**Safeguarding**

# Criteria

*Every ReMade policy should try to keep the following in mind:*

1. **Our approach, culture and values:** Trauma informed, non judgemental, compassionate and community driven
2. **Healthy working:** Prioritising what is best for good team working, power dynamics, wellbeing and cohesion.
3. **Framing:** People may use our policies to gauge what kind of organisation we are. If they did, we’d like them to get a sense of our approach and values in the way that the policy has been written: with accessibility, our values, the trust we place in our staff, and approachability in mind (rather than being legalistic and punitive).

# Policy

**Safeguarding is everyone’s responsibility.** This policy applies to all staff and Trustees, as well as freelancers, volunteers, sessional workers and visitors working with ReMade Wigan. ReMade regularly undertakes community work, and this policy should be kept in mind with all interactions. This policy applies in all circumstances, including digitally.

## Purpose & Scope

Remade Wigan aims to work in community and therefore we should be prepared for supporting people at risk of being in, or currently in, vulnerable or dangerous situations. We must also be prepared for responding to safeguarding issues within our own team. This policy does not exist in isolation, and sits alongside our Anti-oppression, Bullying & Harassment and Grievance policies. Even where this policy is most applicable, there might still be crossover with other policies. This policy is not intended to replace anyone’s right to raise a formal complaint or grievance.

The wording of this document may not cover every eventuality or set of circumstances, and as such Remade will take care to consider on a case-by-case basis when a safeguarding case arises - prioritising the wants and needs of the person being harmed, or at risk of being harmed.

Remade works almost exclusively with adults over the age of 18, and therefore this policy refers to adult safeguarding, unless stated otherwise. If you are made aware that a child or teenager (18 or under) is at risk, you should take additional action, outlined below under the heading *Safeguarding children and young people.*

**What is the purpose of safeguarding?**

Remade Wigan defines safeguarding as support and care to protect people from abuse, neglect and harm. We encourage a proactive approach, so that where possible we can prevent harm before it takes place.

Safeguarding is generally associated with punishment and the involvement of police and social services. This policy aims to challenge that, centering individuals and considering the multitude of ways that people might feel safer.

**What is considered a safeguarding concern?**

A safeguarding concern is when someone is currently in, [or is at risk of being in,](https://www.safeguarding.wales/adu/a1/a1.p5.html) a vulnerable or dangerous situation. Vulnerable or dangerous situations are situations where abuse, harm or neglect might take place, or are currently taking place.

### Self-determination

One important difference between safeguarding adults (over 18) and safeguarding children and teenagers (18 and under) is an adult’s right to self-determination. Adults may choose not to have any safeguarding intervention, and it is only in extreme circumstances that the law intervenes. This will often only happen when an adult is assessed to lack capacity to make decisions around safeguarding (see *Capacity*, below), or where the concerns may extend to children, such as when they are living in the same household (see *Safeguarding children and young people*, below).

Our safeguarding culture should celebrate and respect self-determination—taking lead from the person experiencing harm and prioritising their wants, needs and confidentiality. We should inform and consult people on all decisions affecting them before we take any actions regarding those decisions.

### Capacity

All adults should be assumed to have capacity to make safeguarding decisions for themselves. If you are concerned someone does not have capacity to make safeguarding decisions for themselves, you should encourage them to take a capacity test, which can be performed by a medical professional. Consider offering to attend doctor’s appointments and tests with that person (even just to sit in the waiting room for support).

[See here](https://www.nhs.uk/conditions/consent-to-treatment/capacity/) for situations in which an adult might be assumed not to have capacity. Remade recognises that capacity is not linear. Remade also recognises that while capacity can be a useful measure, historically marginalised people, particularly Black, Brown, disabled and LGBTQ+ folk, sex workers and survivors of domestic and sexual abuse, have had arguments of incapacity used to harm, abuse and oppress them. Therefore, all assumptions of incapacity should be carefully considered. Ask yourself: *“What are my preconceptions about what it means to ‘have capacity’? Is this person truly unable to think/act for themselves, or do I simply disagree with their decision/actions?”* Remade will cover this in safeguarding training (see *Relevant support/training*, below).

Only if someone has a doctor’s certificate stating they do not have capacity to act for themselves can action be taken without their consent. The DSP and SSL are responsible for considering the most caring approach, and for integrating any safeguarding plan that a person might have filled out when they did have capacity.

**Designated Safeguarding Person**

Safeguarding lead: Alice Coren

The Safeguarding lead should be your first point of contact for any safeguarding concerns. They are responsible for:

* Discussing safeguarding concerns;
* Preventing situations where an individual may experience abuse, neglect and/or harm;
* Managing any immediate actions to ensure the person at risk is safe from harm, abuse or neglect.

