

Friends of In Touch Policy
Registered Charity: 1153013



Policy No : FOIT 01

TITLE : Safeguarding policy

ISSUE No : 8

ISSUE DATE : November 2020

PREPARED BY : Policy Committee

Policy Statement

This policy applies to all staff and volunteers of *Friends of In Touch*. For the purpose of this policy the term 'Adult' refers to any one person aged of 18 or over, 'Child' and 'Young Person' refers to those under 18. It should be read in conjunction with Care Act 2014 (and associated guidance documents) (Department of Health and Social Care), [Working Together to Safeguard Children](#) (Department of Education), [Strategy for dealing with safeguarding issues in charities](#) (Charity Commission) and Hampshire County Council (HCC) Safeguarding Adults' and Children's policies and procedures.

Friends of In Touch:

1. Is committed to safeguarding the rights and responsibilities of children, young people and adults with autism.
2. Believes that children, young people and adults with autism need safe environments in which they can develop and grow in confidence.
3. Recognises that staff and volunteers working with and supporting children, young people and adults have a duty to keep them safe.
4. Places the safeguarding of children, young people and adults at the centre of its activities.
5. Believes that children, young people and adults should not be exposed to negligence or avoidable risks.
6. Recognises that Safeguarding is an emotive issue that needs to be handled both sensitively and carefully.
7. Is committed to creating and implementing policies and procedures that will ensure, where risks need to be taken regarding children, young people and adults, they are both calculated and carefully managed.
8. Is committed to ensuring that all its volunteers, staff and trustees know about and operate in accordance with the following procedure when a Safeguarding issue arises:
 - Recognise
 - Respond
 - Report
 - Record
 - Refer
9. Is committed to ensuring that all its volunteers, staff and trustees are aware of, kept up to date with and operate in accordance with good practice in relation to Safeguarding and Child/Adult Protection.

APPROVED BY :

POSITION :

Chair

Review Date: November 2021

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Safeguarding Policy

Friends of In Touch's commitment to Safeguarding extend to the following:

1. Disclosure and Barring Services

- 1.1 All of its volunteers and staff will be checked to ensure that they have a current enhanced level DBS when they first join the organisation and at least every 5 years thereafter. Staff will be expected to pay for this themselves except if they are experiencing hardship, then this will be discussed by the trustees.
- 1.2 Trustees do not need a DBS check as they do not directly work with the group members but must have completed a trustee application form before appointment and have references checked.
- 1.3 All of its volunteers, staff, committee members and trustees, via the Project Coordinator, will be aware of and will keep up to date with good practice and procedural changes in relation to DBS checks. This will be reviewed every 3 years and a log of these reviews will be maintained on Dropbox.
- 1.4 *Friends of In Touch* will modify its own recruitment practices and procedures to take account of directives issued by the DBS.
- 1.5 See also, FOIT 07: Recruitment of ex-offenders policy.

2. Allegations made against staff/volunteers/trustees/committee members

- 2.1 Staff members, volunteers, trustees or committee members against whom an allegation is made are owed a dialogue and should be treated fairly, honestly and without discrimination. They should be provided with support throughout the process. The Local Authority Designated Officer (LADO), police and other relevant agencies should agree jointly when to inform the subject of allegations which may be subject to procedures. See Appendix 3.

3. Managing Safeguarding

- 3.1 The Project Coordinator of *Friends of In Touch* is the named member of staff (Safeguarding Officer) who will be responsible and accountable for all aspects of the organisation's work in relation to Safeguarding. During group meetings (and in the absence of the Project Coordinator) these duties will be delegated to a named group leader. The name of the Safeguarding Officer (or current acting deputy) will be displayed on the group's noticeboard during all group meetings.

This person will be responsible for:

- Ensuring that *Friends of In Touch* is aware of and operating in accordance with their Local Safeguarding Board's policies and procedures in relation to Safeguarding and Child/Adult Protection.
- Ensuring that volunteers/staff/trustees/committee members have access to the phone numbers they need to report allegations or concerns relating to Safeguarding or Child/Adult Protection to HCC's Children's Services, Adults' Health and Care and/or the police (refer to Appendix 1 for relevant phone numbers).
- Ensuring that either themselves or another named volunteer or member of staff passes accurate information relating to Safeguarding or Child/Adult Protection to the statutory agency responsible for investigating it both directly and quickly.

