***[GROUP NAME] Safeguarding Policy, Procedures & Guidance***

***NOTE ON ADAPTING THIS TEMPLATE***

* ***Complete all sections written in [blue]***
* ***Key actions for the group are highlighted in blue***
* ***Find details of your Local Authority Social Work team*** [***here***](https://socialworkscotland.org/wp-content/uploads/2018/06/ScottishCouncilsSocialWorkContactSheet.pdf)

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|  |  |  |
| --- | --- | --- |
|  | Date | Ratified or approved by |
| Original Policy adopted on: |  |  |
| Revised on: |  |  |
| Next review date: |  |  |

# Introduction

## The Community Sponsorship Group

*Either*

[Group name] is a charity/community interest company, set up for the purpose of being a Community Sponsor under the UK Government’s resettlement scheme. Community Sponsorship allows community groups made up of volunteer members to resettle refugee families in their neighbourhood.

*or*

[Group name] is a partnership with [lead sponsor name] as Lead Sponsor, set up for the purpose of being a Community Sponsor under the UK Government’s resettlement scheme. Community Sponsorship allows community groups made up of volunteer members to resettle refugee families in their neighbourhood.

## Purpose

This document outlines our policy, procedures and guidance on safeguarding. It explains our commitment to, and the procedures we have in place for, safeguarding the refugee family, our volunteers and our community.

We are committed to providing safe and supportive environments for the refugee family and all group members involved in our Community Sponsorship. We believe that everyone, and especially those who are in vulnerable circumstances and less able to protect themselves, has the right to be kept safe from harm, exploitation, radicalisation, abuse and neglect.

## Who this policy applies to?

This policy applies to all group members of [group name]. This includes volunteers, staff from partner organisations and anyone working with or on behalf of the group.

Any breach of this policy, or guidance associated with it, will result in a person being subject to a review of their membership. Serious breaches may lead to termination of their group membership, as well as reporting to any partner organisations (if they are staff members working on the behalf of the group) and referral to Local Authority Safeguarding Teams or the Police.

## Definitions

In this document, the following definitions will be used.

The term **‘child’** will be used to describe anyone under the age of 18. This is the definition is established by United Nations Convention of the rights of a Child 1989 and the Children Act 1989.

The term **‘adult’** will therefore be used to describe anyone aged 18 years or over.

The term **‘protected adult** will be used to describe anyone aged 16 years and over who is unable to safeguard their own interests and are at risk of harm because they are affected by disability, mental disorder, illness, physical or mental infirmity.

The term **‘the family’** will be used to describe the refugee family supported by the [group name]

The term **‘Group Members’** will be used to describe all volunteers or staff working with or on behalf of the group.

The term **‘Leadership Team’** will be used to describe all members of the in a Lead role, including the Lead Sponsor, Project Manager, Finance Lead, Designated Safeguarding Lead, Family Welfare Lead, Education and ESOL Lead, Benefits and Employment Lead and Accommodation Lead.] **[amend as required]**

## Communicating this policy

All members are made aware of this policy during their recruitment, induction and training and a summary is given to the family in their native language.

A copy of this policy is sent to [Local Authority name] Safeguarding Team and the Home Office.

Any other people or partners we work with are made aware of this policy and a copy available on request for them or any other members of the public.

Any changes to this policy will be communicated with all volunteers, and training provided if necessary.

## Safeguarding legislation and statutory guidance

The UK’s four nations – England, Northern Ireland, Scotland and Wales – have a framework of legislation, guidance and practice to identify children and adults who are at risk of harm, and act to protect them and prevent further abuse occurring.

This policy reflects the requirements set out in this key legislation and guidance in England and Wales including: Amend as appropriate. Ensure you are familiar with any guidance and legislation that you include in your policy.

## The Protection of Vulnerable Groups Act (Scotland) 2007

## Children and Young People (Scotland) Act 2014

## Management of Offenders Act (Scotland) 2019

## Police Act 1997

## Monitoring and review

[group name] will monitor and review this policy every [4 months] for the duration of the formal 12-month Sponsorship period. After this the policy will be reviewed on an annual basis, or at an earlier opportunity should the need arise. For example, following feedback from relevant external bodies or any updates to legislation.

