

OPS036 – Safeguarding Policy

MONITORING FORM	
Department	Operations
Department Director	Operations Director
This policy is applicable to	Weslo Staff, Board members, customers and anyone working on behalf of Weslo
Author	Diana MacLean
Original Version approved by & date	New Policy
Date of last review	25 March 2020
Version number	1
Date of minor modification	
Period of Review	3 years
Date of next review	March 2023
Internal /external consultees (if required).	

1.0 INTRODUCTION (AIM)

We are committed to ensuring the safeguarding of vulnerable adults and children in all areas of our operation. We operate a policy of zero tolerance of abuse, neglect and exploitation and are committed to preventing and reducing the risk of harm to vulnerable adults and children and to keeping them safe, whilst supporting individuals in maintaining control of their lives.

It is every person's human right to live a life free from abuse, neglect and exploitation. Through implementation of this policy, we will recognise the needs of each individual. Everyone has an equal right to support and protection, irrespective of their individual differences or circumstances. This policy and associated procedures apply equally to all adults and children at risk and all recognised forms of abuse. We will not discriminate on the grounds of any protected characteristic. Due regard will be given to individual differences including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

2.0 SCOPE

All the staff employed by Weslo directly, board members and those working with us and for us, for example agency staff members, contractors and apprentices, have a responsibility to work within this policy and associated procedures. Failure to do so would result in disciplinary action.

3.0 LEGAL AND REGULATORY FRAMEWORK

- UN convention on the rights of the child
- Children (Scotland) Act 1995
- Protecting Children and Young People: the charter
- children and young people act (Scotland) 2014
- Getting it Right for Every Child (GIFREC)
- Protection of Vulnerable Groups (Scotland) act 2007
- The Police Act 1997 -part V
- OSCR Strategy and Guidance
- Scottish Governance Code - draft (pdf)
- NCVO Code of Ethics - draft code, in consultation
- SCVO Safeguarding Guidance

4.0 CONTENT (OBJECTIVES)

Safeguarding is about protecting vulnerable adults or children's right to live safely, free from abuse, neglect and exploitation. This policy outlines our commitment to do everything reasonable to identify and report abuse, or the risk of abuse, with no delay, in order to protect the people who, receive our services and their children.

Statutory duties and power rests with Social Services and we must cooperate with them in the discharge of their duties and powers. We must ensure that we have the mechanisms in place to enable early identification and assessment of risk through timely information sharing and targeted multi-agency support.

Wherever possible we will work to prevent abuse, neglect and exploitation from happening by raising awareness and understanding and making early, positive

interventions with individuals and families and so preventing the deterioration of a situation. It is about working together, including with other agencies, to support people to make decisions about the risks they face in their lives and protecting those who lack mental capacity to make those decisions.

We will support residents and their children to safeguard themselves from abuse and neglect and, where appropriate, will keep their interests at the centre of any safeguarding activity.

This will be in line with recruitment checks, data protection policies and procedures, whistle blowing policies and Local Authority multi-agency agreements, risk management frameworks and information sharing protocols and confidentiality agreements to ensure we avoid and respond to actual or suspected abuse and acts of neglect or omission. We will take appropriate steps to ensure our services are provided in a way that complies with both the law and published best practice.

We fully recognise that safeguarding is everyone's responsibility, which means:

- Commitment at the governance and strategic level;
- A strong culture that we will see something and say something;
- Have operational arrangements in place to cover relevant guidance and best practice;
- Each one of us understanding our individual contribution and responsibilities for achieving the best outcome for our customers and their families.

Through a variety of mechanisms, we will raise awareness of abuse and neglect and safeguarding with our customers (and their family and advocates, where appropriate) and our communities. We are committed to involving residents in designing and providing information about safeguarding in terms of understanding what abuse is and how to report this. Information will be provided in a range of formats to meet the communication needs of individuals and which recognises their unique perspectives.

We will ensure members of staff have the confidence to deal with concerns, to speak up and, where necessary "blow the whistle". We recognise that findings from Serious Case Reviews have sometimes stated that if professionals or other staff had acted upon their concerns, or sought more information, death or serious harm might have been prevented. Everyone has a responsibility to prevent, recognise and act on abuse and neglect. We will promote an organisational culture of openness so that staff and residents and their advocates can raise their concerns.

