

# Barnsley Pride

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# Safeguarding policy

**Designated Safeguarding Lead: Aimee Phillips**

## **Raising a Safeguarding Adults Alert**

All safeguarding adult concerns should be made by telephone to Barnsley Adults Safeguarding Board:

Telephone 01226 773300 or 01226 774466 during out of hours.  
Email [socialservices@barnsley.gov.uk](mailto:socialservices@barnsley.gov.uk)

## **Raising a Safeguarding Child or Young Person Alert**

All safeguarding children and young people concerns should be made to Barnsley Council Safeguarding Children's Board:

Telephone 01226 772423 or 01226 787789 during out of hours.  
Email [safeguarding@barnsley.gov.uk](mailto:safeguarding@barnsley.gov.uk)

This policy will enable Barnsley Pride to demonstrate its commitment to keeping safe the adults and young people at risk with whom it may work or encounter in the course of its work. Barnsley Pride acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have the policy and procedure in place so that all involved with our activities can work to prevent abuse and know what to do in the event of the abuse. This policy applies to anyone paid or volunteering on behalf of Barnsley Pride.

The policy and procedures have been drawn up in order to enable Barnsley Pride to promote good practice and work in a way that can prevent harm, abuse and coercion occurring. We will ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.

The characteristics of abuse can take a number of forms and cause adults or young people at risk to suffer pain, fear and distress reaching well beyond the time of the actual incident(s). Adults or young people at risk may be too afraid or embarrassed to raise any complaint. They may be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries. There may be some situations where the person is unaware that they are being abused or have difficulty in communicating this information to others.

It is acknowledged that significant numbers of adults and young people at risk are abused, and it is important that Barnsley Pride has this policy and a set of procedures to follow to prevent abuse.

In order to implement the policy Barnsley Pride will aim to:

- promote the freedom and dignity of the person who has or is experiencing abuse.
- promote the rights of all people to live free from abuse and coercion.
- ensure the safety and wellbeing of people who do not have the capacity to decide how
- they want to respond to abuse that they are experiencing.
- manage services in a way which promotes safety and prevents abuse.
- recruit staff & volunteers through appropriate safer recruitment processes and
- procedures
- provide effective management for staff and volunteers
- ensure that all Barnsley Pride volunteers as well as people/organisations we work with are familiar with this policy and procedures
- work with other agencies within the framework
- make enquiries and/or referrals to Barnsley Social Services, as appropriate
- keep up to date with national developments relating to preventing abuse and welfare of adults and/or young people
- ensure that the Designated Named Person understands his/her responsibility to refer incidents of adult and/or child abuse to the relevant statutory agencies (Police/Adult Social care)

## **Procedures**

These procedures have been designed to ensure the welfare and protection of any adult and young person, who works/volunteers for, uses our service or whom we might encounter in the course of our work. The procedures recognise that adult and child abuse can be a difficult subject to deal with.

Barnsley Pride is committed to the belief that the protection of adults and children at risk from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all volunteers act appropriately in responding to any concerns.

## **Preventing Abuse**

To protect staff/volunteers and the public alike, Barnsley Pride aims to put in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and among its volunteers, staff, Trustees paid consultants/advocates acting on our behalf.

These include but are not limited to ensuring that:

- all staff/volunteers have a basic understanding of the elements of safeguarding adults
- all staff/volunteers understand this policy and their responsibilities within it
- all staff/volunteers always work in sight of at least one other volunteer or member of staff
- all staff/volunteers know how to raise a concern with our Designated Safeguarding Lead

## **Recognising the signs and symptoms of abuse**

Barnsley Pride aims to ensure that all volunteers, staff, Trustees and paid consultants/advocates acting on our behalf have a basic awareness of signs and symptoms of abuse through annual mandatory safeguarding awareness briefings.

Barnsley Pride will ensure that the Designated Safeguarding Lead has completed additional training around their responsibilities for Safeguarding children, young people and adults (See Appendix 1 for definitions and how to recognise signs and symptoms of abuse).

## **Designated Safeguarding Lead**

Barnsley Pride will appoint an individual who is responsible for dealing with any Safeguarding concerns, this will be the Designated Safeguarding Lead.

