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# **Bawdsey Radar Trust**

## **Safeguarding children and adults at risk of abuse policy and procedures**

**May 2023**

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### **1. Purpose**

#### **Safeguarding and promoting the welfare of children and adults at risk of abuse or neglect.**

This policy defines how Bawdsey Radar Trust operates to safeguard children, young people and adults at risk of abuse or neglect.

The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

We have a duty of care and are committed to the protection and safety of children, young people and adults at risk involved as visitors and as participants in all of our activities both on and off site. We also want to protect and support our staff who work or come into contact with these groups.

Safeguarding is everyone's responsibility. For our safeguarding policy to be effective every volunteer, and staff member who supports us whatever their role, will play their part in keeping people safe.

#### **Definitions**

**Children and young people** are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

“Safeguarding and promoting the welfare of children” is defined in Working Together 2018 as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

#### **Adult at risk of abuse or neglect**

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

### **2. Persons affected**

- All staff, paid and unpaid, this includes volunteers and trustees
- All service users
- All visitors and contractors

### 3. Safeguarding policy

- Bawdsey Radar Trust has a zero-tolerance approach to abuse.
- There are no excuses for not taking all reasonable action to protect adults at risk and children from abuse, exploitation radicalisation and mistreatment
- Bawdsey Radar Trust recognises that under the Care Act 2014 it has a duty for the care and protection of adults who are at risk of abuse. It is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised
- The welfare of the child and / or adult at risk is paramount and all adults have the right to protection from abuse
- We are committed to working with appropriate agencies including Suffolk Social Care, Suffolk Safeguarding Teams and the police et c. to ensure the reporting of abuse is appropriate and in line with local, national and Charity Commission requirements and Information Sharing guidance.
- We will create an environment where volunteers and staff feel able to raise safeguarding concerns and feel supported with their safeguarding responsibilities
- All volunteers and staff are given an induction to the organisation; which includes awareness of their safeguarding responsibilities and procedures to be followed if they have a safeguarding concern
- Appropriate Safeguarding training is provided to volunteers and staff as part of their induction; and have a safeguarding refresher course every three years.
- All volunteers and staff are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding including the reporting of people at risk of radicalisation and extremism.
- All Volunteers and staff must be clear on appropriate behaviour and responses and follow our agreed Code of Conduct/ Behaviour. Where appropriate, failure to maintain standards will be dealt with using the procedures of Bawdsey Radar Trust
- All volunteers and staff who come into contact with adults at risk of abuse, and children and their families as part of their duties within BRT will be alert to possible signs of abuse and consider whether there may be safeguarding concerns. They will discuss their concerns with the Designated Safeguarding Lead, to get appropriate support.
- There is Designated Lead for safeguarding at BRT – currently Clare Sullivan who is also the Trustee with responsibility of Safeguarding
- The Designated Safeguarding Lead for BR will fulfil their safeguarding responsibilities in a way that ensures that adults and children are safeguarded from harm. The Safeguarding Lead is responsible for following up and reporting any suspected reports of abuse
- Appropriate recruitment of volunteers and staff is in place including policies on when to obtain a DBS check
- This policy will be reviewed annually by the Trustees of BRT.

Bawdsey Radar Trust is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised. Adults will be included in swift and personalised safeguarding responses.

It is also committed to inter agency collaboration on the development and implementation of procedures for the protection of adults vulnerable from abuse, it has a duty and responsibility for making arrangements to ensure all its functions are discharged having regard to safeguarding and promoting the adults at risk of abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age or illness.

This policy and operational guidance references the Suffolk Safeguarding Adults Board '[Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015 – 2017](#)' in addressing adult safeguarding.

### **Key six key principles that underpin safeguarding adults work\***

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs
- **Proportionality** – The least intrusive response appropriate to the risk presented
- **Protection** – Support and representation for those in greatest need
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** – accountability and transparency in delivering safeguarding

\*From Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015-17

### **Making Safeguarding Personal**

Making Safeguarding Personal is a shift in culture and practice in response to what we now know about what makes safeguarding more or less effective from the perspective of the person being safeguarded. It is about seeing people as experts in their own lives and working alongside them in a way that is consistent with their rights and capacity and that prevents abuse occurring wherever possible.