## What to do if you would like safeguarding support

If you are worried about your own safety, you can approach the safeguarding team for support. If you are feeling unsafe at any point during your working hours at Remade, you are welcome, and have the right to, leave any situation in which you feel you are being harmed, and can follow this up with the safeguarding lead at a time that feels best for you after.

Consider what you need before, during and after the conversation. You will be asked if you need any reasonable adjustments for any conversations had. Remade should welcome a staff member, trustee or external person supporting you as you liaise with the safeguarding lead.

## What to do if you have a safeguarding concern about someone else

If you are worried about someone’s safety, or if you receive a disclosure of harm, Remade recommends taking a person-centred approach; considering firstly what you and the person being harmed want and need. We recommend some steps below, while acknowledging that each situation is different and therefore we should all be flexible to act in an emergent way.

1. Assess your own capacity and safeguard yourself;
2. Ask the person being harmed/at risk of harm what they want;
3. With the person’s consent, document and get support.

### 1. Assess your own capacity and safeguard yourself

Check in with yourself: Do you have space/capacity to approach the person being harmed, have a conversation about your/their concerns, and ask them what they want to happen next?

If you have capacity: Consider what might be helpful before, during and after the conversation, both for yourself and the person at risk of harm. For example, is there somewhere quiet you can sit, is there a time of day that works best for them to talk, how can you decompress after talking? How can you prioritise this conversation, and have it in a way that is gentle, supportive and centres the person being harmed?

If you don’t have capacity: Who can you ask to approach the person instead?

### 2. Ask the person being harmed/at risk of harm what they want

Make time and space to listen to the experiences of the person being harmed. Form a plan with them about what to do next, asking these questions:

* What would help you to be safe? What next steps can we take?
* What practical support would you like?
* What emotional support would you like?
* Can I pass some details of this conversation onto the Remade safeguarding lead? What are you happy for me to share? Is there anything you’d like me to keep confidential between us?

**A person’s confidentiality should always be respected**, unless there is a serious risk of harm to another adult, or a risk of harm to a child (see breaking confidentiality, below), in which case you are legally required to break confidentiality. If you are going to break confidentiality, inform the person first, explain why you will break confidentiality, and only share relevant information with the safeguarding team.

### 3. With the person’s consent, document and get support

Once you have consent, you should **document all the details**. The person at risk of harm can do this themselves, or ask for the person they have confided in to write a document. **If the document is digital, make sure the document’s share settings are private**, so that information remains confidential. If the document is physical, **store securely in a locked drawer/area** that only you and the person affected have access to.

**The person at risk of harm should always see the document in full before it is shared further.**

**Contact the safeguarding lead as soon as possible**. Send an email outlining your concerns, and call the safeguarding lead to make them aware of your email. You should receive a response within 24 hours. If you haven’t, you should contact any of the Trustees. If the safeguarding concern involves the safeguarding lead refer to any of the Trustees.

## What happens next

All safeguarding concerns should be responded to within 24 hours, or immediately if a person is at risk of immediate harm.

The safeguarding lead should prioritise discussing the solutions and wants of the person being harmed. The safeguarding lead should also work with the person at risk of harm to make/adjust their safeguarding plan (see below) about what feels best for them. This plan should also consider what action the person wants to be taken by others if they are at immediate risk of harm.

## Caring for those who are experiencing harm

As well as the practical safeguarding steps, the mental health and wellbeing of the person being harmed should be prioritised. If a staff member is being harmed, the safeguarding lead should ask the following questions:

* Do you need time off work?
* What can be put in place at work to support your wellbeing?
* If you are taking time off, how can Remade support your return to work?

Remade will facilitate time off work for staff and supporting staff e.g. for wellbeing, rest and to attend any relevant appointments

If a participant is being harmed, the relevant supporting person should ask the following questions:

* Do you need time away from your involvement with Remade?
* Is there anything Remade can do to support your wellbeing?

## If someone is at risk of immediate harm

**If a child or adult is at risk of immediate and serious harm, call the relevant emergency service (police/ambulance using 999), then immediately inform the safeguarding lead.**

## Breaking confidentiality

**A person’s confidentiality should always be respected**, unless there is a **serious risk of harm** to themselves, another adult, or a risk of harm to a child.

Remade defines ‘serious risk of harm’ as anything that could permanently damage a person’s physical, emotional, spiritual or mental health. Some examples include if someone is at risk of ending their own life, ending someone else’s life or if serious sexual violence or stalking is taking place.

If you are going to break confidentiality, inform the person first where possible, explain why you will break confidentiality. **Only relevant information should be shared if you are breaking confidentiality** - be particularly mindful not to share information about someone’s protected characteristics unless it is relevant to the safeguarding concern.