## Further information

Any queries or comments about this policy should be addressed to [group name] Designated Safeguarding Lead [insert email address]

# The Safeguarding Policy Statement

## Who we are

[Group name] is a Community Sponsorship Group set up to support the resettlement of a refugee family by welcoming them into our local community and supporting them as they rebuild their lives in safety. We provide housing for the family, as well as helping them to integrate into life in the UK. We help to arrange access to medical, financial and social services, English language tuition and support them towards employment and self-sufficiency.

## The refugee family

The family we support will have been prioritised for resettlement because of their vulnerability. They will have fled their home country due to the presence or threat of danger, such as that posed by war, conflict and persecution. Their whole lives will have been uprooted, they will have left behind close friends and family members, and they will have experienced traumatic situations and events.

As well as the vulnerability that resettlement brings, there may be other individual characteristics or circumstances which we are not aware of, which may put them at risk of harm. This may include language and communication needs, or mental or physical ill- health, as a result of the trauma they have experienced.

## Our responsibility

[group name] recognises our unique position of power and trust, and our responsibility to promote the welfare of the family we are sponsoring, so they feel safe and supported. Our group members can both cause and prevent harm, as well as spot and respond to potential harm, exploitation, radicalisation, abuse and neglect caused by others. We are therefore committed to work in a way that protects the family and ourselves.

## Our safeguarding commitment

[Group name] **is committed to equality, diversity and inclusion and to acting against all forms of discrimination, including racism, anti-semitism, islamophobia, sexism, classism, heterosexism and ableism.**

We are committed to providing safe and supportive environments for the refugee family and all volunteers involved in Community Sponsorship. We believe that everyone, and specifically those who are in vulnerable circumstances and less able to protect themselves, has the right to be kept safe from harm, exploitation, radicalisation, abuse and neglect.

**We will:**

* promote the general health, safety and well-being of all.
* take steps to minimise the possibility that harm, exploitation, radicalisation, abuse and neglect occur.
* develop trusting and respectful relationships with our family, recognising that they have rights and should be treated with dignity and respect, and in doing so, provide them with a safe and supportive environment.
* encourage the active participation of the family in keeping themselves and others safe, encouraging them to voice their concerns and knowing where and how to seek help if needed.
* always act in the best interests of the family, respecting and involving them, providing them with safe and appropriate information that meets their needs and supports their rights.
* act quickly and appropriately where there are safeguarding concerns.

**To meet this commitment, we will ensure:**

* all group members read the Safeguarding Policy and the Handbook for Volunteers
* all group members receive safeguarding training to help them understand and feel confident about their role and responsibilities.
* there are appropriate risk assessments in place for all our activities, in order to remove, minimise or manage the potential risk of harm to the family or ourselves.
* there are effective procedures are in place for responding to safeguarding concerns and a Designated Safeguarding Lead to respond to them, as set out in the Guide for Designated Safeguarding Leads.
* The Designated Safeguarding Lead meets at least once every 4 months [amend as appropriate] with the family for the duration of the formal sponsorship period, to discuss their health, safety and wellbeing and any concerns they have about group members and ways of working with them.
* we practice safer selection, checking the suitability of our group members, as outlined in our Safer Selection guidelines.
* we monitor the implementation of our safeguarding policy, by including safeguarding as an agenda item in every Leadership team meeting [amend as appropriate], and take any measures required to strengthen and improve existing practice.
* Responding to safeguarding concerns.

### What is a safeguarding concern?

A safeguarding concern is any worry or concern about the safety or well-being of a person because of something seen or heard, or information which has been received. This includes any concerns about the behaviour of group members which is harmful or puts others at risk.

A concern may arise in several ways, for example:

* Someone’s behaviour gives cause for concern.
* Someone says they are being harmed, exploited, or abused.
* Someone indicates they want to harm themselves.
* Signs of harm, exploitation, radicalisation, abuse or neglect are seen
* Someone witnesses a person being harmed.
* An adult survivor tells discloses their experience of harm, exploitation, radicalisation, abuse or neglect (often called ‘historical abuse’). The perpetrator may still be alive, and others may be at risk.

