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THE OASIS PARTNERSHIP

SAFEGUARDING ADULTS AND CHILDREN POLICY



1. Introduction

1.1 This policy demonstrates Oasis' commitment to working with other agencies to ensure that people accessing our services are appropriately safeguarded in accordance with national and local policy.

1.2 To ensure that safeguarding receives the highest priority within the organisation, the following policy statement has been agreed:

"The Oasis Partnership has formally adopted the policies and procedures set out by the local Safeguarding Children and Safeguarding Adults Boards. Through membership of the Boards and their associated sub-committees, The Oasis Partnership will ensure compliance with national standards, policy and best practice. All Oasis employees have a duty to familiarise themselves with and operate within the policies relating to their area of practice".

2. Purpose

2.1 This policy has been developed to ensure that any person who comes into contact with our services as a service user or as carer or family member of our service users is afforded adequate care and protection whilst in contact with our services.

2.2 For the purposes of this policy safeguarding refers to safeguarding children and adults and covers all forms of abuse and neglect including domestic violence.

2.3 This policy therefore defines what constitutes a "Child" or an "Adult" at risk and outlines how their care should be managed if safeguarding concerns are identified. It has been developed in conjunction with local safeguarding board policies and procedures to ensure that Oasis work in accordance with agreed multi agency policies and procedures. It provides staff with access and information of the process and procedures to be followed to ensure all due care has been implemented in ensuring that safeguarding concerns are identified and the appropriate action is taken as set out within this policy.

3. Scope

3.1 This policy applies to all employees and volunteers including permanent, temporary and bank staff. It is the duty of all employees to be alert for the signs and symptoms of abuse and neglect in people who come into contact with our services.

3.2 All staff that come into contact with children and adults and their carers/significant others in the course of their work are covered by this policy. Senior Managers have a duty to ensure that all departments and staff are able to work within this policy statement and are aware of and have access to the Local safeguarding Boards policies and procedures.

3.3 Duties and responsibilities are outlined at end of this policy

4. Framework

4.1 In accordance with Children Act 2004 and the Care Act 2014 and the domestic violence crime and victims Act 2005, Oasis has a duty to cooperate with Local Authorities and the police in response to concerns of a child or adults experiencing abuse or neglect

4.2 There are a number of principles that inform the work regarding the safeguarding of children and adults:

People who use services have a right to live a life free from abuse, neglect and discrimination.

- The providers of healthcare services have a key role in safeguarding people who come into contact with their services.
- Local councils hold the lead responsibility for coordinating and establishing the interagency framework and policy for safeguarding in accordance with the government guidance Children Act 1989, 2004 and Care Act 2014
- Oasis has a duty to cooperate with lead agencies (Care Act 2014 Children Act 2004)
- Allegations of abuse must be appropriately referred to and investigated by the most appropriate agency.
- Oasis will seek to continually improve working practice, engaging with partner agencies to consider the lessons learnt from safeguarding reviews.

4.3 Safeguarding

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. It is fundamental to creating high-quality health and social care (CQC 2013, DOH 2013)

4.4 Child

A child is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people (DOH 2013)

4.5 Adult at Risk+

Person aged over 18 who has

- needs for care & support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

4.6 Domestic Abuse

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members¹ regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

4.7 Controlling behaviour

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

4.8 Coercive behaviour

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

4.9 Child Abuse

Child abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

4.10 Adult Abuse

“Abuse is a violation of an individual’s human and civil rights by other person or persons. Abuse may consist of single or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm, or exploitation of, the person subjected to it”. *No Secrets 2000*

5. Safeguarding

5.1 Children safeguarding

The welfare of the child is paramount (Children Act 1989) it is the policy of The Oasis Partnership to follow the policies and procedures of the local safeguarding children board.

All staff working within Oasis have a duty to respond to concerns regarding the welfare of any child they come into contact with during the course of their work be that directly or indirectly.

Where the parent or carer of a child/young person is a service user, the child/children’s names and DOBs must be recorded in the adult’s records.

