



# Connections

## **Safeguarding Vulnerable Children and Adults Policy and Procedures 4.0**

Version	Date	Author	Comments
1.0	Oct 2019	Jules McDonald	Initial version
2.0	Oct 2020	Jules McDonald & Emily Heys	Review
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### **1. Purpose and Scope**

Connections is a person-centred service providing Conductive Education, Neuro Linguistic Programming and Neuro Physiotherapy.

The Neurological Support Services (Conductive Education and Neuro-Physiotherapy) is provided to both children and adults with neurological and/or physical difficulties or disabilities. The clients at Connections have a very wide range of disabilities and difficulties. Consequently, they have a wide variety of cognitive, communication, physical, social and emotional needs. These varied difficulties and needs have the potential to cause any of our clients to be particularly vulnerable to abuse.

The General Support Services (Neuro Linguistic Programming) are provided primarily to adults without disabilities/difficulties. However, due to the ‘talking therapy’ nature of the approach the clients accessing these services may be more vulnerable to mental ill-health.

We provide services both within clients’ homes, online and in community locations such as schools, gyms and community centres.

We have a duty to safeguard all the individuals that access our services. We are completely committed to this and safeguarding therefore forms a part of everything we do.

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### **2. Context**

Since we work across the age-range we have a duty to safeguard both children and adults. We have made the decision to create a single combined policy for safeguarding both children and adults across all of our support services.

Although we provide services across the North-West the Connections practitioners are based in Lancashire. We will therefore utilise both the Pan-Lancashire Policy and Procedures for Safeguarding Children Manual and the Safeguarding Adults: Pan Lancashire Multi-Agency Policy and Procedures as guidance for best practice in safeguarding the range of clients whom we work with. We will also utilise guidance from our clients' own regions if necessary.

Safeguarding of our Connections clients is of the utmost importance. We will not over-complicate it with an overly detailed policy. Since Connections practitioners all work as self-employed individuals, and are mainly lone working, a complex safeguarding policy for Connections would be neither useful nor necessary. Instead, we will use the manuals identified above to guide our practice.

### **3. Policy Statement**

- We believe that we have a responsibility to promote the welfare of all children and vulnerable adults to keep them safe and to practise in a way that protects them.
- We will give equal priority to keeping all children and vulnerable adults safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.
- The clients at Connections may have a very wide range of disabilities and difficulties. Consequently, they may have a wide variety of cognitive, communication, physical, social and emotional needs. These varied difficulties and needs have the potential to cause any of our clients to be particularly vulnerable to abuse e.g. due to challenges with communication, social isolation and discrimination.
- At Connections we support parents, carers and other family members of children and adults with additional needs. The challenges the family and carers face in living with, and supporting, a family member with additional needs may mean that they themselves have an increased likelihood of being or becoming children or adults at risk.

#### **We will meet our commitment to keeping our clients safe by:**

- listening to and respecting all the children and adults with whom we work
- appointing all practitioners (Jules McDonald, Bret McDonald and Emily Heys) as Nominated Officers(children) and Alerters(adults) for our services taking mutual responsibility for safeguarding at the highest level in the services.
- following detailed safeguarding procedures (see below)
- ensuring all clients, their families and carers know about our safeguarding policies and what to do if they have a concern.
- building a safeguarding culture within our services where clients, carers, families and others with whom we come into contact know how they are expected to behave and feel comfortable about sharing concerns.

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### **4. Procedures within Connections for keeping ourselves and our clients safe.**

The following procedures support the overarching safeguarding policy statement. It explains the steps that we will take to keep vulnerable children and adults safe and what we will do when there are concerns about an individual's wellbeing.

1. The Connections application and initial consultation process will be used to find out as much information as possible about individual needs, abilities, challenges etc... at the start of working with them. Information regarding parental responsibility and/or individual capacity/mental health will be asked during application and consultation process.
2. Connections individual Risk Assessments will be used when appropriate for General Services Clients and for **all** Neurological Services Clients) to identify and reduce risks in order to create a safe environment for best practice.
3. Connections Policies i.e. Moving and Handling Policy, First Aid Policy, Safeguarding Policy and Lone Worker Policy, Infection Control Policy will be used as a backdrop to all practice to ensure a safe environment of best practice is created and maintained throughout all services.
4. Monitoring and evaluation procedures (e.g. note-keeping, safeguarding recording form, Injury on Arrival form etc..) will be used consistently to ensure a safe environment of best practice is created and maintained throughout all services.
5. Upon initiating sessions all clients (or parents/carers) will be asked to sign an agreement. The agreement will share information regarding all Connections policies and procedures including safeguarding information. We will provide a link to online copies of all current policies and procedures to all clients and inform them of any updates etc...
6. If we come across ANY information/incidents that give us cause for concern, no matter how small, we will record these concerns using any or all of the following documents as necessary:
  - Body Maps – Infant, Male and Female
  - Injury on Arrival Form
  - Safeguarding Recording Form
  - Client Monitoring Notes (Online Log in Client's Online Individual file)
7. At ANY time, if we feel it is necessary to do so we will contact EITHER the individual's Local Authority Safeguarding Team OR an alternative guidance source (e.g. NSPCC/Childline) for advice and guidance on the best course of action for us to take for a child or vulnerable adult.
8. Any individual safeguarding records will be kept within individual client records and kept private and confidential at all times.
9. When working within community locations (e.g. schools) we will observe the specific organisation's Safeguarding Policy and Procedures. However, we will remain at liberty to follow our own policy and procedure should we feel it necessary to do so.
10. We will maintain our enhanced DBS Disclosure (and renew this annually). As self-employed individuals this can be challenging to complete (only organisations are able to request an enhanced disclosure for an individual). A basic DBS disclosure may be used if absolutely necessary, however an enhanced disclosure is ideal.