## What will we do when we have a safeguarding concern?

Our group members will:

* Treat all safeguarding concerns seriously.
* If appropriate try to speak to the person, to explain their concerns and seek further information.
* Always act in the best interests of the person, respecting and involving them, giving them a choice over decision making which impacts them, unless they lack the capacity to do so or it would put them at serious risk of harm, exploitation, radicalisation, abuse and neglect.
* Report concerns to the Designated Safeguarding Lead as soon as possible, but within 24 hours, for advice on what to do next.
* The Designated Safeguarding Lead will follow the procedures as laid out in Section 5.
* Provide people with safe and appropriate advice, signposting and referring them to services that meet their needs.
* Work in partnership with other organisations, including statutory services like the police and social care to make sure they get the help they need.
* Refer concerns where a child or adult at risk has been or is at significant risk of harm, exploitation, radicalisation, abuse and neglect to local authority social care or the police.
* Protect confidential information except where the wider duty of care or the public interest might justify making it known.

**In any medical emergency or when there is a risk of imminent, significant harm, we will contact the appropriate emergency services, and report directly to the Designated Safeguarding Lead immediately.**

## How to report a safeguarding concern

Anyone can report a safeguarding concern. More detailed procedures can be found in the Handbook for Volunteers.

You can:

* contact the Designated Safeguarding Lead [insert contact details]
* In their absence contact the Deputy Designated Safeguarding Lead [insert contact details]
* If you are worried about the safety or welfare of a person you can call the police (if they are in immediate need of help) or the Local Safeguarding Team [insert contact detail]

# Safeguarding Roles and Responsibilities

## All Group Members

All group members have the following responsibilities, to:

* Read and follow this Policy and the Handbook for Volunteers.
* Attend Safeguarding Training (if working directly with the family).
* Be aware of, and alert to signs and indicators that all might not be well with a member the family.
* Treat all safeguarding concerns seriously, reporting immediately to the DSL and taking advice when needed.
* If for any reason the DSL cannot be contacted, it is not appropriate to do so, or the need is immediate, report any Safeguarding Concerns directly to the appropriate agencies (Local Authority Social Work Team, Police, Home Office and/or Lead Sponsor).

The Handbook for Volunteers covers the following:

*Amend as required.*

* The volunteer relationship
* Good practice guidelines, including the Code of Conduct
* Volunteer Self Care
* Identifying and reporting safeguarding concerns
* Whistleblowing and complaints

## Designated Safeguarding Lead

The Designated Safeguarding Lead is a member of the Leadership Team. The Designated Safeguarding Lead (henceforth “DSL”) acts as the main source of support and advice for safeguarding.

The DSL is primarily responsible for:

*Amend as required.*

* supporting staff and volunteers with advice and guidance on safeguarding issues.
* managing safeguarding concerns raised by group members or the family.
* referring concerns to external agencies including the police and local authority social care when required.
* keeping up to date with relevant safeguarding legislation and good practice (attending relevant Safeguarding training if necessary)
* ensuring all group members who work directly with the family attend safeguarding training

## Leadership Team / Safeguarding Team [amend as appropriate]

The Leadership Team / Safeguarding Team [amend as appropriate] are responsible for the implementation of the policy across their areas of responsibility. They also ensure any safeguarding concerns, allegations or incidents have been reported and that any adults or children involved in [group name]’s work are ultimately safeguarded.

This includes:

* writing and approving the safeguarding policy
* reviewing the policy every 4 months for the duration of the formal 12-month Sponsorship period, and annually thereafter.
* Ensuring this policy meets the requirements of [local authority name] and the Home Office
* ensuring group members are recruited safely (as outlined in the Safer Selection guidelines below)
* At least one member of the group acts as a DSL, with other members stepping in to deputise in their absence.
* Arrangements are put in place in the event of a complaint against any group member by the refugee family or vice versa (see Complaints Policy)
* Prior to undertaking any work directly with the family, ensure all volunteers attend Safeguarding training and read the Handbook for Volunteers.
* Check that volunteers’ understanding of these procedures and clarify where necessary.

# Safer selection

## Our responsibility for safer selection

Safer selection means thinking about and including issues to do with safeguarding at every stage of the recruitment process. We know people who seek to harm others may look for an organisation or project where they can have access to children or adults at risk and where good recruitment practices are not in place.

[group name] is committed to minimising the risk of harm to the family from Group Members. We will select, train and support all staff and volunteers in line with our Safer Selection guidelines.

This means that we will:

* Take all reasonable steps to prevent those who might harm the family from working with the group
* Adhere to safer selection guidance responding positively to changing understandings of good safer recruitment practice.