Where abuse or neglect is known or suspected a referral must be made to the relevant local authority in accordance with the local Safeguarding procedures.

5.2 Adult safeguarding

Ensuring adults who come into contact with our services are protected from harm is an essential requirement. It is Oasis policy to follow the local safeguarding adult board policies and procedures

All Oasis staff have a duty to respond to concerns regarding an adult with care and support needs whom they come into contact with during the course of their work.

Where abuse or neglect (including self-neglect) is known or suspected a referral must be made to the relevant local authority in accordance with the local procedures. See Process Map – Adult Safeguarding

6 Allegations against health care professionals (See below)

Where an allegation is made against a health care professional working within the service and the allegation implies that a service user has been harmed or likely to have been harmed by a paid employee safeguarding adult and child procedures must be referred to in accordance with this policy.

7. Social Media (digital) - Safeguarding children and vulnerable adults (see Oasis Social Media & web-based technology policy)

7.1 Communication between children and adults, by whatever method, should be transparent and open to scrutiny.

Safeguarding children is the responsibility of all charity staff and volunteers. The key principles in respect of this policy are:

- Charity staff and volunteers must not communicate, (including accepting ‘friend’ requests) with any beneficiaries of the charity via social media or web-based technology sites without the express permission of the Project Manager and Chief Executive and without the written permission of their families. Such final permission will only be granted after the request has been risk assessed and where there is demonstrable balance of benefit to the young person. Such permission will not normally be granted before the child has left school. (This would not apply to beneficiaries that an individual employee is directly related to, e.g. their child, niece or nephew).
- Staff and volunteers should not communicate with, including being ‘friends’ with, past beneficiaries whilst those beneficiaries are below the age of nineteen.

7.2 The principles apply:

- Regardless of whether access occurs during or outside of contracted work hours.
- To all technology whether provided by the Charity or owned by the employee/volunteer.

7.3 Unacceptable use of Social Media Sites/Applications

Through social media sites/applications, staff and volunteers (including trustees) must not:

- Disclose private and confidential information relating to beneficiaries, families, other staff and volunteers, or the charity.
- Discuss or reveal any matters relating to the charity, other staff and volunteers, beneficiaries or beneficiaries’ families.
- Publish, share, distribute or comment on any material that may be deemed contrary to good practice.
- Identify themselves as in any way representing the charity’s views.
- Write abusive comments regarding current/previous staff, volunteers, beneficiaries or beneficiaries’ families.
- Harass or bully persons unrelated or related to the charity whether digitally or otherwise.
- Access or use personal social media during working hours. If in doubt, please seek advice from your line manager.

- Access or share illegal material.
- Publish any content, which may be deemed as defamation or discrimination.
- Post any images of beneficiaries of the charity.
- Without permission post any images of staff or volunteers on social networking sites.
- Set up and/or use any means to circumvent rather than follow this policy.
- Use it as a forum for raising and escalating concerns regarding the charity. Such concerns should be raised using the Whistle Blowing and grievance procedures and/or complaints policy.

8 Training, Implementation and Monitoring

8.1 A copy of this policy is available on the Oasis shared drive. Implementation of this policy will be audited annually.

8.2 All members of staff are required to complete online safeguarding training as part of the mandatory training program.

8.3 The Oasis Partnership has a range of processes in place that continually monitor how safeguarding responsibilities are managed in line with legislation and national guidance. These include:-

- Day to day management support
- Monthly Supervision & Case Management
- Clinical Supervision
- Weekly Team Briefings

8.4 The Oasis Partnership fulfils its statutory duty to have arrangements in place to safeguard children and adults.

These arrangements require Oasis to have:-

- Senior management commitment to the importance of safeguarding vulnerable adults.
- A clear line of safeguarding accountability within the organisation.
- Service development plans which take account of the need to safeguard vulnerable adults.
- Training on safeguarding for all staff working with, or in contact with, vulnerable adults and their carers/families.
- Safe recruitment procedures in place.
- Effective inter-agency working and information sharing

9 Mental Capacity Act 2005

The Oasis Partnership work is underpinned by The Mental Capacity Act (MCA) 2005 relating to everyone involved in the care, treatment and support of people aged 16 and over living in England and Wales who are unable to make all or some decisions for themselves.

