

STRATFORD-UPON-AVON TOWN TRUST

Safeguarding Policy

POLICY STATEMENT

Stratford Town Trust is committed to the wellbeing and safeguarding of children and vulnerable adults and is determined to ensure all necessary steps are taken to protect children and adults at risk from harm. 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.

AIMS AND SCOPE

This policy seeks to ensure that Stratford Town Trust undertakes its responsibilities with regard to the protection of children and/or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support staff, license holders, trustee and volunteers in their roles and clarifies the organisation's expectations.

Stratford Town Trust does not deliver services or interventions directly to children or adults at risk, however, the focus of community-based activities will involve infrequent and indirect contact with these groups. We therefore expect everyone (staff, license holders, trustees and volunteers) to have read, understood and adhere to this policy and related procedure.

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.

ROLES AND RESPONSIBILITIES

Stratford Town Trust has a Designated Person who is responsible for Safeguarding and Child Protection. This is Frances Nibbs Community Hub Manager, and in their absence the role will be undertaken by Rebecca Hampson, Head of Finance.

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 Stratford Town Trust to decide whether abuse has taken place or not. It is therefore vital that staff, license holders, trustees and volunteers 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 others and failure to report concerns may put children, young people, and vulnerable adults at risk. Responsibility of staff, license holder, trustees & volunteers are to ensure they capture the relevant information when they come into contact with a safeguarding issue. **Details of concerns and actions taken should be shared with the board at the earliest convenience.**

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. Allegations shouldn't be discussed with anyone else other than the DSL's in the first instance.

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 A referral to Warwickshire Safeguarding team via The Children and Families Front Door (Front Door).

(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 743433 lado@warwickshire.gov.co.uk who will advise of next steps. [Local Authority Designated Officer – Warwickshire County Council](#)

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 Stratford Town Trust to maintain confidentiality.

RECORD KEEPING

- Any concerns will be recorded and stored on a secure server, in line with our GDPR policy
- Records should only include contacts and referrals made including date, time, reason and referral agency. Stratford Town Trust 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.

GOOD PRACTICE

Recruitment, Induction and Training

All staff, trustees, and volunteers 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 one of the Designated Safeguarding Leads.

Training

Stratford Town Trust recognises the importance of regular training and development of trustees, staff and volunteers and promotes:-

- Attendance on appropriate training for the designated person.
- Attendance of training in Safeguarding for all Trustees, employees and volunteers who may come into regular contact with adults at risk and/or children as appropriate.
- All Trustees, employees and volunteers will be briefed concerning their safeguarding responsibilities during induction and prior to starting their duties.

Confidentiality

Stratford Town Trust respects everyone's right to confidentiality, however we believe that the welfare of children and vulnerable adults has to take priority and we have a duty to disclose abuse to the appropriate agency if deemed necessary.

All Trustees, employees and volunteers have a professional responsibility to share relevant information about the protection of children and vulnerable adults with other professionals.

Promises of confidentiality should not be given upon allegation or suspicion being raised as this may conflict the need to ensure the safety and welfare of the individual, although assurances should be given that disclosure will only be given to those who need to know.

Consent should be obtained from the adult before any personal information is shared with a third party, however, in some circumstances it may be neither possible, nor desirable to obtain consent where the safety and welfare of the vulnerable adult is the priority. Where a disclosure has been made, the person should be advised of the role of the confidante and what action they will have to take as a result.

Definitions – for this document

An adult at risk:

Is a person who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. **Definition of a child:** Describes a child aged 0-17 years old.

Abuse

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering. The following are the main different forms of abuse:

- **physical** - including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions;
- **Domestic violence** – psychological, physical, sexual, financial, and emotional. This can include such things as forced marriage, honour-based violence and Female Genital Mutilation (FGM).
- **sexual** - including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting, indecent exposure, sexual harassment
- **psychological** - including emotional abuse, threats of harm or abandonment, bullying, disrespect, ridicule, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks;
- **financial or material** - including theft, fraud, exploitation, restricting access to advice, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;
- **Modern slavery** – slavery, human trafficking, forced and compulsory labour and domestic servitude.
- **Discriminatory**- discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes, or comments and jokes based on a person's disability or any other form of harassment, slur or similar treatment.
- **Organisational** - Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or where care is provided within their own home.
- **neglect and acts of omission** - including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating; and
- **Self-neglect** - covers a wide range of behaviour, neglecting to care for one's personal hygiene; health or surroundings and can include behaviour such as hoarding.

REMEMBER

It is important that everyone in Stratford Town Trust is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional vulnerable adult and child protection agencies following a referral to them of concern about someone.

Further Information

Further information can be found at:

<https://www.safeguardingwarwickshire.co.uk/>

Policy Review

This policy and its implementation will be reviewed at least annually and whenever there are any legislative changes or amendments to guidance issued by relevant statutory bodies.

Approved by Board 1.11.17

Updated April 2018 with RK alt designated person

Updated August 2018 with RK designated person & RH alt designated person

Updated October 2018 following attendance by Head of Finance on training course

Approved by Board with amendments 12.12.18

Updated April 2019 (job title change to RK)

Updated November 2021 and flow chart presented separately

Reviewed & updated Nov 2022 A&G

<https://stratfordtowntrust.sharepoint.com/CommitteesTemplates/Committees/Audit & Governance/2022 A&G Committee papers/November 2022 a&g papers/Safeguarding Policy Nov 2022 Master.docx>