## Safer selection process

Before Group Members can work directly with the family they must:

* Complete the **Volunteer Registration Form**, which includes their contact details, emergency contact details, and relevant experience
* Meet with a member of the Leadership team, who will assess suitability and capability to carry out the role.
* Provide **two references.** The references will be contacted by a member of the Leadership Team or the Lead Sponsor. These references must confirm that they consider the volunteer to be a suitable person to support a vulnerable refugee family. A record of these references will be kept in a secure file until 6 months after the volunteer has ended their service.
* Complete an appropriate level of **Disclosure Check (PVG/Basic)**
* Complete **Safeguarding Training**
* Confirm that they have read this policy and the Handbook for Volunteers, and understand the procedures
* **Sign a code of conduct**.

## Keeping the family informed

In their welcome pack, the family will be provided with a list of names and photographs of all people who have completed the safer selection process and are Group Members.

In addition:

* Any new Group Members will be formally introduced to the family by an existing group member.
* Only Group Members who have completed the safer selection process will be allowed to take part in activities of [group name]
* The family will be advised to contact the DSL if they have any concerns about Group Members

## The Recruitment of Ex-Offenders

We are committed to equality of opportunity for all volunteer roles and aim to select people based on their skills, abilities, experience and knowledge. This assessment will take place before any assessment of a person’s criminal record.

Having a criminal record will not automatically bar someone from volunteering with [group name]. Any person with a criminal record will be assessed for risk to children and adults, which will depend on the circumstances and background of their offences.

As an organisation using criminal records checks to assess person’s suitability, we will:

* treat all applicants for positions fairly
* only ask a person to provide details of unspent convictions
* not discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.
* have an open and measured discussion about any offences or other matter that might be revealed with the person as part of the approval process.

## Criminal Record Checks - Assessing suitability.

Where information is disclosed on the Criminal Record Check, the Project Manager, Designated Safeguarding Lead and a representative of the Lead Sponsor will meet to assess suitability. Any assessment of suitability will take into consideration the nature of the offence, the number of offences or any patterns of offending behaviour, the age of the person at the time of the offence and the time period since the offence.

Particular attention will be given to all offences against children or adults at risk, or of a sexual, violent or threatening nature. Any barred persons or unspent convictions involving sexual, violent or threatening offences will automatically result in a decision not to approve a person for a role.

Where there is no risk to children, adults at risk or other Group Members we are committed to the active rehabilitation and integration of previous offenders and would seek to offer support and guidance for anyone with a non-violent criminal record.

## Where a volunteer cannot complete a DBS check

[group name] recognises that in some circumstances a Group Member does not have the required documents\* to complete a PVG or Basic Check. This is often true where the Group Member is a migrant or refugee. If a Group Member cannot complete a check for this reason, they must always be accompanied by a Group Member who has a cleared check when working directly the sponsored family. They must still complete all other steps of the Safer Selection process.

# Responding to safeguarding concerns

## When a safeguarding concern is reported

Once the Designated Safeguarding Lead has received a concern, they assess and decide what action needs to be taken. Any action will always be discussed with *[amend as appropriate]* another member of the safeguarding team/leadership team/deputy or the DSL of the Lead Sponsor.

Once the DSL (or Deputy DSL in their absence) has received a concern, they will:

1. Acknowledge receipt immediately
2. Undertake an initial assessment (see 5.2), and decide what action needs to be taken.
3. Where necessary, seek advice from external agencies.

## Initial Assessment of a concern

Together they will decide:

1. **Is it a safeguarding concern?** What type of safeguarding concern is it or should it be dealt with by other means, for example, as a complaint.
2. **Immediate actions.** What Immediate actions needed to reduce any risk to:

* any person directly involved;
* the welfare and reputation of [group name] and any group member subject to a complaint or allegation;
* the Lead Sponsor or partner organisation

1. **Further support.** What further support (if any) should be offered to the person and those affected.
2. **Outside agencies**. Whether the concern should be reported to outside agencies (for example, Local Authority Social Work Team, the Police, the Home Office), if this has not already happened.
3. **Informing family members.** Whether to inform parents or carers (if a child or adult at risk is involved). Parents and carers will always be informed UNLESS they think this may increase the risk of harm to the person, or they are part of the concern, or it may interfere with a criminal investigation.
4. **Policy breach.** A decision of whether, if an allegation, it amounts to a potential breach of the Safeguarding or other policy.
5. **Information management and communication.** Any issues related to information sharing and reputational risk management, including any decisions of:

* who needs to know and, importantly, exactly what information can be shared;
* how to manage speculation and gossip and what, if any, information can be reasonably given to the wider community.

