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YBTC Policy Name:	Safeguarding
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Reviewed by:	Board of Trustees
Next review due:	17/04/2022

Safeguarding Policy for Yorkshire's Brain Tumour Charity

Yorkshire's Brain Tumour Charity (YBTC) believes that it is always unacceptable for a child, young person or adult at risk to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children, young people and adults at risk, by a commitment to a practice that protects them.

We recognise that:

- The welfare of the child/young person or adults at risk is paramount.
- All children and adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- Working in partnership with adults at risk, their relatives, carers and other agencies is essential in promoting their welfare.

Purpose:

The purpose of the policy:

- To provide protection for the children, young people and adults at risk who receive YBTC services, including the children of adult patients or service users.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child, young person or adults at risk may be experiencing, or be at risk of, harm.

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This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Yorkshire's Brain Tumour Charity.

We will seek to safeguard children, young people and adults at risk by:

- Valuing them, listening to and respecting them.
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- Providing effective management for staff and volunteers through induction, supervision, support and training.

We are also committed to reviewing our policy and good practice annually, and to regularly auditing our safeguarding arrangements.

The Care Act 2014 has six key principles which should underpin all adult safeguarding work. These principles are:

Empowerment: Presumption of person led decisions and informed consent.

Prevention: It is better to take action before harm occurs.

Proportionality: Decisions should be proportionate and the least intrusive response appropriate to the risk presented.

Protection: Support and representation for those in greatest need.

Partnership: Local solutions through services working with their communities.

Accountability: Transparency in delivering safeguarding.

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Definitions

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

Adult at Risk:

- An adult who has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

An adult at risk may be a person who:

- Is elderly and frail due to ill health
- Has a learning disability
- Has a physical disability and / or a sensory impairment
- Has mental health needs including dementia or personality disorder
- Has a long -term illness or condition
- Is unable to make their own decisions and is in need of care and support
- Is a carer (looking after another person with care and support needs)

Child and Adult Abuse:

Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional and neglect.

It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying
- Self neglect
- Discriminatory
- Organisational
- Financial or material
- Child sexual exploitation
- Child Criminal exploitation

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- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse
- Neglect/acts of omission

YBTC have in place arrangements that reflect the importance of safeguarding and promoting the welfare of adults at risk and children.

Training and Awareness:

YBTC will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors). For all staff who are working or volunteering for YBTC this requires them, as a minimum, to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children and adults at risk.
- Recognise a child or adult at risk potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with children or adults at risk.
- Have knowledge of the Safeguarding Policy.

Confidentiality and Information Sharing:

YBTC 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 an Adult at risk or child is deemed to be at risk of harm or contact the police if they are in immediate danger, or a crime has been committed.

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Recording and Record Keeping:

A written record must be kept about any concern regarding an adult or child with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, the decision(s) made and why they were made, and recorded on a Safeguarding Incident Report Form, Blank forms can be accessed by all staff and volunteers in the shared Policies & Procedures folder on Office365 Sharepoint in the safeguarding folder.

All records must be signed and dated. All records must be securely and confidentially stored in line with UK General Data Protection Regulations (UK GDPR). Please see YBTC's GDPR policy.

Safe Recruitment & Selection:

YBTC is committed to safe employment and safe recruitment practices that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

YBTC has policies and procedures that cover the recruitment of all Trustees, employees and volunteers.

Social Media:

All employees and volunteers should be aware of YBTC's social media policy and procedure and the code of conduct for behaviour towards the adults and children we support.

Use of Mobile Phones and other Digital Technology:

All employees, trustees and volunteers should be aware of YBTC's policy and procedures regarding the use of mobile phones and any digital technology and understand that it is unlawful to photograph children and young people without the explicit consent of the person with parental responsibilities. See IT & IT Security Policy, Photo Consent Forms Policy and the Staff Handbook.

Safeguarding is everything we do to promote the safety and welfare of children, young people and adults at risk including all of our digital activities and services. The development of digital and online activities and services brings with it the challenge and responsibility for digital safeguarding – proactive and measured steps to protect children and young people from risks associated with digital services. This means balancing risks with the imperative to develop digital services that children and young people want and need. Digital services are growing in importance as we develop new ways to reach and support children, families, young people and adults at risk. Everyone at Yorkshire's Brain

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Tumour Charity needs to be aware that there are safeguarding risks for those using services which are accessed through these technologies. All digital projects and digital service developments engaging with children, young people, families or adults at risk in any way must have a documented, age-appropriate risk assessment.

Whistleblowing:

It is important that people within YBTC have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by YBTC to protect whistleblowers – please see the YBTC Whistleblowing Policy.