The roles and responsibilities of the named person(s) are:

- to ensure that all staff/volunteers are aware of what they should do and who they should go to if they have concerns that a young person or adult at risk may be experiencing, or has experienced abuse or neglect
- to ensure that concerns are acted on, clearly recorded and referred appropriately
- to follow up any referrals and ensure the issues have been addressed
- to reinforce the utmost need for confidentiality and to ensure that volunteers, Trustees, staff and paid consultants/advocates acting on our behalf, are adhering to good practice with regard to confidentiality and security.
- should a volunteer/staff member share concerns about an adult or young person, the Designated Safeguarding Lead will remind them of the need for confidentiality and discretion at all times

## **Responding to people who have experienced or are experiencing abuse**

Barnsley Pride recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse is never easy.

For volunteers: How to respond if someone discloses abuse or a safeguarding concern:

- reassure the person concerned
- listen to what they are saying
- remain calm and try not to show shock or disbelief
- tell them that the information will be treated seriously
- record what you have been told/witnessed as soon as possible, using the words and descriptions the person used – don't reword what they said or interpret what you think they meant
- don't start to investigate or ask detailed or probing questions
- don't promise to keep it a secret – reassure them that you may have to share what they've told you, but it will be with an appropriate person in the organisation

If you witness abuse or abuse has just taken place the priorities are:

- to call an ambulance if required
- to call the police if a crime has been committed. (In this case, don't remove anything from the scene and try NOT to touch things that might be potentially needed as evidence)
- to keep yourself safe. Be aware that this might include removing yourself from the situation and calling the police from a safe place

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- to call an ambulance if required
- to call the police if a crime has been committed. (In this case, don't remove anything from the scene and try NOT to touch things that might be potentially needed as evidence)
- to keep yourself safe, be aware that this might include removing yourself from the situation and calling the police from a safe place
- to inform the Designated Safeguarding Lead as soon as possible
- after the situation and you are in a safe place, write down as much as you can
- remember from the incident and pass on your notes to the Designated Safeguarding Lead. They will use your notes to complete an Incident Recording Form (see Appendix 2) and secure it in our secure safeguarding file

## **Managing allegations against a volunteer**

Like all organisations that come into contact with children, young people and adults at risk, Barnsley Pride has procedures in place to ensure that any allegation made against a volunteer is dealt with appropriately. The procedures reflect our ethos of listening to adults at risk and taking any concerns seriously. They also reflect our commitment to ensuring that volunteers feel safe to express their concerns about the practice of others.

Barnsley Pride will ensure that any allegations made against volunteers will be dealt with swiftly. Where a volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed, the police should be contacted immediately.

### **Barnsley Pride's procedure when an allegation is made:**

- the volunteer to whom the disclosure is being shared with will listen carefully to what the person says, but not ask detailed questions
- the volunteer will ensure that that the individual is safe and away from the person against whom the allegation is made
- the Designated Safeguarding Lead will be informed immediately. In the case of an allegation involving the Designated Safeguarding Lead, the Chair of the Board will be sought to ensure that the matter is dealt with independently of the DSL
- the DSL (or Chair) will contact Barnsley Safeguarding Board for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the Police
- the individual who first received/witnessed the concern will make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the disclosure. We recognise the importance of the report being an accurate description. The Designated Safeguarding Lead (if appropriate) will support the volunteer during this process but must not complete the report for them. Where necessary, this report will be made available on request from the Police, Gateway to Barnsley Council Safeguarding Board

Regardless of whether a Police and/or Social Care investigation follows, Barnsley Pride will ensure that an internal investigation takes place and consideration will be given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependent on the nature of the incident. Any actions will be discussed with BCSB to avoid compromising the Police or a Safeguarding investigation.

Barnsley Pride also recognises the right of someone alleged to have acted abusively to be heard and to be represented as appropriate. Whilst our overriding duty is to ensure the protection of adults and young people at risk will always be of primary importance, we also exercise care to ensure information is recorded in a respectful & responsible manner and only shared where appropriate.

Where allegations have been made against a volunteer, they will be offered an opportunity to meet with the Designated Safeguarding Lead and one other Trustee to discuss the allegation/s made. The DSL and appropriate Trustee will not share names or identifying personal details about the individual who has made the allegation, but rather discuss the alleged behaviours involved in the incident. They will take notes from this meeting and share them with the volunteer afterwards to ensure transparency is maintained throughout the process. A written record of their response to the allegation will be kept in a secure file.

