

# Onwards & Upwards Safeguarding Policy

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## 1. Policy Statement

Safeguarding is critical to Onwards & Upwards' work and we are committed to protecting people who come into contact with our organisation including the learners we work with, our staff and interns, and people who support our work.

We recognise that the client group we work with are vulnerable by reason of their situation in prison, having recently left prison, or being at risk of going to prison. We will work to develop a trusting and respectful relationship with learners/graduates who engage with us and, in doing so, aim to provide a safe environment where everyone feels listened to and supported.

This policy applies to all employees, board members, interns, consultants, contractors, volunteers, casual workers and agency workers. It does not form part of any contract of employment or contract for services and we may amend it at any time.

If you carry out work for Onwards & Upwards in HMPPS and are subject to prison rules, this policy will apply in conjunction with the prison rules unless it contradicts the rules in any way, in which case the prison rules will prevail.

This policy will be reviewed annually and will be updated to reflect changes in the law or in our practice.

### **Who This Policy Applies To**

- All Onwards & Upwards employee's
- All employees of Onwards and Upwards ventures
  
- Everyone who works for or on behalf of Onwards & Upwards shares responsibility for protecting people who come into contact with the charity from harm.

### **Where This Policy Applies**

This policy applies to all Onwards & Upwards people, irrespective of location or job role.

## About This Policy

This policy sets out:

- What we mean by 'safeguarding'
- Clear priorities for safeguarding and promoting the welfare and wellbeing of vulnerable adults and any children we may come into contact with through our work
- Lines of accountability and responsibility for safeguarding within Onwards & Upwards
- Our commitment to fostering a culture of challenge to unacceptable behaviour and processes to address all reported suspicions or allegations of abuse
- How to recognise abuse and what to do if you have a safeguarding concern
- Our commitment to respond without delay to every safeguarding complaint or report and our procedure for dealing with reports

## 2. Definitions

### Safeguarding

Safeguarding includes everything an organisation must do to keep children, young people and vulnerable adults safe, including minimising the risk of harm and accidents and taking action to tackle safety concerns. Safeguarding is about embedding practices throughout the organisation to ensure the protection of children, young people and vulnerable adults wherever possible.

### Vulnerable Adult

Within the context of Onwards & Upwards' work an adult who has been to prison and or at risk of committing crime is considered a vulnerable adult. Vulnerable adults are any individual over the age of 18. This definition is based on the 2006 Safeguarding Vulnerable Groups Act as amended by the 2012 Protection of Freedoms Act, which defines a 'Prison' as a specified place in law for the purpose of carrying on 'regulated activity' with vulnerable adults. The 2012 Protection of Freedoms Act further provides that certain defined 'care or welfare' services must be provided to an adult in order for that individual to be considered a vulnerable adult.

### Child

The Safeguarding Vulnerable Groups Act (2006) as amended by the Protection of Freedoms Act (2012) defines anyone under the age of 18 as a child or young person and anyone aged 18 and over as an adult.

## What is abuse?

- **Sexual harassment, abuse or exploitation** - including indecent exposure, exposure to pornographic material, sexual teasing or innuendo, inappropriate touching, being forced or coerced into participating in or watching sexual activity. Participation could include physical or virtual (online/electronic) participation. It is not necessary for the person to be aware that the activity is sexual and apparent consent of a vulnerable adult or child is irrelevant.
- **Physical abuse** – causes physical harm to a person. It may involve hitting, slapping, shaking, throwing, restraining, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly or be the result of failure to prevent injury from occurring
- **Emotional or psychological abuse** - occurs where there is persistent emotional ill treatment or rejection. It can include threatening to hurt or abandon someone, humiliating, blaming, controlling, overprotecting, isolating, intimidating or harassing. It causes severe and adverse effects on a person's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.
- **Bullying** – is behaviour by an individual or group, repeated over time that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, digital imagery or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation etc.
- **Neglect** – neglect is the persistent or severe failure to meet a person's basic physical and or psychological needs, such that it results in serious impairment of their health or development. Neglect can include withholding medication, food or shelter, ignoring medical, physical or emotional needs, or not paying.
- **Financial (or material) abuse** – can involve taking a material or financial item such as money from a vulnerable person without consent of the owner or their guardian.
- **Female genital mutilation (FGM)** – FGM this is illegal and any suggestion that it is being sought or has been carried out should be referred to the local authority children's social care service or the police if reported to Onwards & Upwards.

