



SAFEGUARDING POLICY AND PROCEDURE

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2. INTRODUCTION

The Neurodivergence Project is totally committed to developing a strong and safe community, and fully recognises the right of every individual to stay safe.

The Neurodivergence Project comes into contact with children and/or vulnerable adults in the delivery of its mission.

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

This policy seeks to ensure that the Neurodivergence Project undertakes its responsibilities with regard to the protection of children and/or vulnerable adults and will respond to concerns appropriately.

The policy establishes a framework to establish best practice and to clarify the organisation's expectations.



3. CONFIRMATION OF READING

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for The Neurodivergence Project.

Please complete the details below and return this completed form to Mr Matt Tozer

Team member signature

Name : _____

Signature: _____

Date: _____

4. LEGISLATION

The principal pieces of legislation governing this policy are:

- Working together to safeguard Children 2010
- The Children Act 1989
- The Adoption and Children Act 2002
- The Children act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000

	<ul style="list-style-type: none">▪ Public Interest Disclosure Act 1998▪ The Police Act 1997▪ Mental Health Act 1983▪ NHS and Community Care Act 1990▪ Rehabilitation of Offenders Act 1974
5. DEFINITIONS	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and/or vulnerable adults wherever possible.</p> <p>In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>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.</p> <p>It can take a number of forms, including the following:</p> <ul style="list-style-type: none">▪ Physical abuse▪ Sexual abuse▪ Emotional abuse



- Bullying
- Neglect
- Financial (or material) abuse

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

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



	<ul style="list-style-type: none"> ▪ Is homeless
<p>6. RESPONSIBILITIES</p>	<p>All team members have responsibility to follow the guidance provided in this policy and related policies, and to pass on any welfare concerns using the required procedures.</p> <p>We expect all team members to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Additional specific responsibilities</p> <p>Trustees have responsibility to ensure:</p> <ul style="list-style-type: none"> ▪ Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented ▪ The policy is in place and appropriate <p>The Chair of the Board of Trustees, Mr Matt Tozer has responsibility to ensure:</p> <ul style="list-style-type: none"> ▪ The policy is accessible ▪ The policy is implemented ▪ The policy is monitored and reviewed ▪ Liaison with and monitoring the Safeguarding lead



	<ul style="list-style-type: none"> ▪ Keep up to date with local arrangements for safeguarding and DBS ▪ Ensure team members have access to appropriate training/information ▪ Develop and maintain effective links with relevant agencies <p>The Designated Safeguarding Lead Officer is Mr Matt Tozer</p> <p>This person’s responsibilities are:</p> <ul style="list-style-type: none"> ▪ Promoting the welfare of children and vulnerable adults ▪ Take forward concerns about responses
<p>7. IMPLEMENTATION STAGES</p>	<p>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:</p> <ul style="list-style-type: none"> ▪ Whistleblowing Policy ▪ Health and Safety policy ▪ Equality Diversity and Inclusion (EDI) Policy ▪ Data protection policy ▪ Confidentiality & Privacy Policy



Safe recruitment

The Neurodivergence Project will ensure safe recruitment through the following processes:

- Providing the following safeguarding statement in recruitment adverts or application details – ‘recruitment is done in line with safe recruitment practices.’
- Job or role descriptions for all roles involving contact with children and/or vulnerable adults will contain reference to safeguarding responsibilities.
- There are person specifications for roles which contain a statement on core competency with regard to child/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 specific roles for all team members working with children and 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 Gap Management

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

To avoid DBS gaps, the organisation will ‘maintain and review’ a list of roles across the organisation annually which involves contact with children/vulnerable adults’

In addition to checks on recruitment for roles involving contact with children/vulnerable adults, for established team members, the following processes are in place:

- A 2-year rolling programme of re-checking DBS’s is in place for holders of all identified posts.
- Existing team members who transfer from a role which does not require a DBS check to one which involves contact with children/vulnerable adults will be subject to a DBS check.

Service delivery contracting and sub-contracting

- There will be systematic checking of safeguarding arrangements of partner organisations
- Safeguarding will be a fixed agenda item on all Board of Trustees meetings.



	<ul style="list-style-type: none"> ▪ Contracts of agreement for any partnership delivery work, will include clear minimum requirements, arrangements for safeguarding and non-compliance procedures’.
<p>8. COMMUNICATIONS TRAINING AND SUPPORT FOR STAFF</p>	<p>The Neurodivergence Project commits resources in relation to Safeguarding for effective communications and support mechanisms to include induction and the training of team members,.</p> <p>Induction will include:</p> <ul style="list-style-type: none"> ▪ Discussion of the Safeguarding Policy (and confirmation of understanding) ▪ Discussion of other relevant policies ▪ Ensure familiarity with reporting processes ▪ The role of Mr Matt Tozer ▪ In case of Mr Matt Tozer’s absence, Nicola Jacques should be contacted. ▪ Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the ‘Alerter’ guide for adult safeguarding.