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- Establishing timely contact and seeking advice from Hampshire Safeguarding Children Board (HSCB) or Hampshire Safeguarding Adults Board (HSAB) if they have any concerns about Safeguarding or Child/Adult Protection.
- 3.2 Children, young people and adults should be informed, as appropriate, of these protection procedures and what to expect, in their preferred communication style and appropriate to their understanding.
4. **Safeguarding and Child/Adult Protection Awareness for *Friends of In Touch* staff, volunteers, trustees and committee members**
- 4.1 It is mandatory for trustees, committee members, co-ordinators, group leaders, therapists and other key staff or volunteers to have read and understood this policy. It will always form part of the induction and they will be required to do so whenever the policy has been revised.
5. **Confidentiality**
- 5.1 Confidentiality cannot be assured, as depending on the disclosure and individual concerned information may need to be shared internally, with the designated Safeguarding Officer and with other agencies. This could include police; local authority. However, information will only be shared on a need to know basis and the person making the disclosure should be reassured that the information that they have given will be treated within best practice codes of conduct for confidentiality.
6. **Sharing Information**
- 6.1 *Friends of In Touch* has a statutory obligation to pass information to relevant partner organisations when a Safeguarding or Child/Adult Protection issue has arisen within the project or elsewhere.
- 6.2 *Friends of In Touch* has a recognised procedure for volunteers, staff, trustees and committee members to follow when a Safeguarding issue has arisen within the groups or elsewhere. See Appendix 1.
- 6.3 *Friends of In Touch* will make parents/carers and children or adults accessing groups and activities aware of their statutory obligation to record and report any incidents relating to Safeguarding and Child/Adult Protection. This will be done when joining the groups and at annual intervals thereafter (the information will be included in the annual update of records form issued to members).
- 6.4 The Project Coordinator will take note of, record, assess and take any appropriate action (as defined in this policy) regarding any safeguarding risk or incident that has taken place outside of *Friends of In Touch* which they have identified or been informed of.
7. **Providing Advice and Support**
- 7.1 *Friends of In Touch* will ensure that its volunteers and staff receive the supervision and support they require when they are working with Safeguarding incidents or concerns.
- 7.2 *Friends of In Touch* also understand that if the HSCB or HSAB becomes aware of any failings or non-compliance with recognised procedures and good practice concerning its procedures or practice in relation to Safeguarding, it will act in one or a combination of the following ways, as appropriate and reasonable:

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- Enhanced support and training for the charity.
- Agreement for further action by the charity.
- Notification of partner organisations that are making referrals to and/or funding the charity.

8. Use of technology

8.1 Mobile phones:

Staff/volunteers are not permitted to have their mobile phones turned on unless they have the express permission of their coordinator/group leader. Staff/volunteers are not permitted to show any images from their phone to the people we support.

8.2 Cameras and Video Cameras:

Only *Friends of In Touch* purchased videos and cameras, including iPads, phones, etc. can be used to take photos of the people we support. Under no circumstances are photographs or videos to be taken on personal devices, unless suitably secure.

Before photographs or videos can be taken of the people we support, the individual or, in the case of under 18s, parent/carer shall be consulted with and consent obtained each year. *Friends of In Touch* Photo Permission forms are available and should be completed by the individual we support or, in the case of under 18s, parent/carer.

Photographs and videos of the people we support remain the property of the individual and cannot be used externally without the appropriate permission in writing.

Fictional names must be used in respect of people we support, staff or parents by any member of staff/volunteer/trustee/committee member giving talks or attending courses.

Under no circumstances should *Friends of In Touch* staff take devices home/off-site outside of working hours that contain images of the people we support.