Safeguarding should be person-led and outcome focused, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety. In most cases this can only happen by making sure people get the care and support that they need. It is also important that the people who care for them also get this support and recognition. Most importantly it is about listening and providing the options that permit individuals to help themselves.

It is also important that all safeguarding partners take a broad community approach to establishing safeguarding arrangements. It is vital that all organisations recognise that Safeguarding Adults arrangements are there to protect individuals, bearing in mind different preferences, histories, circumstances and lifestyles.

In order to evidence that the Safeguarding process is personalised, it is necessary to collect information about the extent to which this shift has a positive impact on people's lives.

Whilst every effort must be made to work with adults experiencing abuse within the present legal framework there will be some occasions on which adults at risk will choose to remain in dangerous situations. It may be that even after careful scrutiny of the legal framework, staff will conclude that they have no power to gain access to a particular adult at risk. Staff may find that they have no power to remove the adult from a situation of risk, investigate the adult's financial affairs, or intervene positively because the adult refuses all help or wants to terminate contact with the professionals.

It may not always be possible to provide satisfactory solutions. At the age of 18, people are legally entitled to adult status regardless of any disability or impairment they may have. It is, therefore, essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant. However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts.

In these extremely difficult circumstances, staff will be expected to continue to exercise as much vigilance as possible.

Safeguarding Managers will give full support to staff over problems when handling cases of adults remaining in high-risk situations, provided that:

- It is evident from case records that Safeguarding Adults procedures have been properly followed;
- Every effort has been made, on a multi-agency basis, to intervene positively to protect the adult at risk;
- Legal advice has been obtained and acted upon

And ultimately that the adult at risk has been fully consulted and involved as far as practicable in every decision relating to their situation

Bawdsey Radar Trust is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount
- All children, young people and adults at risk have the right to protection from abuse
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately
- Arrangements which set out clearly the processes for sharing information procedures with other professionals and with the Local Safeguarding Children Board (LSCB) and Safeguarding Adult Board
- Staff, contractors and volunteers must be clear on appropriate behaviour and responses. See Appendix I for code of conduct. Where appropriate, failure by staff to maintain standards may be dealt with using Bawdsey Radar Trust's Disciplinary Procedures
- Clear whistleblowing procedures are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting welfare to be addressed
- All staff are aware of the policy and procedures for the protection of children, young people and adults at risk through appropriate safeguarding training, supervision and support for staff and for creating an environment where staff feel able to raise concerns and feel supported in meeting their safeguarding role
- Staff are given a mandatory induction, which includes familiarisation with safeguarding responsibilities and procedures to be followed if anyone has any concerns
- All staff should have regular reviews of their own practice to ensure they improve over time in their work with children, vulnerable adults and families
- A clear line of accountability for the provision of safe services exists
- A senior board level lead to take leadership responsibility for Bawdsey Radar Trust's safeguarding arrangements
- A designated lead for safeguarding at Bawdsey Radar Trust
- Safe recruitment practices are in place including policies on when to obtain a DBS (previously called CRB) check
- Clear policies in line with those from the local safeguarding children's board (LSCB) for dealing with allegations against people who work with children. Such policies should make a clear distinction between an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children who has:
  - behaved in a way that has harmed a child, or may have harmed a child
  - possibly committed a criminal offence against or related to a child
  - behaved towards a child or children in a way that indicates they may pose a risk of harm to children

**Bawdsey Radar Trust will ensure that staff understand**

- Core legal safeguarding requirements and their responsibility to keep children and adults at risk safe
- That all staff who come into contact with children and adults at risk are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children and adults at risk
- The requirement to share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children’s and adults social care

**Capacity, Consent and Decision Making**

The consideration of capacity is crucial at all stages of Safeguarding Adults procedures. For example determining the ability of an adult at risk to make lifestyle choices, such as choosing to remain in a situation where they risk abuse; determining whether a particular act or transaction is abusive or consensual; or determining how much an adult at risk can be involved in making decisions in a given situation.