Training

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

- Introduction to safeguarding training (Adults), High Speed Training, or equivalent
- Introduction to safeguarding training (Children), High Speed Training, or equivalent
- Where appropriate for on water activities - Safe and Fun Safeguarding Course, Royal Yachting Association (RYA) , or equivalent

Full training is undertaken at least every 3 years in line with best practice guidelines.

Communications and discussion of safeguarding issues

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

- Regular agenda item at all Board of Trustees Meetings
- Provision of a clear and effective reporting procedure which encourages reporting of concerns.



	<ul style="list-style-type: none"> ▪ Team members will be reminded about annually about policies and procedures. <p>Support</p> <p>We recognise that involvement in situations where there is risk or actual harm can be stressful for team member concerned.</p> <p>The mechanisms in place to support staff include:</p> <p>Team members who initiated protection concerns will be contacted by Mr Matt Tozer within 1 - 2 weeks.</p>
<p>9. PROFESSIONAL BOUNDARIES</p>	<p>Professional boundaries are what define the limits of a relationship between a team member and a beneficiary. 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.</p> <p>The Neurodivergence Project expects team members to protect the professional integrity of themselves and the organisation.</p> <p>The following professional boundaries must be adhered to:</p> <p>Giving and receiving gifts from beneficiaries: we do not allow team members to give gifts to or receive gifts from beneficiaries.</p> <p>However, gifts may be provided as part of a planned activity.</p>



	<p>Staff contact with user groups.</p> <p>Personal relationships between team members and beneficiaries who are current service users is prohibited.</p> <p>This includes relationships through social networking site such as Facebook.</p> <p>It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.</p> <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures.</p>
10.REPORTING	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at</p> <p>The Neurodivergence Project.</p> <p>Communicate your concerns with Mr Matt Tozer at matt.tozer@neurodivergenceproject.org who will take over ownership for the case</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Seek medical attention for the vulnerable person if needed</p> <p style="text-align: center;">↓</p> <p>In consultation with Mr Matt Tozer, discuss with parents of child or with vulnerable person.</p>



	<p style="text-align: center;">Obtain permission to make referral if safe and appropriate</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">If needed seek advice from the local Children and Families helpdesk or Adults helpdesk</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form (if required) and submit to the local authority within 24 hours of making a contact</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Ensure that feedback from the Local Authority is received and their response recorded</p> <p style="text-align: center;">If Mr Matt Tozer is implicated, then refer to Nicola Jacques at nicola.jacques@neurodivergenceproject.org</p>
<p>11. ALLEGATION MANAGEMENT</p>	<p>The Neurodivergence Project recognises its duty to report concerns or allegations against its team members within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:</p> <ol style="list-style-type: none"> 1. Any team member from The Neurodivergence Project is required to report any concerns in the first instance to Mr Matt Tozer. A written record of the concern will be completed by Mr Matt Tozer. 2. Contact local authority for advice.



	<p>3. Follow the advice provided.</p> <p>The Neurodivergence Project recognises its legal duty to report any concerns about unsafe practice by any of its team members to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document.</p>
<p>12. MONITORING</p>	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> ▪ Safe recruitment practices ▪ DBS checks undertaken ▪ References applied for new staff ▪ Training - register/record of staff training on child/vulnerable adult protection ▪ Monitoring whether concerns are being reported and actioned ▪ Checking that policies are up to date and relevant ▪ Reviewing the current reporting procedure in place ▪ Presence and action of Designated senior manager responsible for Safeguarding is in post.



<p>13. MANAGING INFORMATION</p>	<p>Information will be gathered, recorded and stored in accordance with the following policies</p> <ul style="list-style-type: none"> ▪ Data Protection Policy ▪ Confidentiality & Privacy Policy <p>All team members must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by Mr Matt Tozer.</p> <p>All team members must be aware that they cannot promise service users or their families/carers that they will keep secrets.</p>
<p>14. CONFLICT RESOLUTION AND COMPLAINTS</p>	<p>The Neurodivergence Project is aware of the policy on resolution of professional disagreements in work relating to the safety of children/Escalation Policy and if necessary this will be taken forward by Mr Matt Tozer.</p> <p>Conflicts in respect of safety of vulnerable adults will be taken forward by Mr Matt Tozer.</p>



**15. COMMUNICATING
AND REVIEWING
THE POLICY**

The Neurodivergence Project will make beneficiaries aware of the Safeguarding Policy through the following means:

- Statement on website
- Policy available on website

This policy will be reviewed by the Board of Trustees, every 2 years and when there are changes in legislation.

To be reviewed before 31.12.27