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11. Connections complaint policy will specify how anyone can make a complaint. Clients (or parents/carers) will be made aware of the policy upon commencing sessions.

**For detailed information on recognising abuse and procedures to be followed we will use the following as best practice guidance:**

- Pan-Lancashire Policy and Procedures for Safeguarding Children Manual - <https://panlancashirescb.proceduresonline.com/chapters/contents.html>
- Safeguarding Adults: Pan Lancashire Multi-Agency Policy and Procedures <http://www.lsab.org.uk/policies/>

### 5. Nominated Officer (for children) & Alerter (for Adults)

Since there are only three people working under a partnership as Connections, we will all share the role of Nominated Officers(children)/Alerters(adults):

- Julia McDonald - 075915291915
- Emily Heys - 07736064845
- Bret McDonald - 07970297448

### 6. Training

We will have regular training (every 2 years minimum) in both child and adult safeguarding. This can either be online or face-to-face (ideally face-to-face where possible) to ensure our knowledge and practice is up to date.

### Suggested training sources

- Designated Safeguarding Officer (Level 3 Training) [https://www.highspeedtraining.co.uk/safeguarding-people/designated-safeguarding-officer-training-course.aspx?fbclid=IwAR2\\_CjSnkIWRfRL0ReY8Q9qHngDnSCVV-ed5Z\\_VR4UTcCvOz6i08N0gkqmdx4](https://www.highspeedtraining.co.uk/safeguarding-people/designated-safeguarding-officer-training-course.aspx?fbclid=IwAR2_CjSnkIWRfRL0ReY8Q9qHngDnSCVV-ed5Z_VR4UTcCvOz6i08N0gkqmdx4)
- Designated Safeguarding Lead (Children) - <https://www.hsqe.co.uk/course/designated-safeguarding-lead-children/>
- Advanced Safeguarding Adults Training - <https://www.highspeedtraining.co.uk/safeguarding-people/advanced-safeguarding-adults-training.aspx>

### 7. Contact details



Key telephone numbers in the event of a child safeguarding issue	
LSCB	0300 1236 701
Local Authority Designated Officer (LADO)	Tim Booth / Shane Penn / Donna Green - 01772 536694 <a href="mailto:LADO.admin@lancashire.gov.uk">LADO.admin@lancashire.gov.uk</a>
Education Early Support Co-ordinators	Jenny Ashton 01772 531643 <a href="mailto:jennifer.ashton@lancashire.gov.uk">jennifer.ashton@lancashire.gov.uk</a> Matt Chipchase 01254 220989 <a href="mailto:matt.chipchase@lancashire.gov.uk">matt.chipchase@lancashire.gov.uk</a>
Lancashire Children's Social Care	0300 1236720 <a href="mailto:cypreferrals@lancashire.gov.uk">cypreferrals@lancashire.gov.uk</a> Out of hours (8pm to 8am)

## Safeguarding Vulnerable Children and Adults Policy and Procedures 4.0 – Connections

Other County Safeguarding Board	Cumbria – 01228 226898 LADO - 01768812267 Cheshire - 01925 443126 Greater Manchester - 01204 337479 Merseyside - 0151 934 4706 Yorkshire - 01609 797167
Other County Social Work Teams	Cumbria – 0300 123 6720 Cheshire - 01244 9770210 Greater Manchester - 0161 205 7321 Merseyside - 0151 233 3700 Yorkshire - 01609 780 780
NSPCC Helpline Childline	0808 800 5000 0800 1111
<b>Key telephone numbers in the event of an adult safeguarding issue</b>	
<b>Adult Social Care</b>	Lancashire - 0845 053 0028 Blackburn with Darwen - 01254 585949 Blackpool - 01253 476913 Cumbria - 0333 2401727

### 8. Appendices

1. Body Maps – Infant, Male and Female
2. Injury on Arrival Form
3. Safeguarding Recording Form

Authors	Jules McDonald, Bret McDonald & Emily Heys
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Print & Signed	<p>J McDonald</p>  <p>E Heys</p>  <p>B McDonald</p> 