The key development affecting this area of work is the implementation of the Mental Capacity Act 2005, which provides a statutory framework to empower and protect adults at risk who may not be able to make their own decisions. It makes it clear who can take decisions in which situations and how they should go about this. It enables people to plan ahead for a time when they may lose capacity. It applies to anyone aged 16 years and over therefore appropriate liaison needs to occur for young people aged 16 to 18 years with Children’s Services where relevant as part of Safeguarding Adults work.

The whole Act is underpinned by a set of five key principles:

- **A presumption of capacity** - every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise
- **The right for individuals to be supported to make their own decisions** - people must be given all appropriate help before anyone concludes that they cannot make their own decisions
- That individuals must retain the right to make what might be seen as eccentric or **unwise decisions**
- **Best interests** - anything done for or on behalf of people without capacity must be in their best interests
- **Least restrictive intervention** - anything done for or on behalf of people without capacity should be the least restrictive of their basic rights and freedoms

**For full guidance refer to the Safeguarding Adult Board guidance on their website**

[\(https://www.suffolkas.org/\)](https://www.suffolkas.org/)

**4. REVISION HISTORY**

This policy and related guidance will be monitored by the Chair of the Trustees on a regular basis for compliance and will be reviewed at least annually.

Date approved or amended	Amendments	Signed
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## **Safeguarding Procedures (all staff)**

### **1. Responsibilities**

The responsibilities for dealing with safeguarding lie with the following:

Safeguarding is everyone's responsibility. All members of staff (paid and unpaid) are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding. It is important that Staff are also aware of the Government's PREVENT strategy. The aim of this is to stop people becoming terrorists or supporting violent extremism in all its forms. This can also be a safeguarding issue but has different reporting mechanisms.

The Designated Safeguarding Officer will discharge their safeguarding functions in a way that ensures that children are safeguarded from harm, and promotes their welfare. They are responsible for following up any suspected reports of abuse and for informing the Police or other appropriate external bodies.

The Chair of the Trustees is responsible for supervision of these activities.

## **2. REPORTING OF SAFEGUARDING CONCERNS**

If you are worried about a child or adult at risk, talk to Bawdsey Radar Trust's Safeguarding Lead to discuss your concerns at the earliest opportunity, as long as it will not delay any potential referral or place someone at harm.

### **Safeguarding Officers**

Lead Officer: Clare Sullivan. Or talk to the Officer of the Day

### **Making referrals**

As a professional if we have a safeguarding concern we will contact customer first on: 03456 066 167

If we need to discuss whether or not a referral is required, we will call the Professional Consultation Line on 03456 061 499 to speak with a MASH social worker.

The MASH consultation line is for us to discuss the most appropriate and effective way of providing or obtaining help and support for a child or adult we feel is at risk of abuse. This will include advice and guidance about making a referral where necessary, including how to involve parents.

### **Reporting of concerns about adults**

If we have a concern about an adult and need to make a safeguarding referral we use the Suffolk County Council Adult Care Portal. (The first time we complete a form we will be asked to create a new portal account).

[Access the secure Adult Care Portal](#)

