



# Shoebury Hub 151 Safeguarding Policy

Updated August 2022

(Version 01)

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# SECTION 1

## Details of the organisation

Name of Organisation: Shoebury HUB 151

Address: Evangelical Church, 151 West Road, Shoeburyness SS3 9EF

Telephone No: 07494236677

Email address: [hello@hub151.co.uk](mailto:hello@hub151.co.uk)

Insurance Company: Merenda and Company Ltd

Lea Angela Williams (hereafter the "Safeguarding Co-ordinator") telephone number no: 07494236677 the tenant of the Shoebury Evangelical Church will dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to the The Union of Evangelical Churches, Company Secretary: Howard Gardner (contact number: 07831 101323)

If the suspicions implicate both the Safeguarding Coordinator, then the report should be made in the first instance to Social Services or the Police.

The following is a brief description of the organisation and the type of work/activities we undertake with children and adults who have care and support needs:

### **Our mission**

#### **To offer to our community**

A Physical Space that enables and empowers local people to recognise and develop their own community, through the provision of

- Space where people in the community can;
  - find and celebrate community improvers

- share their interests, knowledge, thoughts and feelings
- find the personal issues they want to address and ways to support them
- find others with interests similar to their own or dissimilar but intriguing
- absorb and or participate in positive debate/discussion which further develops healthy community growth
- easily find information and people to help them live more effective, enjoyable and healthy lives

### **Our values**

- Trust and transparency form the foundation of HUB 151
- HUB151: we are independent, impartial and honest.
- Our Community is at the heart of everything we do.
- We take pride in delivering quality.
- Creativity is the lifeblood of our organisation.
- We respect each other and celebrate our diversity so that everyone can give their best.
- We are one Community: great things happen when we work together.

### **Our commitment to Safeguarding**

As a Leadership we recognize the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and

procedures, in addition to the international conventions outlined above.

- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- In accordance with COVID government legislation and guidance the following has been implemented to ensure to ensure everyone is safe:
  - All surfaces are cleaned regularly with anti-bacterial
  - Sanitiser is regularly sprayed in each area in order to clear the areas of germs.
  - Sanitiser is available in every room.
  - Undertake active monitoring of government Covid publications and implement any changes as per legislation.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.

## **SECTION 2**

### **Recognising and responding appropriately to an allegation or suspicion of abuse**

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution, or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our organization, we adhere to the UN Convention on the Rights of the Child and have as our starting point the definition of abuse, Article19, which states:

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental

violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included in our policy

### Safeguarding Awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers/volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers/volunteers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## **RESPONDING TO ALLEGATIONS OF ABUSE**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The following procedures must be followed:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Lea Angela Williams (hereafter the "Safeguarding Co-ordinator") telephone number number 07494236677.
- IN the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be

made to then the report should be made to the The Union of Evangelical Churches, Company Secretary: Howard Gardner (contact number: 07831 101323) If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to Social Services or the Police.

- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services.
  - The local Children's Social Services office telephone number (office hours) is 01702 215007.
  - The out of hours emergency number is 0845 6061212.
  - NSPCC Child Protection Helpline 0808 8005000
  - Childline 0800 1111 (free calls)
  - The local Adult Social Services office telephone number (office hours) is 01702 215008.
  - The out of hours emergency number is ASK SAL 08452 666663

The Police Protection Team telephone number is 999 Domestic Abuse 0800 3580351

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern (for example the Chair of Trustees to log that a safeguarding concern is being dealt with, Insurance company to log that there is a possibility of a serious incident concerning safeguarding or a Designated Officer (formerly LADO) if allegations have been made about a person who has a role with under 18's elsewhere.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies, although the Leadership hope that members of the organisation will use this procedure. If, however, the

individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable. The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.

- Contact Children's Social Services/Police.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, and domestic abuse

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

'Working Together to Safeguard Children 2015' no longer refers to them as LADOs only 'designated officers'. However, the function remains the same which is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or vulnerable adults. Where you are liaising with a designated officer discuss with them about the need to refer to the DBS. If a designated officer is not involved, you need to contact the DBS if the situation is that the nature of concern leads you to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

Allegations of abuse against a person who works with adults with care and



support needs.

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide.

## **SECTION 3**

### **Prevention**

#### **Safer recruitment**

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training program is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

## **Management of Workers/Volunteers - Codes of Conduct**

As a Leadership we are committed to supporting all workers/volunteers and ensuring they receive support and supervision. All workers/volunteers have been issued with a code of conduct towards children, young people and adults with care and support needs.

The Home Office issued guidance in 'Abuse of Trust Caring for young people and the vulnerable: Guidance for preventing abuse of trust'. This guidance is intended to apply to those caring for young people or vulnerable adults in both paid and unpaid work, including volunteers, regardless of whether they are in the public, private, voluntary or volunteering sectors. It is important that organisations have clear boundaries in regards the personal relationships which can develop.

# **SECTION 4**

## **Community Care**

Supporting those affected by abuse

The Leadership is committed to working with statutory agencies as appropriate, and where applicable offer support to all those who have been affected by abuse who have contact with or are part of the organisation.

## **Working with offenders**

When someone attending the organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer support, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

If someone who poses a risk to children, young people or vulnerable adults wants to join in with activities or become part of an organisation, it is important the leadership manage the risk appropriately by creating clear policies and a code of behaviour the individual must follow. This will help protect the vulnerable and lessen the possibility of the person being wrongly suspected of abuse in the future. The contract should give details of both the boundaries you expect the

individual to keep and the support you will offer them. It should be tailored specifically to individual circumstances and informed ideally by risk assessments from the statutory agencies.

## **SECTION 5**

### **Practice Guidelines**

As an organisation working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are being developed.

### **Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets our safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Signed by:

Lea Angela Williams

18 August 2022