If you consider someone to be at immediate and active risk of severe and serious risk of harm, please contact emergency services, then contact the safeguarding lead. This may be if you know someone is in the process of taking their own life, if they are being physically hurt while you see or speak with them.

If you are unsure whether to break confidentiality through informing emergency services, then speak to the safeguarding lead. It will then be up to the safeguarding lead whether the risk of harm is serious enough to break confidentiality to social services. Remade would rather be in court for breaking confidentiality than in coroners court explaining why we didn’t call for help.

When a safeguarding professional believes there is a serious risk of harm to an adult or child, they are required by law to fill out an adult or child safeguarding form, one for each individual who is at risk/experiencing harm. It is worth considering that these services could involve police, and for Remade to consider staff wellbeing.

Remade recognises the historic and current harm and danger of these institutions, particularly towards Black people, Muslim people, migrants, disabled people, people with mental ill health and other marginalised groups. Therefore, **the safeguarding team should always consider whether there are steps that can be taken to reduce risk before contacting these institutions.**

If a safeguarding form is filled out, the person experiencing harm should be given options about how they can be supported and cared for by Remade. This care should be focused on what the individual wants/needs, and will therefore vary for each person. Some questions include:

* Would you like to complete your own safeguarding form, or would you like someone else to complete one with/for you?
* Would you like someone to be with you during your contact with police/social services?
* Would you like someone to be your designated point of contact for police/social services?
* Do you need time off work for rest?
* Do you need time off work to attend appointments?

## Safeguarding children and young people

For the sake of this document “children and young people” refers to those aged 18 and under.

Remade occasionally works directly with children and young people, but might also be made aware of at risk children and young people through adults.

If a child or young person is at risk of harm, Remade is legally required to inform social services via a safeguarding form [here](https://www.wigan.gov.uk/Resident/Health-Social-Care/Children-and-young-people/ProfessionalReferralForm.aspx). Unless it isn’t possible, children and relevant adults should be involved in this process. A person can contact Wigan’s safeguarding team on their own/their child’s behalf, and can be supported to do this – their number is 01942 828300.

In recognition of the harm and damage that institutions continue to cause to marginalised folk, Remade should consider this step as a legal formality, and ask what else can be done. This includes offering care to any adults involved, as outlined in the rest of this policy. Remade recognises that we do not have a specialism in supporting children and young people, and therefore we should endeavour to provide support services to children and young people at risk - these might include youth workers, domestic/sexual abuse support workers, supportive teachers etc. The safeguarding lead can also make a safety plan with the child and relevant adults about their continued care.

## Safeguarding plans

All staff and Trustees will be asked to fill out a safeguarding plan about how they would like to be cared for and supported if they are at risk and not available/not able to communicate. This will also be a requirement or option for freelancers, volunteers, sessional workers and visitors working with Remade, case dependent.

Safeguarding plans can and should also be offered to others coming into contact with Remade, where relevant. Anyone filling out a safeguarding plan will be given options about confidentiality, including what they would like to share with anyone relevant, what they would like to share with a smaller group (eg. a particular member of staff or a particular board member)

## Practice

**Contractors & Freelance Employees:**

We aim to undertake joint safeguarding training with contractors and freelance employees. In addition, we include a Safeguarding section in all our freelance contracts that highlights Remade’s Safeguarding Policy and makes clear that it applies to the contractor while they’re undertaking work with Remade.

## Legal Context

Safeguarding is a complex process, involving a wide range of legislation and regulations. ReMade Wigan will consider and comply with the implications of the following legislation in our safeguarding processes and procedures:

#### The Police Act 1997

#### The Care Standards Act 2000

#### The Sexual Offences Act 2003

#### The Mental Capacity Act 2005 and Code of Practice

#### The Safeguarding Vulnerable Groups Act 2006

#### The Mental Health Act 2007

#### The Data Protection Act 1998

#### Freedom of information Act 2000

#### The Crime & Disorder Act 1998

#### Anti-social Behaviour Act 2014

#### Criminal Justice and Courts Services Act 2015

#### Domestic violence, crime and victims Act 2004

#### Serious organised crime and police Act 2005

#### Human Rights Act 1998

* The Care Act 2014

## Review period

This policy will be reviewed every two years as standard. Next review by July 2025

## Relevant support/training

All staff and volunteers will have access to safeguarding training provided by Wigan Safeguarding Board as part of their basic training.

All staff and paid freelancers will have the choice to access external counselling services that can support them through recovery from exposure to trauma at work.

In addition, by 31/12/2023 all staff and trustees will work through [Maslaha’s Radical Safeguarding Workbook,](https://drive.google.com/file/d/1IFFIMTdhsPM2N13NI4ouQJEaOG9TvQ-7/view?usp=sharing) applying their questions and activities to contexts they might encounter.