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- **Trafficking** - is the bringing of children or adults into the country, sometimes without proper immigration arrangements, for a variety of illegal purposes which can include domestic service, illegal adoption, organ harvesting, benefit claims or prostitution.
- **Sexual exploitation** – a person can be exploited by being given rewards in return for sexual activities. Internet and other media technology may be used in the abuse. Violence, coercion and intimidation are common. Regardless of the challenging behaviours they may display, exploited persons should be viewed as victims of sexual abuse, not as criminals.
- **Forced marriage and honour-based violence** - disclosures of actual or possible forced marriage should not be treated as a family matter or be disclosed to family members. Local authority children’s social care or the police should be contacted.
- **Extremism and radicalisation** – the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.
- **Abuse of position or culture** – people may target individuals or abuse a position of trust they hold within Onwards & Upwards. It is essential that policies and procedures are rigorously adhered to in order to prevent such behaviour.

## 3. Designated Safeguarding lead

### Designated Safeguarding Lead

The directors have nominated Jo Watling as Designated Safeguarding Lead (DSL). The DSL reports directly to the directors and is responsible for:

- Ensuring that anyone working on behalf of Onwards & Upwards is made aware of this Safeguarding Policy
- Monitoring and reviewing the implementation and effectiveness of this policy
- Arranging safeguarding training for staff and interns on induction and at regular intervals
- Maintaining a record of all safeguarding incidents, concerns, reports and referrals
- Ensuring that safeguarding concerns are investigated properly
- Maintaining contact details of local safeguarding services and liaising with external agencies on safeguarding issues

### **Employee responsibilities**

You must:

- Familiarise yourself with this policy and apply it in your work
- Report any safeguarding concerns or suspicions in accordance with this policy
- Co-operate with any safeguarding investigation

## 4. Safeguarding and recognising abuse

Safeguarding relates to the risks that might arise when people come into contact with Onwards & Upwards through our activities and operations, and the steps that we take to protect those people from harm.

A prison is a “specified place” under the Safeguarding Vulnerable Groups Act 2006. This means that any young person or adult held in a prison is a vulnerable person in law. Onwards & Upwards continues to treat people it works with as vulnerable after they have been released from prison.

Abuse is any kind of selfish act of oppression and harm, exploitation and manipulation of power by those in a position of authority over an individual or group of individuals. This can be caused by those **inflicting harm** or those who **fail to act to prevent harm**. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms.



## 5. Recording and responding to concerns

You must be alert to the potential for abuse of vulnerable adults both within the prison, within families, in the community, and from other sources including abuse by people working for or on behalf of Onwards & Upwards.

### **If someone tells you about a safeguarding concern**

Disclosure is the process by which a person shares their experience of abuse with others. If someone discloses a safeguarding concern with you, you should:

- Listen carefully to the person and do not directly question them
- Give them time and attention, and allow them to give a spontaneous account of the events
- Make an accurate record of the conversation as soon as you are able, including taking care to record the time, date and place, people present, how the person was behaving, as well as all that you can recall of what they said
- Explain that you will need to share the information with other people - it is important not to falsely promise confidentiality. Explain that you will need assistance to keep them safe
- Reassure the person that they have done the right thing by speaking out
- Do not ask them to repeat the account to anyone

You should then make a report to the Safeguarding Lead by following the process set out in section the below

### **If you have a safeguarding concern**

If you have any concerns that someone may be experiencing, has experienced, or is at risk of experiencing abuse or exploitation you should make a report to the Safeguarding Lead without delay.

You should report any safeguarding concerns, even if your concern relates to an incident that occurred some time ago.

Anyone who makes a report under this safeguarding policy will be protected against negative repercussions as a result of making the report.

