

# RUTLAND FIRST CIC

# Safeguarding policy

Rutland First Community Interest Company is a not-for-profit company established to undertake and encourage a broad range of work and other activities relating to improving, promoting and enhancing the wellbeing of the people of Rutland, and the immediate surrounding areas.

# Rutland First - Safeguarding Policy

## Safeguarding Policy

Rutland First has a key part to play in sharing the public's experience of health and social care services. This includes any suspected cases of abuse or neglect, or failure to safeguard. It is important for Rutland First to have a clear policy for staff, Board Members, volunteers and contractors about what action to take if they suspect someone is in danger of abuse or they feel safeguarding procedures are inadequate.

If you see something, say something. Safeguarding is everyone's responsibility. If you feel a vulnerable adult or child is in danger of abuse or neglect, report it to the relevant Authority.

## Definition

A vulnerable child is defined as being under the age of 18 years and currently at high risk of lacking adequate care and protection. Accordingly, all children are vulnerable by nature compared to adults, but some are more critically vulnerable than others.

Vulnerable adults are people who are over 18 years of age and are getting or may need help and services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.

Abuse can include:

- Physical
- Financial
- Material
- Sexual
- Psychological
- Discriminatory
- Emotional abuse
- Neglect

Abuse can take place in any setting, public or private, and can be perpetrated by anyone.

## Reporting

**If a vulnerable Adult is suspected of being in IMMEDIATE DANGER:**

- Call the Police on 999 - reporting a vulnerable adult in danger

**If you believe a vulnerable Adult is at risk of harm or abuse, but NOT in IMMEDIATE danger you should call:**

- Rutland Social Services Prevention & Safeguarding Team - 01572 758341

### Out of Hours

- Adults Emergency Duty Team (EDT) - Leicestershire, Leicester and Rutland - 0116 255 1606

**If you believe a child or young person is suspected of being in IMMEDIATE DANGER**

- Call the Police on 999 - reporting a vulnerable child or young person in danger

**If you believe a child or young person is at risk or harm or abuse, but NOT in IMMEDIATE danger you should call:**

- Rutland County Council - Childrens Duty Team - 01572 758407

### Out of Hours

- Children's Emergency Duty Team (EDT) - 0116 305 0005

In either case AFTER the above action you must also raise your concerns with the Rutland First Safeguarding Lead who can be contacted via the Resilient Rutland Project Manager ([info@resilientrutland.co.uk](mailto:info@resilientrutland.co.uk)). If it is appropriate, the Safeguarding Lead will raise the issue with the Care Quality Commission ( 03000 616161 or [enquires@cqc.org.uk](mailto:enquires@cqc.org.uk)) and the Chair of Rutland First.

## Recruitment, Selection & Training of Staff & Volunteers

All staff and volunteers at Rutland First having direct dealings with young people or vulnerable adults require an appropriate Enhanced Disclosure and Barring Service (DBS) check. The check will be requested prior to the applicant taking up post.

Contractors will be required to ensure that their staff and volunteers have been

DBS checked where appropriate.

An introduction to safeguarding will be given to staff, Board Members and volunteers in line with the local Leicestershire and Rutland Multi Agency Safeguarding policies and procedures. Updates and ongoing training will be provided at a level consistent with the staff, Board Member or volunteer role.

## Responsibilities & Reporting Procedures

- It is the responsibility of Rutland First volunteers, staff and Board Members and contractors to raise all cases of suspected or alleged abuse in line with the procedures identified in this policy and the Leicestershire and Rutland Multi Agency policy (details can be found on their website <http://www.llradultsafeguarding.co.uk/> ).
- It is the responsibility of Rutland First volunteers, Board Members, staff and contractors to report suspected abuse as soon as reasonably possible.
- All Safeguarding concerns received directly by Rutland First staff should be logged and reported immediately, (preferably) through the Safeguarding Lead using the reporting procedures above.
- It is **not** the responsibility of Rutland First to make any decision as to whether abuse has occurred or not. Once reported, this lies with the Adult or Children's Social Services Team of the Local Authority.
- It is the responsibility of Rutland First, once a report has been made, to follow up and track the actions made by the relevant agency.
- If a service user raises a suspicion or makes a claim of abuse, care should be taken to explain that following their disclosure the process within this policy will be followed, and that it will not always be possible for Rutland First to maintain all aspects of confidentiality.
- Any safeguarding allegation made against a member of staff, Board Member or volunteer should be reported to the Chair of Rutland First who will report and investigate in line with the Multi Agency Policy and take the appropriate action as per the Policy reporting procedures and also internal Disciplinary /governance procedures.
- Rutland First has an identified Lead for Safeguarding who is contactable through the Resilient Rutland Project Manager ([info@resilientrutland.co.uk](mailto:info@resilientrutland.co.uk))

**Note that failure to report concerns may put a vulnerable adult or child at**

**risk.**

## Fig 1. Rutland First Safeguarding Reporting Process