9. Equal Opportunities

- 9.1 *Friends of In Touch* staff, volunteers trustees and committee members shall not discriminate against any person on the grounds of race, nationality, age, religious or similar philosophical beliefs, sexual orientation, gender or social standing and shall work in such a way as to give equal opportunity for each person we support to achieve the maximum benefit and potential consistent with respecting the dignity and value of fellow human beings. Refer to the Opportunities and Diversity Policy (FOIT4) for further information.

10. Distribution

- 10.1 A current copy of this policy will be included in the guidance notes given to volunteers, staff, trustees and committee members. Copies of the policy will also be available to referrers, families accessing project/groups and other organisations through the Friends of In Touch website.

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11. Review of this policy

11.1 This will take place annually. Additional changes are to take account of new legislation and practice guidance.

Related Documents

Safeguarding policy Appendix 1 – Staff and Volunteers’ Responsibilities

Safeguarding policy Appendix 2 – Abuse

Safeguarding policy Appendix 3 – Allegations made against Staff or Volunteers

Safeguarding statement of commitment form (F001)

Incident form (F002)

Opportunities and Diversity Policy (FOIT4)

Recruitment of ex-offenders policy (FOIT 07)

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Appendix 1

Staff and Volunteers' Responsibilities

- To ensure the name of the group leader with delegated responsibility for Safeguarding will be clearly displayed on the group's noticeboard during all group meetings.
- To act in loco parentis whilst any child, young person or adult is at *Friends of in Touch* groups/activities and have the responsibility to protect them and promote his/her general welfare.
- To be aware that abuse does happen: to always remain alert to the possibility and ready to act upon information that you receive or signs of abuse you see or hear about.
- To be aware, at all times, of the early warning signs of potential abuse situations and the possible signs of abuse.
- To notify *Friends of in Touch* Designated Safeguarding Officer if there is any reason to suspect that a child, young person or adult has been or may be the subject of abuse. If there is any reason to suspect the Designated Safeguarding Officer, refer to Health and Safety Policy (FOIT 05) and Chair of Trustees for further guidance.
- To maintain a professional confidential approach in line with *Friends of in Touch* Equal Opportunities and Diversity Policy (FOIT 04) when dealing with the child, young person or adult and any other person who may be involved.
- To ensure good communication of any observations of Safeguarding concerns are made in writing to the *Friends of in Touch* Designated Safeguarding Officer. These written observations will be held in a confidential archive in Dropbox.