### **Reporting of concerns about children**

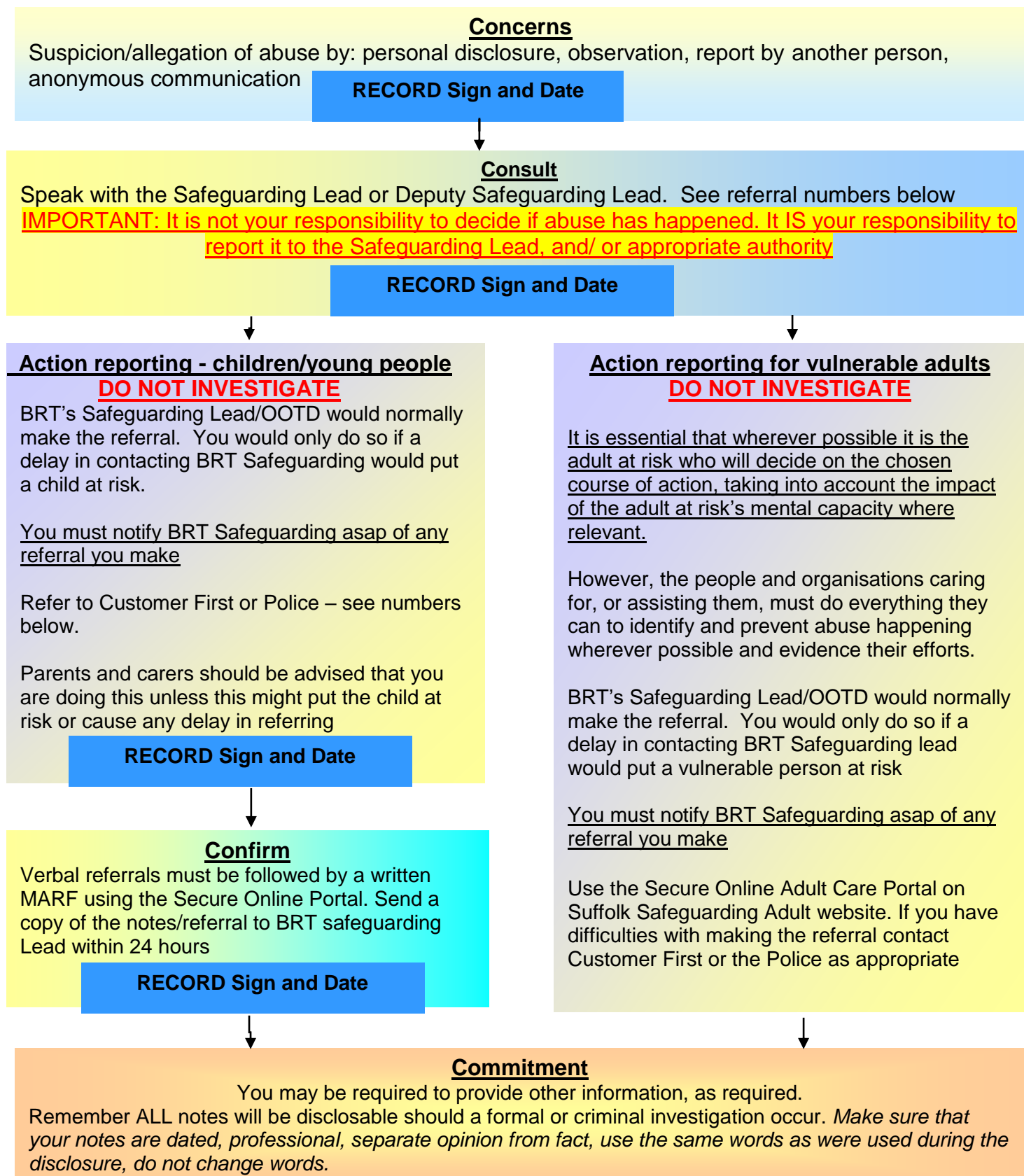
If we have a concern about a child/ren and need to make a safeguarding referral we use the Suffolk County Council Secure Suffolk Children and Young Peoples Portal. (The first time we complete a form we will be asked to create a new portal account).

We will complete and submit the Multi-Agency Referral Form (MARF) using the new secure Suffolk Children and Young People's Portal:[Access the Secure Suffolk Children and Young People's Portal](#)

Members of the public should call Customer First on 0808 800 4005(24 hours)

See flowchart below.

## Flowchart for referral for actual or suspected abuse



**Contacts:**

**Customer First**, if you are a professional call [03456 066 167](tel:03456066167). Members of the public call [0808 800 4005](tel:08088004005)

Professionals wanting guidance on making a referral call the MASH Professionals Consultation line [03456 061 499](tel:03456061499)

**Call the police on 999 if it is an emergency**

**Safeguarding Lead: Clare Sullivan 07810412960**

**Safeguarding Deputy: Officer of the Day**

**Appendices with detailed information on how to manage Safeguarding issues from Community Action Suffolk to be attached to the final approved version of the policy**