Allegations or concerns about a trustee, employee, volunteer, contracted service provider, celebrity or donor / supporter:

Never keep a safeguarding concern about someone associated with YBTC to yourself - the welfare of children, young people and vulnerable adults comes first. You might be concerned about something you have seen or heard or it might just be your instinct that something is wrong. Serious Case Reviews and Enquiries frequently refer to children and young people who could have been protected if people had acted on their suspicions. Never attempt to assess or deal with allegations or suspicions yourself, immediately report any concern to a line manager or speak to the Safeguarding Lead if you prefer. If your concern is about your own line manager, report your concerns to another manager, or Trustee or speak to the Safeguarding Lead.

Procedure for Reporting a Concern or Incident

If you are concerned about someone who you come in to contact with through your activities as an employee, trustee or volunteer for YBTC, but no concerns have yet been raised by them or by anybody else, please contact your Safeguarding Lead in the first instance, to discuss your concerns.

Responding to allegations from an Adult

When there's a **life-threatening situation** or where there's **imminent danger** and harm to a child, young person or adult;

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What you should do:

- Immediately contact the police or the local safeguarding team if they haven't been called already (details provided below).
- Make sure the current situation is safe.
- Establish how others are coping – do they need any immediate support?
- Inform your Safeguarding Lead as soon as possible.

When taking information:

- Always make sure the person speaking up feels they are being listened to and supported.
- Ensure the health and safety of the individual.
- Remain calm and try not to show any shock or disbelief.
- Listen carefully and demonstrate understanding by acknowledging regret and concern that this has happened.
- Establish what the individual's views and wishes are about the safeguarding issue and procedure.
- Don't promise to keep information confidential between you and them. Refer to and follow YBTC's policy and procedures to make sure information is only shared with people who need and have the right to know.
- Inform the individual at the beginning of the interview that anything of concern raised during the discussion will need to be escalated to the appropriate authorities.
- If possible, make a note of their GP details.
- Share this information with the safeguarding lead so they can decide what the next steps are.
- Write a clear statement of what you have been told, seen, or heard, and complete a safeguarding incident report form, available in the Policies & Procedures folder in office 365 Sharepoint, which is to be submitted to your safeguarding lead.
- When you've been told something is wrong, don't go straight to the person that's been reported. Instead, tell your designated safeguarding lead.

Please be aware that once an allegation of abuse has been made, there is a likelihood that this information will be passed on to the local authority safeguarding team, but this decision will be made by the safeguarding lead once they have assessed all the information.

Responding to allegations from a child

It is important to keep accurate and detailed notes on any concerns you have about a child. You will need to share these with your safeguarding lead, and complete a Safeguarding Incident Report Form, located in the Policies and Procedures folder in office 365 Sharepoint.

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Include:

- the child's details (name, age, address)
- what the child said or did that gave you cause for concern (if the child made a verbal disclosure, write down their exact words)
- any information the child has given you about the alleged abuser

When taking information:

- **show you care, help them open up:** Give your full attention to the child or young person and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'you've shown such courage today' help.
- **take your time, slow down:** Respect pauses and don't interrupt the child – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what's happened to them.
- **show you understand, reflect back:** Make it clear you're interested in what the child is telling you. Reflect back what they've said to check your understanding – and use their language to show it's their experience.
- Never promise a child that you will keep the things they're telling you a secret. Explain that you need to share what they've told you with someone who will be able to help.
- If a child tells you they are experiencing abuse, it's important to reassure them that they've done the right thing in telling you. Make sure they know that abuse is never their fault.
- Contact your safeguarding lead straight away

Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.

If a child or young person needs confidential help and advice direct them to Childline.

Calls to 0800 1111 are free and children can also [contact Childline online](#).

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Important Contacts:

Senior Lead for Safeguarding

Name: Laura Griffiths

Email address: laura@yorksbtc.org.uk

Telephone number: 07838 003468

Deputy Senior Lead for Safeguarding

Name: Christine Beal

Email address: christine@yorksbtc.org.uk

Telephone number: 07539 457239

Trustee for Safeguarding

Name: Dr Susan Picton

Email address: susan.picton@nhs.net

Telephone number: 07952 420301

Leeds City Centre Children's Social Care Referral Team

0113 222 4403 (Weekdays, 9am to 5pm, except Wednesdays, 10am to 5pm)

Out of office hours call 999

Leeds Adult Social Care

0113 222 4401

(9am to 5pm Monday to Friday, except Wednesday when we open at 10am)

0113 378 0644

(for emergencies on weekends, nights and bank holidays)

Police

Emergency – 999

Non-emergency – 101

NSPCC Helpline

0808 800 5000

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