

Section 1: The Organisation (*refers to Standard 1 of Safe and Secure*)

The Harrogate Hub

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Membership of Organisation: thirtyone:eight.org #13817

Regulators: Charity Commissioners
Charity Number: 1163939

Insurance Company: Aviva Public & Employers' Liability: 010034/01/19

The following is a brief description of The Hub and the type of work / activities we undertake with children and adults who have care and support needs:

Our vision:

That everyone in the Harrogate area would know the love of God and the love of community.

In practice this means that we help churches in our local area work together more effectively on mission.

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential,

free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight

1. Policy
2. Training and Awareness
3. Safer Recruitment
4. Management of Workers
5. Working Safely
6. Communicating Safely
7. Responding to Concerns
8. Pastoral Care
9. Managing those who may pose a risk
10. Working in Partnership

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Designated Safeguarding Lead in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- the Leadership agrees not to allow the document to be copied by other organisations.

Section 2

Prevention (*refers to standards 2, 3 & 4 of Safe and Secure*)

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse (see Appendix 1) including spiritual abuse (see Appendix 2 *Understanding Spiritual Abuse: A practical guide CCPAS*), as well as how to respond to a disclosure of abuse (see Section 4), are included here in our policy.

Safer recruitment

The Leadership will ensure all workers, volunteers or potential partners will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)

- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

It is very important to note that The Harrogate Hub coordinates joint projects between many churches. It is not feasible for The Harrogate Hub to directly recruit all the volunteers associated with each of these projects. For joint-church projects the following steps will be followed:

- 1) Any church which provides a volunteer to work on project being coordinated by The Harrogate Hub must provide The Harrogate Hub with a copy of their Safeguarding Policy
- 2) The Harrogate Hub must review the Safeguarding Policy and confirm it is consistent with their own Safeguarding Policy, especially with regards to the safe recruitment of volunteers.
- 3) The Church Leader must then state in writing that the named volunteer has been recruited in line with the Safe Recruitment procedure outlined in their policy and confirm that they believe the individual is suitable for that specific role in that project. (A form is provided in the Appendix)

Safeguarding training

The Leadership is committed to on-going safeguarding training and development opportunities for all volunteers and workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our volunteers and workers will receive induction training and undertake recognised safeguarding training at least once a year. This maybe online or in a group session with other volunteers / workers.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Management of Workers and Volunteers – Code of Conduct (see Appendix 3)

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All volunteers and workers have been issued with a code of conduct towards one another as well as towards children, young people and adults with care and support needs. Our code of conduct has been designed on four basic principles and aims to:

- Respect every individual's dignity and rights to privacy and confidentiality.
- Commit to challenging any instances of sexism, gender inequality and other power imbalances that leave some people at risk of harm.
- Value and improve diversity in our board of Trustees, workforce and volunteers.

These principles have been developed by NCVO with the support of an advisory group comprising charities of all sizes, working both domestically and internationally and through an open consultation with the charity sector.

At The Hub, we will follow the principles contained in the Public Interest Disclosure Act 1998. Therefore, we expect that all employees (paid or voluntary) will report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that any suspicions of abuse are immediately reported to the Designated Safeguarding Lead and followed up outlined in the procedure in Section 4.

Section 3 (*refers to standards 5, 6 & 7 of Safe and Secure*)

Practice Guidelines

As an organisation working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines and consent forms for every activity we are involved in – see Appendix 4.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Section 4 (*refers to standard 7 of Safe and Secure*)

Responding to allegations of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

- Documenting a concern on a **Cause for Concern** form (see Appendix 5)

The worker or volunteer should make a report of the concern in the following way:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Alan Garrow (hereafter the Designated Safeguarding Lead or DSL)

Tel: 077610 17658

Email: alan.garrow@gmail.com

The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the DSL or, if the suspicions in any way involve the DSL, then the report should be made to:

Name: Samantha Corderoy (hereafter the "Deputy Designated Safeguarding Lead or DDSL")

Tel: 07787 105 621

Email: sam@harrogatehub.org

If the suspicions implicate both the Designated Safeguarding Lead and the Deputy, then the report should be made in the first instance to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

- If the allegations or suspicions of abuse relate to someone who is a member of a church, the DSL will also inform the DSL and Church Leader of that church. If the allegations or suspicions of abuse involve a church leader then this would not happen and instead the report would be made directly with thirtyone:eight and statutory authorities.
- The DSL should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

Name of local authority: North Yorkshire County Council

Children's Social Services

Tel: 01609 780780 (24/7)

Website Address: <https://www.northyorks.gov.uk/child-protection>

Adult Social Services

Tel: 01609 780780 (24/7)

Website Address: <https://www.northyorks.gov.uk/safeguarding-vulnerable-adults>

Police Protection Team Tel:

- The DSL may need to inform others depending on the circumstances and/or nature of the concern
 - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Designated Safeguarding Lead, the absence of the DSL or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the DSL/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of organisation will use this procedure. If, however, the individual with the concern feels that the DSL/Deputy has not responded appropriately, or where they have a disagreement with the DSL as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the DSL/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the DSL/Deputy will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the DSL/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.

- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, DSL/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, DSL will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the DSL, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

Allegations of abuse against a person who works with adults with care and support needs

The DSL will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not The Hub.

Section 5: Pastoral Care *(refers to standards 8 & 9)*

Supporting those affected by abuse

The Trustees are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse including spiritual abuse who have contact with or are part of The Hub.

Working with offenders and those who may pose a risk

When someone working or volunteering with The Hub is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties such as the police, LADO and 31:8.

Adoption of the policy

This policy was agreed by the Trustees and will be reviewed annually on:

Signed by:

Position: Chair of Trustees

Signed by:

Position: Designated Safeguarding Lead

Date:

A copy of this policy is also lodged with:

The Charity Commission

31:8