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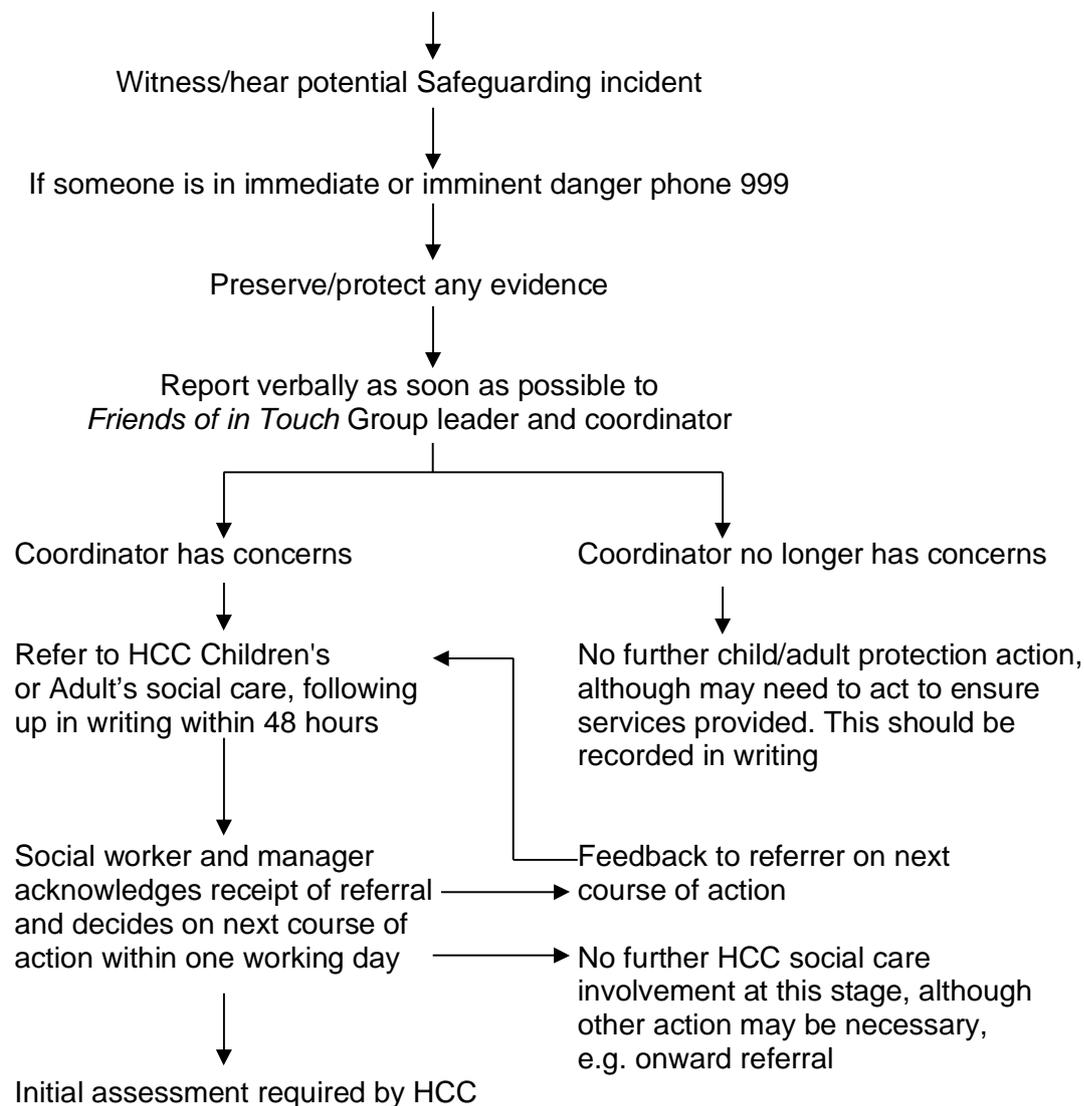
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Appendix 1

Flowchart of Reporting Procedure

Flowchart for Responding to Potential Safeguarding incidents



Children and Young People

Any suspicion of abuse or neglect should be reported to Hampshire Children's Services on 0300 555 1384 (24 hours)
In an emergency and if it is suspected someone is in immediate danger, 999 should always be called.

Adults

Any suspicion of abuse or neglect should be reported either to Hampshire Adult Services on 0300 555 1386 or the police on 101.
In an emergency and if it is suspected someone is in immediate danger, 999 should always be called.

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Abuse

Children and Young People

Working Together to Safeguard Children (Department of Education) states – Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

There are four main forms of abuse. These are described in *Working Together to Safeguard Children* as:

- **Physical abuse** – may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional abuse** – is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Sexual abuse (includes child prostitution)** – involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Neglect** – is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
 - provide adequate food, clothing and shelter (including exclusion from home or abandonment);
 - protect a child from physical and emotional harm or danger;

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- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic needs.

Adults

- *Care Act 2014 – Care and supporting statutory guidance* (Department of Health and Social Care) identifies the following main different forms of abuse: Physical abuse: including assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions
- Domestic violence: including psychological, physical, sexual, financial, emotional abuse, so called 'honour' based violence
- Sexual abuse: including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting
- Psychological abuse: including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks
- Financial or material abuse: including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits
- Discriminatory abuse: including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation, religion
- Organisational abuse: Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- Neglect and acts of omission: including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Victim needs

The victim of abuse needs:

- to be believed
- to talk or communicate at their own pace
- to be heard
- to be supported

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Recording events

It is important that an accurate record of all events surrounding the disclosure or suspected abuse is kept, stating the facts, times, explanations and action taken. It is vital that, when a disclosure is made to a member of staff or volunteer, the person:

- is non-judgemental.
- does not coach or ask leading questions.
- makes notes of the conversation as soon as possible after the event.