Barnsley Pride recognises the safety of all individuals is paramount. A risk assessment will be undertaken immediately to assess whether there is a risk and, if so, the level of risk posed by the person alleged to have caused harm. Where risk is identified, the Barnsley Pride senior management team will decide whether it is safe for that individual to continue within the organisation.

Where concerns have not been upheld, Barnsley Pride recognises there is sensitive balance between respecting the reputation of both the volunteer and the organisation and avoiding any potential for underlying concerns and patterns of behaviour to go unchallenged.

Where allegations have been unfounded and/or malicious in nature, the ongoing role of the person falsely accused will be reviewed by senior management to ensure equity of opportunity, protection of the individual and best practice for Barnsley Pride. Should the senior management team decide it is in the best interests of the individual and the organisation to take up a different role, the senior management team reserves the right to do this.

The Designated Safeguarding Lead will liaise with Barnsley Social Care to discuss the best course of action and to ensure that Barnsley Pride disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

## **Recording and managing confidential information**

Barnsley Pride is committed to maintaining confidentiality wherever possible and information around Safeguarding issues should be shared only with relevant parties, including (but not limited to) Social Services and the Police.

All allegations/concerns will be recorded on the Incident Recording Form and placed in the secure safeguarding file. The information that is recorded will be kept secure and will comply with the Data Protection Act. Access to this file is held by the Designated Safeguarding Lead, Deputy Safeguarding Lead and the Chair of the Board (if applicable). In certain situations, information from this file will be shared with appropriate agencies as detailed above.

The information will be factual, not based on opinions, records exactly what was said, seen, experienced, etc. – and will not contain opinions, guesswork or interpretations.

## **The Role of the Designated Safeguarding Lead**

The Designated Safeguarding Lead (DSL) acts as the main source of support, advice and expertise for safeguarding in Barnsley Pride, including:

- advising the senior management team in developing our approach to safeguarding
- leading on maintaining and reviewing our plan for safeguarding
- coordinating the distribution of policies and procedures to all
- advising/reviewing training needs and development, and sourcing training where needed
- providing safeguarding advice and support to volunteers
- leading on managing safeguarding concerns, allegations or incidents (alongside key members of the senior management team)

managing referrals to key safeguarding agencies (eg social services or police) of any incidents or allegations of abuse and harm

## **Disseminating/Reviewing policy and procedures**

This Safeguarding Policy and Procedure will be clearly communicated to all staff and volunteers by email when they first join the organisation and will be reintroduced through an annual 30-minute briefing.

The Safeguarding Policy and Procedures will be reviewed annually by Barnsley Pride. The Designated Safeguarding Lead will be involved in this process and can recommend any changes to the senior management team. The senior management team retain ultimate responsibility for safeguarding adults at risk (as well as children and young people).

The Designated Safeguarding Lead will also ensure that any changes are clearly communicated to volunteers, staff, Trustees paid advocates acting on our behalf via email and, where appropriate, through workshops, training and briefings.



## Appendix One - 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 suffering.

- physical abuse such as: hitting, pushing, pinching, shaking, misuse of medication, scalding, inappropriate restraint, hair-pulling.
- sexual abuse such as: rape or sexual assault; sexual acts to which the adult or young person at risk has not or could not have consented, or to which they were pressurised into consenting or encouraging people to watch inappropriate materials
- psychological or emotional abuse such as: threats of harm or abandonment; deprivation of social or any other form of contact; humiliation, blaming, controlling, intimidation, coercion, or harassment; verbal abuse; prevention from receiving services or support
- financial or material abuse such as: theft; fraud or exploitation; pressure in connection with wills, property, or inheritance; misuse of property, possessions or benefits
- neglect or acts of omission such as: ignoring medical or physical care needs; preventing access to health, social care, or educational services; withholding the necessities of life, such as food, drink, or heating
- discriminatory abuse such as that based upon a person's race, sexuality, or disability; any other forms of harassment or slurs.
- domestic violence - all forms of abuse can be experienced in a family setting by a partner, family member, or with someone with whom there is a relationship
- institutional abuse and poor practice - disrespect and unethical practice, ill treatment and professional misconduct

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

