

Safeguarding Policy:

1.POLICY COMMITMENT:

Children, young people and vulnerable adults who access or who are involved in our services should:

- Be made aware of this policy.
- Have alleged incidents recognised and taken seriously.
- Receive fair and respectful treatment throughout.
- Be involved in any process as appropriate.

Warwickshire Young Carers is committed to safeguarding all children, young people and vulnerable adults that come into contact with our work. We believe that all children, young people and vulnerable adults have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of the child/young person/ vulnerable adult is paramount.

Warwickshire Young Carers will take every reasonable step to ensure that all children, young people and vulnerable adults are protected, where our staff, committee members, trustees, volunteers and students are involved in the delivery of our work. All suspicions and allegations of abuse will be taken seriously and investigations will be undertaken swiftly so that appropriate and required action is taken as soon as possible

Warwickshire Young Carers enables all our staff, committee members, trustees, volunteers and students who work with us to make informed and confident decisions regarding safeguarding. We expect everyone (staff, committee members, trustees, volunteers and students) to have read, understood and adhere to this policy and related procedure.

2.ROLES AND RESPONSIBILITIES:

Warwickshire Young Carers has a Designated Person who is responsible for Safeguarding and Child Protection, this is Latoyha Gabriel, General Manager and in her absence the role will be undertaken Tracey Beasley, Transitions Coordinator.

The role of the Designated Person is to: assume overall responsibility for safeguarding across the organisation.

It is not the role of the Designated Person or Warwickshire Young Carers to decide whether abuse has taken place or not. It is therefore vital that staff, committee members, trustees, volunteers and students raise all cases of suspected or alleged abuse in line with the procedures identified in this policy as there may already have been concerns expressed by other staff, committee members, trustees, volunteers or students and failure to report concerns may put children, young people, and vulnerable adults at risk. **Details of concerns and actions taken should be shared with the Board at the earliest convenience.**

3. REPORTING INCIDENTS:

All allegations or suspicions must be treated seriously and reported to the Designated Person for Safeguarding as soon as possible and logged accordingly.

The Designated Person for Safeguarding will then devise an appropriate plan of action. The exact nature of the action taken will be determined by the individual circumstances, but it may include the involvement of external authorities, such as the Multi Agency Safeguarding Hub

(See Referral Process Flow Chart included with this policy)

Any allegation made against a person in a **Position of Trust** (group leader, volunteer, staff member) should be reported to the Designated Person for safeguarding immediately. The matter will be investigated and the appropriate action taken. The Designated Person for Safeguarding should inform the Local Authority Designated Officer 01926 745376 lado@warwickshire.gov.uk who will advise of next steps.

If a disclosure of abuse is made by a group user, care should be taken to explain to them the procedure that will be followed and they should be told that it may not be possible for Warwickshire Young Carers to maintain confidentiality.

4.GOOD PRACTICE

Recruitment, Induction and Training

All staff, committee members, trustees, volunteers and students working or volunteering directly with children, young people or vulnerable adults are:

Carefully recruited in line with good recruitment practice, to include:

- At least two verified references
- Have full and up to date Criminal Record checks if their role meets the eligibility criteria outlined by the Disclosure and Barring Service.
- Familiarisation with the Safeguarding Policy and Procedure
- Receive appropriate training and are provided with up to date and relevant information and guidance

- Are provided with support appropriate with their responsibilities in relation to Safeguarding, and their requirement to maintain safe relationships
- Are aware of role in respect of the disclosure or discovery of abuse, the procedure for doing so and report the disclosure or discovery of abuse to the Designated Person for Safeguarding.

Record Keeping:

- Any concerns will be recorded in writing and kept in a locked drawer to comply with data protection legislation
- Records should only include contacts and referrals made including date, time, reason and referral agency. Warwickshire Young Carers will assist other relevant organisations, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.

5. CONTACT DETAILS

Emergency Contact Number

If a child / vulnerable adult is in immediate danger you should contact the police on 999 or 101.

Warwickshire Contact Numbers

For concerns for a **child or young person**, Warwickshire's Front Door should be contacted on **01926 414144** during office hours. Contact should be made on **01926 886922** outside of normal office hours.

In the event of concerns for a **vulnerable adult** within Warwickshire, the matter should be reported to the Adult Social Care Team on **01926 412080**.

Coventry Contact Numbers

For concerns for a **child or young person** contact the duty social worker (out of office hour) **02476 832222**. If there is no immediate danger or you need advice or information, you should call the Referral and Assessment Service on **024 7678 8555**.

Concerns relating to adults should be referred to adult safeguarding on **024 7683 3003**.

Coventry and Warwickshire Safeguarding Children Board Procedures Manual can be found via this link

<http://www.proceduresonline.com/covandwarksscbb/>

6. POLICY REVIEW

Warwickshire Young Carers is committed to reviewing this policy and procedure annually, or earlier, if circumstances change.

Adopted: 16/02/2023

Next Policy Review Due: 16/02/2024