At this point they will make a record of the discussions and any actions, including:

* next steps, by whom and by when
* a decision to contact the relevant authorities
* any further information needed, from whom and who will be responsible for gaining this information.
* Where appropriate, how the person subject to a complaint or allegation will be informed and updated.
* Other people who need to be informed about the concern and how information will be kept confidential

## Initial actions and timescales

When a Safeguarding Concern has been raised, the DSL will follow the procedures and timescales outlined below, with support from the *[insert as relevant]* Safeguarding Team and Leadership Team.

**Safeguarding Emergency.** A life-threatening situation where there is imminent danger and harm to a person.

*What we will do –* **Immediately** contact the emergency services directly. Once the emergency service has taken charge of the situation, we will establish how others are coping and determine if there are any immediate support needs. The Home Office Contact Officer and Lead Sponsor DSL will be informed.

**Protection concerns.** A person is unable to protect themselves and is at current risk of or has experienced harm, abuse, exploitation, radicalisation, or neglect.

*What we will do –* **Within 24 hours** contact the Local Authority Social Work Team (children or adult) or the police directly and make a telephone referral. We will be guided by them on any further actions. This should always be followed up with a written referral. The Home Office Contact Officer and Lead Sponsor DSL will be informed

**Complex or serious needs.** No-one has been harmed in any way, but person is experiencing a wide range of vulnerable circumstances and personal vulnerabilities and has needs which without intervention would seriously impair their health or development or put them at risk of harm.

*What we will do -* Within **three days** we will help the person to access Local Authority services or refer them to another organisation with their consent. If the person refuses consent we will contact the Local Authority Social Work Team for advice and inform the person of our actions. The Lead Sponsor DSL will be informed.

**Vulnerable or emerging needs.** No-one has been harmed in any way, but a person shows signs of being in vulnerable circumstances and you have concerns for their health, wellbeing or safety if they do not get help.

*What we will do*– Within **seven days** we will speak with the person, or their parents or carers if they are a child, to make sure they have the support they need. We may help the person to access services or give them the information they need to access it themselves. If the person already has another lead professional, for example a social worker, we will speak to them about the person’s needs.

**Allegation involving a group member.** Someone has made an allegation of harm, exploitation, radicalisation, or abuse, or alleged there may be a risk of harm from a group member

*What we will do –* **Within 24 hours** we will contact the Local Authority Social Work Team (children or adult) and seek advice from the Designated Officer. We will be guided by them on any further actions, which might include suspending the group member from any further activity. The Project Manager and Lead Sponsor DSL will be informed.

If a group member has behaved inappropriately towards children/protected adults and is permanently removed, then we will refer the individual to the protection unit within 3 months ([see here for referral grounds](https://www.legislation.gov.uk/asp/2007/14)).

**Allegation involving a family member.** Someone has made an allegation of harm, exploitation, radicalisation or abuse, or alleged there may be a risk of harm from a family member towards a group member or member of the public.

*What we will do –* **Within 24 hours** we will contact the Local Authority Social Work Team (children or adult) or the police directly and make a telephone referral. The Project Manager, Lead Sponsor DSL, and Home Office Contact officer will be informed.

## When we are unsure what to do

We may encounter situations where we are not sure whether to make a referral. In such cases we will contact the relevant team at the Local Authority for advice. No confidential information, including names, will be disclosed at this stage, without the consent of the person concerned. If the concern involves a child, we may also call the NSPCC Adult Helpline for confidential advice on 0808 800 5000.

## Consent

**The person we are concerned about will be involved in any discussions about referrals or professional help.** This means explaining they need immediate professional help, or that we are really worried about their safety or wellbeing.

If the person refuses permission, we will explain we may still need to share the information with other professionals, in order to make sure they or their family get the help they need.

We will not need to seek consent to share information if it might:

* Be unsafe to seek (for example. if might increase the risk to the adult or child).
* Cause an unjustified delay.
* Prejudice the prevention, detection or prosecution of a serious crime

### When statutory agencies take a referral.

If Local Authority Social Work Team or police decide to accept a referral or to investigate the concern, we will be informed within 48 hours. We will follow up if we are not informed of the next steps within 48 hours. In some situations, the Local Authority may ask us to work with them to manage the situation. We will always share any information we have permission to share with the person’s concerned.

