



# **Baby Necessities Southampton Children and Vulnerable Adults Safeguarding Policy**

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<b>Document Written By:</b>	Hayleigh Jarvis (Operations Manager)	<b>Date:</b>	07/03/2024
<b>Approved by:</b>	The Board of Trustees	<b>Date:</b>	20/03/2024

Baby Necessities abides by the duty of care to safeguard and promote the welfare of children, young persons (CYP) and vulnerable adults and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of CYP and vulnerable adults is paramount in all the work we do and in all the decisions we take.
- All CYP and vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse.
- Respect and promote the rights, wishes and feelings of CYP and vulnerable adults.
- Recruit, train, support and supervise its employees and volunteers to adopt best practice to safeguard and protect CYP and vulnerable adults from abuse and to minimise risk to themselves.
- Require employees and volunteers to adopt and abide by this Safeguarding Policy for Children and Vulnerable Adults and these Procedures.
- Respond to all allegations of misconduct or abuse of CYP and/or vulnerable adults in line with this Policy and these Procedures.
- Liaise with statutory and all other appropriate agencies in safeguarding everyone that Baby Necessities encounters in carrying out its work.

**Purpose:**

Baby Necessities will:

- Protect CYP and vulnerable adults who receive Baby Necessities’ services from harm.
- Provide employees, volunteers, as well as CYP, vulnerable adults and their families, with the overarching principles that guide our approach to protection.

This policy applies to anyone working on behalf of Baby Necessities including the board of Trustees, employees and volunteers. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the charity.

### **Review:**

This Policy and these Procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of CYP and vulnerable adults or any changes within the Baby Necessities structure.
- Following any issues or concerns raised about the protection of CYP or vulnerable adults within the Baby Necessities structure.
- In all other circumstances, at least annually.

### **Legal Framework:**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect CYP and vulnerable adults in England.

Baby Necessities should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of CYP and vulnerable adults.

### **The Safeguarding Vulnerable Groups Act (SVGA) 2006**

To help avoid harm, or risk of harm, by preventing people who are deemed unsuitable to work with CYP and vulnerable adults from gaining access to them through their work. The Independent Safeguarding Authority was established as a result of this Act. On 1 December 2012 the Criminal Records Bureau and Independent Safeguarding Authority merged to become the Disclosure and Barring Service (DBS). Organisations with responsibility for providing services or personnel to vulnerable groups have a legal obligation to refer relevant information to the service.

### **Training and Awareness:**

Baby Necessities will ensure an appropriate level of safeguarding training is available to its trustees, employees and volunteers and any relevant persons linked to the charity who requires it (e.g. contractors).

For all employees and volunteers who are working with CYP or vulnerable adults, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding CYP and vulnerable adults.
- Recognise a CYP or vulnerable adult potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with CYP and vulnerable adults.
- Have knowledge of the Safeguarding Children and Vulnerable Adults Policy.

### **Confidentiality and Information Sharing:**

Baby Necessities expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a CYP or vulnerable adult is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed**. For further guidance on information sharing and safeguarding see Baby Necessities Southampton's Website and Service User Privacy Policy.

### **Recording and Record Keeping:**

A written record must be kept about any concern regarding a CYP or vulnerable adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

### **Safe Recruitment & Selection:**

Baby Necessities is committed to safe recruitment practices that reduce the risk of harm to CYP and vulnerable adults from people unsuitable to work with them or have contact with them. All new employees and trustees will undergo a DBS check prior to receiving their unconditional offer to work with Baby Necessities.

### **Good Practice**

Baby Necessities supports and requires the following good practice by employees and volunteers when in contact with CYP and vulnerable adults. When working with CYP or vulnerable adults:

- Treat all CYP and vulnerable adults equally, with respect and dignity.
- Be an excellent role model including not smoking or drinking alcohol in the company of CYP or vulnerable adults.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of physical support is required for a CYP or vulnerable adult, it is provided openly, the CYP or vulnerable adult is informed of what is being done and their consent is obtained.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships based on mutual trust that empower CYP and vulnerable adults to share in the decision-making process.

### **Recognising and responding appropriately to an allegation or suspicion of abuse**

In the context of your role within Baby Necessities never allow disclosures made by a CYP or vulnerable adult to be disregarded. It is very important that Baby Necessities' employees and volunteers understand what is meant by the term 'abuse'. Some of the different forms of abuse are listed below:

- Emotional Abuse
- Neglect
- Physical Abuse
- Sexual Abuse
- Negative Discrimination (including racism)
- Bullying (includes bullying by gangs; bullying by family volunteers; physical bullying; verbal bullying; teasing; and harassment)

## **Responding to a Suspicion or Allegation of abuse, inappropriate Behaviour or Misconduct Basic procedures**

In the course of your role within Baby Necessities, a CYP or vulnerable adult may disclose information to you about a person that leads to a suspicion or allegation of inappropriate behaviour or misconduct.