Records will be kept and stored securely in a folder on Dropbox for ten years. See also Health and Safety Policy (FOIT 05)

Support provided to the individual disclosing

In the event of disclosure of alleged abuse the individual disclosing will be protected from any retaliation or unnecessary stress and will be supported through the process by the Project Coordinator and/or trustees.

The course of action taken will be dependent on the age and take into account the needs of the person (depending on their level of understanding, whether they have any learning needs, etc.) so that bespoke support tailor-made for them specifically is provided.

The Project Coordinator and/or trustees must be able to:

- develop relationships in which individuals can communicate with them about harmful or abusive acts.
- explain to the individual their duty to pass on any information about harm or abuse.
- support the individual to understand who they need to share the information with and the reasons for this.
- support the individual to disclose at their own pace any harm or abuse to which they have been subjected.
- respond promptly and calmly to disclosures of harm or abuse.
- respect the individual's right to privacy and confidentiality when they are disclosing harm or abuse, within legal and work setting confidentiality requirements.
- communicate with the individual in ways that are appropriate to their level of development and understanding.
- seek only sufficient information to confirm that there is an allegation or suspicion, avoiding any leading questions or putting pressure on the individual.
- seek additional support and services where this is required according to the type of harm or abuse that has been disclosed.
- avoid actions and statements that could adversely affect the use of evidence in future investigations or court, whilst giving priority to the protection of the individual.
- pass information about disclosed harm or abuse within confidentiality agreements and according to legal, work setting, interagency and partnership requirements.

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- complete detailed, accurate, timed, dated and signed records of the disclosure clearly distinguishing between observed evidence and information provided by the individual.
- use supervision to communicate what happened and help them cope with their thoughts and feelings about the disclosed harm or abuse.

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Allegations made against Staff, Volunteers, Trustees, Committee Members and Group Members

1. Confidentiality

It is extremely important that, when an allegation is made, every effort is made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. The police should not normally provide any information to the press or media that might identify an individual who is under investigation, unless and until the person is charged with a criminal offence. In exceptional cases where the police depart from that rule, e.g. an appeal to trace a suspect, the reasons should be documented and partner agencies consulted beforehand.

The College of Policing's 2013 'Guidance on Relationships with the Media' stated that 'save in clearly identified circumstances, or where legal restrictions apply, the names or identifying details of those who are arrested or suspected of a crime should not be released by police forces to the press or the public'.

At the strategy/evaluation discussion the Project Coordinator should take advice from the Local Authority Designated Officer (LADO), police and the relevant Hampshire County Council Social Care team (SC) to agree the following:

- Who needs to know and, importantly, exactly what information can be shared;
- How to manage speculation, leaks and gossip;
- What, if any, information can be reasonably given to the wider community to reduce any speculation; and
- How to manage press interest if and when it should arise.

2. Conflict of interest/impartiality

Any person involved in the consideration and/or investigation of an allegation must declare any possible conflict of interest, e.g. if the allegation relates to someone known to them such as a relative, friend, colleague (including colleagues worked with regularly in another agency or former colleagues within FOIT) or someone from an organisation to which they are affiliated, e.g. religious, social.

In all investigations and considerations of an allegation due regard should be given to ensuring objectivity and impartiality. Depending on the circumstances this may require, for example: use of staff who are sufficiently separate from the line management of the person subject to the allegation; an arrangement with a Protection of Vulnerable Persons Unit (PVPU) team, SC team and/or LADO from a different part of the County or an arrangement with another police authority or local authority; use of an independent investigator.

3. Suspension

The possible risk of harm to children and/or adults involved with or potentially exposed to the accused person needs to be effectively evaluated and managed in respect of the child(ren) and/or adult(s) involved in the allegations. In some cases that will require the Project Coordinator to consider

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suspending the person until the case is resolved. Suspension must not be an automatic response when an allegation is reported. If the Project Coordinator is concerned about the welfare of other children or adults in the community or the member of accused's family, those concerns should be reported to the LADO, SC or police but suspension is highly unlikely to be justified on the basis of such concerns alone.

