnerable young people/adults at risk and who have received appropriate training and support for these roles.
- Ensure every member of staff, agency worker or volunteer knows the name of the Designated Safeguarding Lead (DSL) and what their role is in protecting our service users from abuse.
- Ensure all staff understand their responsibilities in being alert to the signs of abuse and responsibilities for referring any concerns to the DSL.
- Notify Social Care if there is cause to believe any young person/adult at risk has been the subject of abuse.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding protection of vulnerable people including attendance at case conferences.
- Keep written records of concerns, actions, and outcomes about young people, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely; separate from the main files and in secure locations.
- Where an allegation is made against a member of staff, or where we have cause to be concerned about the actions of a member of staff, we will follow Gloucestershire's allegations management process.
- Ensure safe recruitment practices are always followed.

We recognise that young people/adults at risk who are abused, or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation, and some sense of blame. The services they access at Carbrey Group may be the only stable, secure, and predictable element in the lives of young people at risk. When in our services their behaviour may be challenging and defiant or they may be withdrawn. We will endeavour to support the young people by:

- Ensuring our ethos promotes a positive, supportive, nurturing and secure environment and gives young people a sense of being valued.
- Ensure that every young person knows that some behaviours are unacceptable but that they are valued and not to be blamed for any abuse which has occurred.

- Liaison with other external agencies that support the young people. Ensuring that, where a young person who is on a child protection plan and leaves, their information is transferred to the new situation immediately and that the young people's social worker is informed.

## 6. Managing Disclosures – Dos and Don'ts

### Dos

- Be accessible
- Listen carefully
- Take it seriously
- Reassure the child/adult, e.g., that they are right to tell you
- Say what you will do next
- Consult immediately with one of your Designated Safeguarding Leads
- Make clear and concise Records

### Don'ts

- React strongly to what you're told, e.g., "that's disgusting", pull faces when you find something upsetting, unpleasant
- Jump to conclusions or speculate
- Tell the young person/adult at risk you will keep it a secret
- Ask *leading questions*
- Make a promise you can't keep
- Stop a child/adult who is freely speaking
- Be judgemental

### Recording Guidelines

The following should serve as a guideline of how to write and what to include in a written report following a disclosure made to you by a young people. If you ever need to provide such a written report, ensure that it includes all of the following:

- If writing by hand, write in black ink (your Report may be used in a Court of Law)
- If writing by hand, make sure your record is legible and is on a clean piece of paper
- State what was occurring prior to the disclosure (scene, setting, who was present)
- State the setting when the actual disclosure was made (scene, setting, who was present)
- State the names of anybody else who witnessed the disclosure, staff, young people, others
- Include an action plan of what you will do next, e.g. *"I will report this to our designated safeguarding officers...."*
- Your record states your decision about who to share the disclosure with and reflects the fact that you have told the young people this information
- If writing by hand, any error or amendment has one line struck through it and is annotated by you as the author of the report (the original words must remain legible)
- There are no abbreviations, slang, or jargon.
- The date and time of the written report is clearly written on the record
- The date and time of when the actual disclosure was made is clearly written on the record
- As the author you sign the record and also clearly print your name and your job title
- Judgements and assumptions are not made but you may state your professional opinion, but you must distinguish between fact and your opinion/judgement, e.g. state *"In my*

*professional opinion the bruise was not caused by accident even though that is what the young people states”.*

## 7. Prevent

If you have concerns about any of your friends, neighbours, or relatives, you can tell us about them by clicking 'Make a referral' below to complete our quick and simple online form. If it's an emergency, please call 999.

Or you can call anonymously on 0800 789 321.

If you see online material promoting terrorism or extremism, you can report it online:  
<https://www.gloucestershire.police.uk/advice/advice-and-information/t/prevent/prevent/>

## 8. Allegations against Members of Staff

Any allegations that are made against members of staff must also be reported immediately to Designated Safeguarding Lead unless the allegation in anyway implicates that person themselves, in which case, another DSL or the most Senior Member of staff available, starting with a Director, must be informed. Any allegations involving members of staff must be reported by the Carbrey Group to the Gloucestershire **LADO on 01452 426320**.

“In the event that an allegation is made against a member of staff they will be instructed not to discuss or communicate with other members of staff. This is because any discussion could jeopardise the investigation”

## 9. Appendix

- Working Together to Safeguard Children July 2019

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779401/Working\\_Together\\_to\\_Safeguard-Children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf)

- Keeping Children Safe in Education September 2019

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1021914/KCSIE\\_2021\\_September\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf)

- Carbrey Group Safer Recruitment Policy
- Carbrey Group Safeguarding Leaflet