

Bridging the Gap Islington Safeguarding Policy

Safeguarding is everyone's responsibility and all staff and volunteers who, during the course of their work for Bridging the Gap Islington, have direct or indirect contact with children and families and vulnerable adults, or who have access to information about them, have a responsibility to safeguard and promote the welfare of children and vulnerable adults.

There is a statutory duty on organisations to make appropriate arrangements to safeguard and promote the welfare of children and vulnerable adults. Also government guidance makes it clear that it is a shared responsibility, and depends upon effective joint working between agencies and professionals that have different roles and expertise.

For Bridging the Gap Islington this means that ...

Safeguarding and promoting the welfare of children, young people and vulnerable adults is not just the province of those working directly with these groups of people.

Bridging the Gap Islington aims to ensure that no act or omission on the part of the organisation, or that of its staff or volunteers, puts a child, young person or vulnerable adult inadvertently at risk; and that rigorous systems are in place proactively to safeguard and promote the welfare of children, young people and vulnerable adults and support staff and volunteers in fulfilling their obligations.

This policy applies to anyone employed directly or indirectly by Bridging the Gap Islington, and also includes students, volunteers and work placements.

As a minimum Bridging the Gap Islington will ensure that anyone working with or supervising work with vulnerable adults or children will have appropriate checks on their criminal records. (Under current practice this means an enhanced check from the DBS)

Bridging the Gap Islington will ensure that vulnerable adults with whom it works will only be signposted to organisations that have a safeguarding policy at least as comprehensive as this.

This policy focuses on the responsibilities of staff and volunteers while they are working on behalf of Bridging the Gap Islington, although responsibilities to safeguarding and promoting the welfare of children, young people and vulnerable adults extend to an individual's personal and domestic life.

The day-to-day implementation of this policy is the responsibility of the Co-ordinator

A summary of this policy including the contact details will be included in the manuals provided to volunteers and mentors.

This document will be reviewed annually.

Record-keeping

The following records will be kept securely for 25 years. Records may be kept in electronic form or by means of recording the numbers and dates of DBS checks. Should the organisation cease to operate, the files will be handed to Voluntary Action Islington or its successor for safekeeping

- Records of complaints and suspicions about breaches of this policy and the action taken
- Job applications
- Training records
- Safeguarding risk assessments
- DBS check results

Types of Abuse

Abuse can:

- be an act which goes against your human rights
- a single act or repeated acts
- happen in any relationship
- result in harm
- take advantage of someone's vulnerability

There are six main types of abuse:

- physical - for example, hitting, slapping, burning, pushing, restraining or giving too much medication or the wrong medication
- psychological - for example, shouting, swearing, frightening, blaming, ignoring or humiliating
- financial - for example, the illegal or unauthorised use of a person's property, money, pension book or other valuables
- sexual - for example, forcing a person to take part in any sexual activity without consent
- neglect - for example, where a person is deprived of food, heat, clothing, comfort or medication
- discriminatory abuse, including racist, sexist and other forms of harassment

A vulnerable adult may also:

- neglect themselves or deliberately harm themselves

Training

All volunteer mentors will be provided with training in safeguarding issues and will sign a document to confirm that they have received and understood this. (see Appendix A)

Staff will be asked about safeguarding at interview and will also sign the same document.

Reporting Abuse

If a mentor is concerned that a child, young person or vulnerable person is being abused, volunteer mentors should, in the first instance, contact their supervisor to discuss their concerns. The supervisor will take notes of the concerns expressed and the date and time of the call and then contact the Safeguarding Officer and the relevant Islington Council contact below.

If the Safeguarding Officer becomes aware of a situation that causes concern they should discuss this with any mentors and supervisors involved and then call the relevant Islington Council contact below:

If anybody connected with Bridging the Gap Islington is concerned about possible abuse and following discussions with supervisors or the Safeguarding Officer, they are not sure that their concerns have been adequately heard, then the person who is concerned should contact Islington Council (see below), on their own initiative.

Bridging the Gap Islington Safeguarding Officer:
Robin Latimer : robin@bridging-islington.org.uk ; 07956440309
33 Tollington Way London N7 6RG

To report a vulnerable adult, contact the relevant service from below:

- Islington Adult Social Services Access Team : 02075272299 (Mon – Fri 9-5)
- Dial 999 in an emergency
- Metropolitan Police Service phone Islington: 02074210173 (Revised 16/9)

To report a vulnerable child or young person, contact the relevant service from below:

- Islington Police Child Protection Team – if crime has been committed against a child: 02087334286
- Soula Georgiou Senior Education Welfare Service Team Manager : 02075275845
- Targeted Youth support:02075277050 (added 16/9)

If the vulnerable person lives in another borough, Islington Council should be able to advise on the correct person to contact in the borough where the person lives

Approved: 17/4/18

To be reviewed: April 2019

Version 2

APS Key area 1

Appendix A **Safeguarding**

“Adult safeguarding” is working with adults with care and support needs to keep them safe from abuse or neglect. We should aim to spot signs of abuse and report them.

If you are concerned about someone connected with Bridging the Gap Islington, you should report the problem to your supervisor or the co-ordinator of Bridging the Gap Islington. If you are not satisfied with their response you should contact the local authority where the person lives. Contact details for Islington are in the full policy document on the Bridging the Gap Islington website.

Some Signs of Abuse

Physical abuse signs: bruising in protected areas – upper arms, unusual burns, injuries to head/face/scalp, accounts which vary with time or are inconsistent with physical evidence.

Sexual abuse signs: disturbed behaviour e.g. depression, self-injury, inappropriately seductive behaviour

Financial or material signs: withdrawal of large sums of money which cannot be explained, missing personal possessions

Discriminatory signs: fearfulness and anxiety, being refused access to services or being excluded inappropriately, loss of self-esteem, resistance or refusal to access services that are required to meet need

Do's and Don'ts' – Adult Safeguarding **When a vulnerable adult discloses something to you:**

- Stay Calm
- Listen patiently
- Reassure the person they are doing the right thing by telling you
- Explain your next steps to them
- Report to your supervisor
- Write a factual account of what you have seen, immediately, but not in front of the abused person.

You should not:

- Appear shocked, horrified, disgusted or angry
- Press the individual for details (unless requested to do so)
- Make comments or judgements other than to show concern
- Promise to keep secrets
- Confront the abuser

I have received training and understand this summary of the Bridging the Gap Islington Safeguarding policy and will follow it.

Name

Date