If Local Authority Social Work Team or the Police take the lead for an investigation, we will confirm what actions are expected of us. This may include providing evidence or removing the person from any further activity while an investigation is carried out.

The **Guide for Designated Safeguarding Leads** contains more information about the steps the DSL will take when managing a safeguarding concern.

## Recording Information

The DSL will record concerns and actions using the Safeguarding Concern reporting form and Case Management Forms (Appendices 1 & 2)

All confidential written records (including Group Member or family information) will be stored securely. Paper files will be kept in a locked cabinet at [insert location] Electronic copies will be kept in secure files on the [insert location]. Safeguarding records will be separate from other project material.

Files will be kept for at least 6 months after the 24-month sponsorship period and beyond that in line with current data legislation and guidance.

## Confidentiality and Information Sharing

Safeguarding information will be dealt with in a confidential manner.

The DSL will consider:

* If acting through an interpreter, making them aware of the need for confidentiality.
* Which group members will be informed. Relevant details will only be given to Group Members when the DSL feels their having knowledge of a situation will improve their ability to deal with an individual and/or family.

The DSL will always:

* Make a written record of what information has been shared with whom, and when.
* Provide information to other statutory agencies, like the Local Authority Social Work Team and the Police as deemed relevant and appropriate.
* Inform the family and Group Members when and what information is being shared, unless to do so would be unsafe.
* Parents and carers will be made aware of any information held or shared on their children and be kept up to date regarding any safeguarding concerns unless to do so would be unsafe.

## When is a safeguarding concern closed?

When deciding whether to close the concern we will consider:

* If the concerns have been addressed and there is no longer a need for support or protection, the concern can be closed.
* Any decision not to escalate, but rather to monitor the situation, means that the concern can be closed.
* What statutory authorities (police, social care) have said about the ongoing concerns. If you are informed there are no further actions required from you, the concern can be closed.
* If the person is still a volunteer or being supported by the group. After six months of a person leaving the group, concerns involving them should be closed.

## Learning lessons

As the management of the safeguarding concern is concluded, we will complete a final report. The report will include:

* clear and comprehensive summary of the concern
* details of how the concern was followed up (including any allegation investigation) and resolved
* a note of any action taken, and decisions reached
* a brief report on lessons learnt from this experience
* recommendations on changes to policy or working practices

We will discuss, where relevant, any lessons learned with our Lead Sponsor Organisation.

Flow Chart

## Appendix A: Safeguarding concern form

**Reporting a safeguarding concern.**

*This form should be completed by the volunteer or Designated Safeguarding Lead when someone is reporting any safeguarding concern.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date and Time of concern: | Date and Time of writing: | | |
| Name of person reporting and role: | | | |
| Name of person you are concerned about (and relationship to reporter): | | | |
| Has the person given consent for you to share information? | | **YES** | NO |
| If a child or young person, does the parent/carer know about concern? | | **YES** | NO |
| Brief overview of the concern | | | |
| *Record the following factually: What were you worried about? Who was involved? What happened? Where? When? Any witnesses?* | | | |
| Background to the concern | | | |
| *Is there anything you have observed or know about the situation that might help in understanding the concerns?* | | | |
| Action taken. | | | |
| *What action has already been taken?* *Include names of anyone who has been involved or helped, including emergency services or other organisations.* | | | |
| Impact on you. | | | |
| *What is the impact of this situation on you? Do you need any additional support?* | | | |

## 

## Appendix B: Case management form

## Part 1 – Assessing and responding to a safeguarding concern.

*This part of the form should be completed by the Designated Safeguarding Lead.*

|  |  |
| --- | --- |
| **Date concern received:** | **Date and Time (of writing):** |
| **Name of Designated Lead:** | |

|  |  |  |
| --- | --- | --- |
| **Is this a safeguarding concern?** | | |
| **Has a person been harmed in any way, or is the person at risk of harm if we don’t take any action?** | **YES** | **NO** |
| **Are there signs or indicators that suggests the person may be being harmed, exploited or abused?** | **YES** | **NO** |
| **Is there a concern that the person has endangered the safety or wellbeing of others?** | **YES** | **NO** |
| **Has something happened which makes this person’s safety or wellbeing at risk, and in need of professional support or assistance?** | **YES** | **NO** |

