



St MARK'S SOCIAL EDUCATION DAY SERVICE

For people with Autism & Learning Disabilities



SAFEGUARDING POLICY

Date Reviewed	Reviewed by	Next review date
June 2016	Martha Milopoulou	June 2017

INTRODUCTION

St Mark's Day Service makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

St Mark's Day Service comes into contact with vulnerable adults through the delivery of Social Education Services to adults with autism and/or learning disabilities.

The types of contact with vulnerable adults will be regulated and controlled.

This policy seeks to ensure that St Mark's Day Service undertakes its responsibilities with regard to protection of vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

LEGISLATION

The principal pieces of legislation governing this policy are:

1. Safeguarding Vulnerable Groups Act 2006
2. Care Standards Act 2000
3. Public Interest Disclosure Act 1998
4. The Police Act – CRB 1997
5. Mental Health Act 1983
6. NHS and Community Care Act 1990
7. Rehabilitation of Offenders Act 1974

DEFINITIONS

Safeguarding is about embedding practices throughout the organisation to ensure the protection of vulnerable adults wherever possible. In contrast, adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse
- Institutional abuse

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

RESPONSIBILITIES

All staff (paid or unpaid) have a responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using

- St Mark's whistleblowing procedure, or
- St Mark's complaints procedure

All welfare and/or safeguarding concerns should in the first instance be brought to the attention of the Senior Management Team. If staff believe that a member or members of management is/are involved, they should first approach a more senior level of management. If there are still concerns it may be necessary to contact the local authority or, as a very last resort, the Metropolitan Police.

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Senior Management Team

The Senior Management team (SMT) consists of the Managing Director and the individual unit managers. The SMT have responsibility to ensure that the policy:

- Is in place and appropriate
- Is accessible
- Is implemented
- Is monitored and reviewed
- Promotes the welfare of vulnerable adults

The Designated Senior Manager / lead officer is Elena Sideri-Costa. This person's responsibilities are to:

- Ensure staff (paid and unpaid) have access to appropriate training/information
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately
- Keep up to date with local arrangements for safeguarding and DBS

IMPLEMENTATION

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:

- Whistleblowing
- Grievance and Disciplinary procedures
- Equal Opportunities
- Data Protection
- Staff Induction
- Staff training

SAFE RECRUITMENT

St Mark's Day Service ensures safe recruitment through the following processes:

- Recruitment is in line with safe recruitment practices
- Job descriptions for all roles involving contact with vulnerable adults will contain reference to safeguarding responsibilities
- There are person specifications for roles which contain a statement on core competency with regard to vulnerable adult protection/safeguarding
- Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification
- DBS checks will be conducted for all staff (paid or unpaid) working with vulnerable adults. Portable/ carry over DBS checks from another employer will not be deemed to be sufficient. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts.
- No formal job offers are made until after checks for suitability are completed (including DBS and 2 references).

Disclosure and Barring Service (DBS)

The organisation commits resources to providing Disclosure and Barring Service checks on staff (paid or unpaid) whose roles involve contact with vulnerable adults.

COMMUNICATIONS TRAINING AND SUPPORT FOR STAFF

St Marks Day Service commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding

Induction will include

- Being made aware of the Safeguarding Policy and other relevant policies
- Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence)
- Initial training on safeguarding including: safe working practices, safe recruitment, understanding the whistleblowing procedure

Training

All staff who, through their role, are in contact with vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include:

- In-house safeguarding training/other training as appropriate
- Training for responding to behaviour (eg: Approach training)
- Training for supporting and communicating with adults with learning disabilities and/or autism (eg: PECS training, autism-specific training, Makaton or BSL training)
- Safe working practices (eg: health and safety training, first aid, etc)

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- Monthly group staff meetings
- Bi-weekly centre meetings
- One-to-one meetings with line managers (formal or informal)
- Performance management meetings
- Provision of a clear and effective reporting procedure which encourages reporting of concerns
- Inclusion of safeguarding as a discussion prompt during supervision meetings/appraisals to encourage reflection

Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

- Debriefing support for paid and unpaid staff to reflect on any issues they have dealt with
- Opportunity to seek further support as appropriate, eg: access to counselling
- Staff who have initiated protection concerns will be contacted by management within a certain timescale (eg: 1 week.)

PROFESSIONAL BOUNDARIES

Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

St Mark's Day Service expects staff to protect the professional integrity of themselves and the organisation.

The following professional boundaries must be adhered to:

- Personal relationships between a member of staff (paid or unpaid) and a client who is a current service user is prohibited. This includes relationships through social networking sites such as Facebook and Bebo.
- It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months

The following Policies and Guidelines also contain guidance on staff (paid or unpaid) conduct (this list is not exhaustive)

- Privacy and Dignity Policy
- Sexuality Policy
- Behaviour Management Policy
- Physical Intervention Guidelines

If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures