

Wanstead and Woodford Migrant Support Children, Young Persons and Vulnerable Adults Safeguarding Policy

1. Policy Statement

Wanstead and Woodford Migrant Support believes that all children and vulnerable adults have the right to enjoy its services in a safe and secure environment. We are committed to the protection and safeguard of everyone who accesses its services, in particular children and vulnerable adults. It is the responsibility of each one of us to prevent all physical, sexual and emotional abuse and to report any abuse discovered or suspected.

This policy has been developed to protect children and vulnerable adults who use its services. It applies to all paid and volunteer staff, trustees, interpreters, consultants and people who use our services. It has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable adults.

This policy will be implemented through staff briefings, inductions and training and dissemination of the policy amongst contractors and service users.

2. Safe practices when recruiting new paid and unpaid workers

A written application form is to be completed for applicants to all posts, including volunteers. The application form will request information on any past convictions, cautions, reprimands and final warnings as well as any pending cases. It will also ask applicants to declare if they have ever had any complaints of abuse against them.

Interviews (face-to-face or via zoom) will be held with anyone WWMS may want to appoint. These will involve more than one person and use a transparent scoring system.

Thorough checks will be made prior to the appointment of staff, volunteers and freelance consultants, in order to prevent a person using their position to harm a child or vulnerable adult. The following checks are carried out prior to confirming an appointment:

- Disclosure and Barring Service (DBS) Check if eligible. All appointments to posts involving direct work with children and/or vulnerable adults will be subject to an Enhanced Disclosure from the DBS, and agreement to re-check every 3 years.
- Identity documents including photographic identity
- Proof of right to work in the UK
- Two references must be provided
- Qualification certificates if required for the role

3. Induction and on-going Training for Staff and Volunteers

Wanstead and Woodford Migrant Support is committed to supporting, resourcing and training those who work with children and vulnerable adults, and to providing supervision.

All new paid and unpaid workers will have an induction and will work for a trial period before their appointment is confirmed.

New staff and volunteers will be given copies of this policy and receive training about it to ensure they have an understanding of safeguarding.

Supervision and support of all volunteers and staff will include monitoring of safeguarding practice and reviews of progress.

All staff must update their safeguarding knowledge every three years.

The organisation will access further training and learning about safeguarding issues when these are relevant and required.

4. Running a safe organisation

WWMS will:

- keep an up-to-date risk assessment of its venue and its activities.
- Carry out regular checks of any equipment, premises, or transport that we use.
- Make sure we have the right insurance policies; that they are up to date; and that they provide adequate cover.
- Have the signed consent of parents, guardians or carers for children to access its services and keep a record of their contact details.
- Have an accident book for recording incidents or accidents.

5. Measures to protect children at risk

WWMS will have a named Safeguarding Officer who will take lead responsibility for safeguarding and child protection. The Safeguarding Officer will undertake regular training and keep updated on Safeguarding Children issues and be the first point of contact for advice and support if a Safeguarding issue arises. This person will have knowledge of reporting procedures for incidents should they occur. The contact details of the Safeguarding Officer can be found at the end of this document.

6. Responding to Allegations or Suspicions of Abuse: If a member of staff becomes aware of any information that identifies that a child or vulnerable adult either may or has been at risk of significant harm, they must refer to the Safeguarding Officer.

Further details are contained in our Safeguarding Procedures.

7. Dealing with an allegation of abuse about somebody in our organisation:

If a member of staff becomes aware of any information regarding another member of staff which identifies that a child or vulnerable adult either may or has been at risk of significant harm (including the member of staff's own children), they must refer to the Safeguarding Officer.

Further details are contained in our Safeguarding Procedures.

8. Standards of behaviour

All children and vulnerable adults will be treated with dignity and respect.

Those working with children on our behalf will not meet or work alone with a child unless the activity can be seen.

Those accessing premises used by us are our responsibility whilst they are on those premises to access our services.

All those acting on our behalf will receive safeguarding training.

The Trustees have a duty of care that will include taking the necessary steps to safeguard and take responsibility for children and vulnerable adults accessing its services. They must always act in their best interests and ensure they take all reasonable steps to prevent any harm to them.

9. Recording and storing information

WWMS will keep a record of all those that access its services.

WWMS will make service users aware that we keep records, their purpose and how we will use them.

WWMS will grant access to these records unless it would be contrary to the child's best interests.

All hard copies of records and any portable electronic equipment that holds or provides access to personal information will be stored securely.

Appropriate measures such as the use of usernames, passwords and encryption, will be used to prevent any unauthorised access to records.

Concerns that a child or vulnerable adult may be in need or at risk of abuse will be recorded and placed on file, together with a record of how the concerns have been dealt with. Any referrals made to a statutory agency about concerns for a child will be confirmed in writing within 48 hours.

After a file is closed, records will be held for six years before they are securely destroyed.

8. Adoption and Review

This safeguarding policy will be reviewed every twelve months.

Date of adoption: 27 April 2020

Date of next review: 18 July 2024

Person responsible for next review: Safeguarding Officer

The Safeguarding Officer is Clive Blackwood and can be contacted by email at cblackwood69@hotmail.co.uk or on 07983645238.