We will make sure that all staff and volunteers understand their role in relation to safeguarding vulnerable adults and children and are competent in recognising and acting on abuse and neglect. They will receive adequate awareness training on how to identify and report suspected cases and will be able to access advice from managers. The level of awareness and training will be relevant to different roles and levels of responsibility.

We are committed to multi agency working with all stakeholders and to ensuring that we cooperate with Local Authorities, including developing and maintaining

effective links with Safeguarding Leads, Social Services and Police, Adult Protection Committees and Child Protection Committees.

We aim to recruit high quality staff and board members following our recruitment and selection procedure. All staff that provide support to, or work directly with, vulnerable adults and children will be subject to a valid enhanced disclosure undertaken through the Disclosure Scotland Service.

5.0 PRINCIPLES OF SAFEGUARDING

5.1 Adult safeguarding

Our policy and procedure are underpinned by the six principles of adult safeguarding.

- a. Empowerment – adults should be supported to retain control of their own lives, with their wishes, feelings, values and beliefs fully considered. The professional's role is to support the person to make informed decisions throughout the process and to engage and participate in the management of the risks they are experiencing. This means we focus on involving the person from the very beginning, asking the person what they want to happen, helping the person make informed choices to achieve the outcomes they want and ensuring the person's voice is heard. Taking action without consent should only be done if there is a clear justification to act contrary to the person's wishes e.g. if the person lacks capacity, if they and/or others are in danger, if a serious crime has been committed.
- b. Protection – the safeguarding framework should support people to safeguard themselves from abuse or be protected if they are unable to make their own decisions about their safety.
- c. Prevention – is the primary goal and includes increasing understanding, promoting awareness and supporting people to safeguard themselves. Arrangements should be in place to minimise the risk of abuse.
- d. Proportionality – responses to concerns must be proportionate to the assessed risk and the nature of the concern. Responses must reflect the five key principles of the Adults with Incapacity (Scotland) Act 2000 in which an adult is assumed to have capacity and, therefore, be able to make their own decisions (even unwise ones). Where a person is assessed and found to lack mental capacity, in any area of decision making, any decisions made on their behalf must be made in their "best interest" and take into account their views and wishes in accordance with the Adults with Incapacity (Scotland) Act Code of Practice and be least restrictive to their rights and freedoms, as possible.
- e. Partnership – working collaboratively to prevent and respond effectively to concerns of abuse. This includes with the person, other partners, relatives, friends, informal carers and advocates to achieve positive outcomes.
- f. Accountability – decisions made should be transparent, recorded and defensible. We must understand what is expected of us, fulfil our responsibilities and work collaboratively with others.

5.2 Safeguarding children

Effective child safeguarding arrangements should be underpinned by two key principles:

- a. Safeguarding is everyone's responsibility. For services to be effective each organisation and each member of staff should play their full part. No one person can have a full picture of a child's circumstances and needs and everyone who meets them has a role to play in identifying concerns, sharing information and taking prompt action.
- b. A child-centred approach. The child's needs are of the greatest importance, and the needs and wishes of each child should be put first, so that every child receives the support they need before the problem escalates.

6.0 EQUALITY & DIVERSITY

This Policy will always be carried out in accordance with Weslo's Policy of Equality & Diversity which aims to promote diversity, fairness, social justice and equality of opportunity by adopting and promoting fair policies and procedures.

7.0 PUBLICISING & AVAILABILITY

This policy is available on the Weslo website, to Board and staff members and any other key stakeholders. Copies are available free of charge. A summary of this policy can be made available in other formats and languages.

8.0 MONITORING & REPORTING

This policy will be reviewed regularly to ensure compliance with applicable legislative changes, changes within the organisation and best practice

9.0 COMPLAINTS (IF APPLICABLE WITHIN THE POLICY)

Anyone wishing to make a **formal** complaint about the services provided by the organisation should do so as per our complaint's procedure.

10.0 OTHER RELEVANT POLICIES AND PROCEDURES

- Anti-social behaviour and harassment policy
- Code of conduct
- Data protection policy
- Disciplinary Policy
- Performance Improvement Policy
- Absence Management Policy
- Domestic abuse policy
- Equal Opportunities policy
- Complaints policy
- Health and Safety policies
- Recruitment and Selection Policy

And these must be read in conjunction with this Policy