10 Sources and References

Relevant legislation:

- Care Act 2014
- Children Act 1989
- Domestic Violence Crime and Victim Act 2005
- Mental Capacity Act 2005
- "No Secrets" DOH 2000
- Working Together to safeguard children 2013

This policy is to be read in conjunction with the following Oasis Policies, Procedures and Proformas:

- Oasis Child Protection Policy (which includes a section on Prevent & the Oasis Safeguarding Training Programme)
- Oasis Enhanced DBS
- Oasis Training & Development
- Induction, supervision & Appraisal
- Oasis Recruitment & Selection
- Social Media (and web based technology)

Bucks Social Care Emergency Contacts

- To report abuse: [0800 137915](tel:0800137915)
- Out of hours emergency: [0800 9997677](tel:08009997677)

Organisational Duties

- The Board of Trustees - are responsible for ensuring that Oasis fulfils the requirements of the Care Act 2014, Children Act 1998 and 2004 and the Domestic Violence Crime and Victims Act 2004. This is achieved by receiving assurance reports from those with delegated responsibility for safeguarding.
- Safeguarding Lead - It is the responsibility of the Safeguarding lead to ensure effective safeguarding systems are adhered to in place. The Safeguarding lead is responsible for ensuring safeguarding vulnerable person's activity and compliance is reported to the Board via the CEO or the Trustee responsible for safeguarding concerns.
- Members of Staff - It is the duty of all members of staff to ensure they are familiar with and adhere to Local safeguarding boards, policies and procedures
- Senior Managers - It is the responsibility of senior members of staff to ensure that this policy is implemented.

Reviewed	By	Role	Contact Details
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Date of next Review	Jan 2023		
Date last modified	May 2022	By Theresa Floutier - Admin	0300 666 2747
Reviewer	Jenni Parker	Designated Safeguarding Lead & Operations Manager	07708 873019
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Trustee Reviewer	Liz Barter	Trustee – Safeguarding	0300 666 2747
Authorised by	Colin McGregor-Paterson	Oasis Chief Executive	07912 599796

Dealing with an allegation against a professional worker

- An allegation about a professional worker can be received in a variety of formats i.e. as a complaint, as an incident or as a safeguarding concern.
- To ensure the organisation response to allegations against fellow professionals in a consistent manner the following procedures must be followed. This procedure does not replace any existing HR or management procedures regarding staff.
- Wherever the allegation is received an incident report must be submitted in accordance with the incident reporting policy.
- Where the allegation concerns a child or an adult with care and support needs then a child protection referral or an adult safeguarding concern must be raised.
- Where a crime is alleged to have been committed then the police must be informed and the Oasis Safeguarding Lead must be informed

The management team needs to make a decision regarding any action to be taken in relation to the staff member who the allegation refers to.

- The Safeguarding Lead must inform the Local Authority Designated Officer (LADO) if the allegation relates to someone working with children or the Designated Adult Safeguarding Manager (DASM) if the allegation relates to someone working with adults.
- Where an investigation is deemed to be appropriate the investigation pathway will be determined by a discussion between the manager/HR/ patient safety/ complaints. This discussion will be documented and minutes circulated as relevant.
- The Safeguarding Lead will liaise with the LADO/DASM throughout the investigation
- Upon conclusion of any investigation a final report will be submitted to the LA LADO/DASM identifying any actions that have been taken by Oasis.
- Where a DBS notification is required, the CEO will approve any information sent to the DBS.
- Notifications to regulatory bodies will be made by the appropriate professional lead.
- All allegations against professionals and any outcomes will be held centrally within the safeguarding team, in a secure database.