Concerns must be reported as soon as possible to the Senior Lead, Deputy Lead or Trustee of Safeguarding.

Make a full written record of the disclosure as soon as is practical (in a timely manner of the person talking) including:

- Name of CYP or vulnerable adult.
- Age, date of birth of CYP or vulnerable adult.
- Home address and telephone number of the CYP or vulnerable adult.
- The nature of the allegation, include all of the information obtained during the initial disclosure account e.g. time, date, location of alleged incident using the CYP or vulnerable adult's own words where possible.
  - A description of any visible injuries or bruising, behavioural signs, indirect signs (do not examine the CYP / vulnerable adult or remove clothing).
- Details of any witnesses to the incident.
- Whether the CYP or vulnerable adult's parents/guardians/carers have been contacted.
- Details of anyone else who has been consulted and the information obtained from him or her.
- Record the time of these events and when the record was made. Sign and date the record then pass it to the Senior Lead, Deputy Lead or Trustee of Safeguarding.
- Write down any action taken and keep all handwritten notes even if subsequently typed up.
- Any referral to the statutory authorities should be confirmed in writing within 48 hours and you should expect an acknowledgement of your written referral within one working day of receiving it.
- Where there is a concern about a CYP then parents should also be informed of the incident as soon as possible unless it is not in the best interests to tell them.
- Whether the person making the report is expressing their own concern or the concerns of another person.
- If it is not the CYP or vulnerable adult making the report, whether the CYP or vulnerable adult has been spoken to, if so what was said.
- Record, sign and date what you have seen, heard or been told.

## **Reporting Local Concerns:**

### **Children:**

If you have concerns or want to report abuse of an infant or child phone Hampshire Children's Services on **0300 555 1384**

Out of hours phone line: **0300 555 1373**

If it is an emergency and a child is in immediate danger, call 999.

For general enquiries, please email: [childrens.services@hants.gov.uk](mailto:childrens.services@hants.gov.uk)

If you are a volunteer and wish to report any welfare/safeguarding concerns, you will need to complete an online enquiry form: [https://forms.hants.gov.uk/en/AchieveForms/?form\\_uri=sandbox-publish://AF-Process-52640ec2-b511-41e7-94fa-27df54584a45/AF-Stage-f4e69d3f-f9df-4a07-bea2-77c8dda4b281/definition.json&redirectlink=/en&cancelRedirectLink=/en](https://forms.hants.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-52640ec2-b511-41e7-94fa-27df54584a45/AF-Stage-f4e69d3f-f9df-4a07-bea2-77c8dda4b281/definition.json&redirectlink=/en&cancelRedirectLink=/en)

Professionals should complete the Inter Agency Referral Form (IARF) at [https://forms.hants.gov.uk/en/AchieveForms/?form\\_uri=sandbox-publish://AF-Process-7e6115a7-b0ba-484d-991f-084c1248ac72/AF-Stage-52cf8e73-0daf-47d4-bb55-0fdad856d3e6/definition.json&redirectlink=/en&cancelRedirectLink=/en](https://forms.hants.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-7e6115a7-b0ba-484d-991f-084c1248ac72/AF-Stage-52cf8e73-0daf-47d4-bb55-0fdad856d3e6/definition.json&redirectlink=/en&cancelRedirectLink=/en)

### **Adults:**

For help and advice, you can call the advice line on **03300 165 112**.

If you have concerns or want to report abuse phone Hampshire Adult Services on **0300 555 1386** or the police on 101. In an emergency, or if you suspect you or someone else is in immediate danger, phone 999.

If the matter is not urgent, you can use the form available at:

<https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/contact/start-a-referral>

## **Important Contacts:**

### **Senior Lead for Safeguarding**

Name: Hayleigh Jarvis (Operations Manager)

Email address: [hayleigh@baby necessities.co.uk](mailto:hayleigh@baby necessities.co.uk)

### **Deputy Senior Lead for Safeguarding**

Name: Gillian Wilkins (Funding and Communications Manager)

Email address: [gillian@baby necessities.co.uk](mailto:gillian@baby necessities.co.uk)

### **Trustee for Safeguarding**

Name: Rachael Reynolds

Email address: [admin@baby necessities.co.uk](mailto:admin@baby necessities.co.uk)