|  |  |  |
| --- | --- | --- |
| **INITIAL SAFEGUARDING ASSESSSMENT** | | |
| **Level of Safeguarding Concern** | | |
| **High risk – Protection concern** *(Action needed in 24 hours – call the local authority social care team)* | |  |
| **Medium risk – person in need of help** *(Risk Assess and refer to agencies - action needed in 3 days)* | |  |
| **Low Risk – Early help and targeted support** *(Risk Assess, signpost and refer to agencies if necessary - action needed in 7 days)* | |  |
| **Not a safeguarding concern** *(Complaint, management issue or concern to be dealt with separately)* | |  |
| **If the person concerned has endangered the safety or wellbeing of others -** | | |
| **Are they a volunteer?** *If yes, the incident needs to be reported to the LADO immediately.* | **YES** | **NO** |
| **Are they a family member?** *If yes, does the incident needs to be reported to Home Office Contact Officer &/or Lead Sponsor for advice and guidance?* | **YES** | **NO** |
| **If no, which agency or organisation does the information need to be passed to?** | | |
| **Does the matter need to be reported to external agencies (police, social care, healthcare)?** | | |
| *If so, who, why and when.* | | |
| **What immediate actions need to take place to reduce any risks to the person, the family or the group?** | | |
|  | | |

## Part 2 – Managing a safeguarding concern.

*This part of the form should be completed by the Designated Safeguarding Lead giving brief details of any actions or further information received when managing the concern. This form could be used as a template to an excel spreadsheet or similar, as kept by the Safeguarding Team.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Actions and information Log** | | | | |
| **Date** | **Actions taken or**  **Information received** | **Names and roles** | **Additional notes** | **If action, date of completion** |
|  |  |  |  |  |
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| --- | --- | --- | --- |
| **Information Sharing**  **Who has been informed or is aware of the incident?** | | | |
| **Date** | **Name of person** | **Organisation/Team** | **What, why and how they were informed** |
|  |  |  |  |
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## Part 3: Closing the safeguarding concern.

*This part of the form should be completed by the Designated Safeguarding Lead when any actions have been completed and the safeguarding concern can be closed.*

|  |
| --- |
| **Final Outcomes** |
| Date concern closed on: |
| Name of person closing concern: |
| **Details of the outcome.** |
|  |
| **Outstanding issues arising from the concern** |
|  |
| **Lessons learned from this concern.** |
|  |
| **Recommendations on changes to policy or practice** |
|  |

*Once completed this form should be stored securely. The DSL should discuss any outcomes, where relevant with the Lead Sponsor.*

|  |  |
| --- | --- |
| Date of closure: |  |
| Date discussed with Sponsor group |  |
| Date discussed with Lead Sponsor |  |

## Appendix D: Useful Contacts and Websites [complete table]

|  |  |
| --- | --- |
| **NAME, Project Manager** |  |
| **NAME, Designated Safeguarding Lead** |  |
| **NAME, Deputy Safeguarding Lead** |  |
| **NAME, Lead Sponsor Safeguarding Lead** | *If Sponsor Refugees:* Hannah Feldman  [**Hannah.feldman@citizensuk.org**](mailto:Hannah.feldman@citizensuk.org)**;** 07495630621 |
| **Local Authority Social Work Team** |  |
| **Local Authority Designated Officer** |  |
| **NSPCC 24 hour Helpline:**  **NSPCC Text helpline:**  **NSPCC Website:** | 0800 800 5000  88858  https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/ |
| **Prevent Referral Team** |  |
| **Local Police Safer Neighbourhood Team** |  |
| **Home Office Contact Officer** | You will be provided these details before the family arrive. |

•**Radicalisation** –prevent ‘individuals’ being drawn into terrorism - <https://www.elearning.prevent.homeoffice.gov.uk/>

• **Serious and organised crime** <https://www.gov.uk/government/publications/individuals-at-risk-of-being-drawn-into-serious-and-organised-crime-a-prevent-guide>

• **Female genital mutilation**

<http://www.safeguardingchildrenea.co.uk/resources/female-genital-mutilation-recognising-preventing-fgm-free-online-training/>

* **Understanding Wellbeing Leaflet**

<https://www.gov.scot/publications/getting-right-child-understanding-wellbeing-leaflet/>

* **Identifying and Managing Risk to Children**

<https://www.gov.scot/publications/national-guidance-child-protection-scotland/pages/10/>