## **How to make a report**

You can make a report of concern anonymously, or not, directly via forms available on the upstairs staff notice board (outside the kitchen).

We encourage you to write down your report as soon as it's taken place to keep the exact details fresh in your memory.

You can also make a report directly to the Designated Safeguarding lead

- By email: Jo Watling – [jo@onwardsandupwards.uk](mailto:jo@onwardsandupwards.uk)
- By telephone: 07789 902673

You should provide

- The names of the people involved
- The date, time and location of any incident
- A description of the incident and/or your concern

## **Immediate risk**

If you witness abuse, or if abuse has just taken place and you believe someone is at imminent risk of significant harm, you should dial 999 for the emergency services and then report the matter immediately to the Safeguarding Lead.

## 6. Confidentiality

Onwards and Upwards will treat all information in safeguarding reports as confidential.

Electronic records will be stored securely and paper documents will be locked in a filing cabinet.

Onwards and Upwards will only share information on a strictly 'need to know' basis. This may include sharing information with managers within the organisation and with third parties (see section 7.3 below).

Employees who breach confidentiality will be subject to disciplinary action up to and including termination of employment.

## 7. Follow up procedure

The Safeguarding Lead will consider the report and will make a decision about whether to take the matter forward to an investigation and/or to make a report to external safeguarding services or regulators. When coming to a decision, the Safeguarding Lead may:

- Take into account the evidence available
- Contact the person who made the report to ask for additional information
- Convene a conference with other managers and/or external advisors

If there is insufficient information to take a safeguarding report forward and there is no way for us to obtain additional information, the Safeguarding Lead will keep a record of the report.

### **Making a referral to an external agency**

Safeguarding matters may need to be reported to external agencies such as social services or the police.

If possible, you should contact the Safeguarding Lead to discuss the matter before making a referral to an external agency. In an emergency, you must make a referral and then inform the Safeguarding Lead as soon as you can.

The Safeguarding Lead will keep a record of all referrals to external agencies. This will include any action that was taken and any feedback we receive.

## 8. Useful Contacts

Metropolitan Police 0300 123 1212

Safeguarding Children Board 0207 934 9714

Disclosure and Barring Service London 01325 953795

## 9. Policy Signature

Policy signed by: **Stef Jones, Charity Founder.**

Signature:

A handwritten signature in black ink, appearing to read 'Stef Jones', written in a cursive style.

## Appendix 1: Record of Concern Form

### Safeguarding - Record of Concern Form

<b>Date:</b>		
<b>Your Name:</b>		
<b>Name of Person of Concern:</b>		
<b>How has the concern come to your attention</b> <i>(tick one box)</i>	<input type="checkbox"/> Direct contact/observation <input type="checkbox"/> Disclosure <input type="checkbox"/> Third Party	
<b>Details of the person (if known):</b>	<b>Date of Birth</b>	
	<b>Gender</b>	
	<b>Address:</b>	
	<b>Siblings/Other family members</b>	
<b>Do you think the issue is:</b>	<input type="checkbox"/> Safeguarding <input type="checkbox"/> Bullying <input type="checkbox"/> Child protection <input type="checkbox"/> Equalities <input type="checkbox"/> Bodily Harm/Injury <input type="checkbox"/> Other If other, please add details:	
<b>What is your concern?</b> <i>Please be specific as possible, including when and where the incident occurred, any evidence of what you saw or was reported, timelines if known).</i>		
<b>Who else, if anyone, was involved and how?</b>		

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<b>Were there any obvious signs in the person of concern?</b> <i>(ie. bruising, bleeding, change of behavior etc.)</i>	
<b>What action, if any, have you taken? Have you spoken to anyone else?</b>	
<b>Did you have a conversation about confidentiality or ask for consent to share this information?</b> <i>If yes, please describe what was said and be as accurate as possible, using direct quotes if you can recall them</i>	
<b>OFFICE USE ONLY</b> <i>(for completion by DSL)</i>	
<b>Date received by DSL:</b>	
<b>Follow up/Support Plan:</b>	

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