In the event of a recommendation of suspension and prior to taking action, the Project Coordinator will discuss in full with the Trustees who will make any final decision.

Suspension should only be considered in cases where:

- There is cause to suspect a child/adult or other children/adults at the workplace is or are at risk of significant harm; or
- The case is so serious that it might be grounds for dismissal.

However, a person should not be suspended automatically. The Project Coordinator must consider carefully whether the circumstances of the case warrant a person being suspended from contact with children and/or adults at the workplace until the allegation is resolved and may wish to seek advice from their personnel adviser and the LADO.

Only the Charity itself has the authority to suspend a member of staff; however the Trustees should give appropriate weight to any recommendations of the Project Coordinator. If the Charity decides not to suspend against the recommendation of the Project Coordinator, Police and SC will need to consider any other actions that need to be taken.

Where it has been deemed appropriate to suspend the person, written confirmation should be sent within one working day, giving as much detail as possible for the reasons for the suspension and the suspension should be reviewed on a regular basis. A record of this action will be held in the appropriate folder on Dropbox.

4. Supporting those involved

The child/adult and their parents/carers: The Project Coordinator should keep them up to date with the progress of the case and the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process. This should be undertaken, in confidence, with the child/adult/parent/carer.

In cases where a child or adult may have suffered significant harm, or there may be a criminal prosecution, SC or the police as appropriate, should consider what support the child/adult or children/adults involved may need. Similarly, where a child/adult has been harmed the trustees should consider what support they should offer the child/adult.

The person subject to the allegation: The trustees have a duty of care to their staff. They should act to manage and minimise the stress inherent in the allegations and disciplinary process. Individuals should be informed of allegations as soon as possible. Where SC or the police are involved they must be consulted before any information is shared.

The trustees should also consider what other support is appropriate for the individual. They should be advised to contact their trade union representative, if they have one, and given a named point of contact in the trade union. They should be signposted to welfare, counselling and support where appropriate.

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Consideration needs to be given when staff are suspended to ensure that they are kept informed of both the progress of their case and current work-related issues. Social contact with colleagues and friends must not be prevented unless there is evidence to suggest that such contact is likely to be prejudicial to the gathering and presentation of evidence. The individual should be advised not to discuss the case with colleagues.

Where it is decided, on the conclusion of the case, that the person who has been suspended can return to work, the Project Coordinator together with the trustees should consider how best to facilitate that. Most people will benefit from some help and support to return to work after a very stressful experience. Depending on the individual's circumstances, a phased return and/or the provision of a mentor to provide assistance and support in the short term may be appropriate. The Project Coordinator, in association with the parent/carer, where appropriate, should also consider how the person's contact with the child or person who made the allegation can best be managed if s/he is to continue working with them.

5. Resignations and 'Compromise Agreements'

The fact that a person tenders his or her resignation, or ceases to provide their services, must not prevent an allegation being followed up in accordance with these procedures. It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children or adults, including any in which the person concerned refuses to cooperate with the process. Wherever possible the person should be given a full opportunity to answer the allegation and make representations about it. The process of recording the allegation and any supporting evidence, and reaching a judgement about whether it can be regarded as substantiated on the basis of all the information available, should continue even if the person does not cooperate. It may be difficult to reach a conclusion in these circumstances, and it may not be possible to apply any disciplinary sanctions if a person's period of notice expires before the process is complete, but it is important to reach and record a conclusion wherever possible.

By the same token so called 'compromise agreements', by which a person agrees to resign if the trustees agree not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference, must not be used in these cases. A compromise agreement will not prevent a police investigation where that is appropriate nor does it override the statutory duty to make a referral to the DBS.

6. Referrals to the Disclosure and Barring Service (DBS) and/or regulatory bodies

Under the Safeguarding and Vulnerable Groups Act 2006 there is a **legal duty** for regulated activity providers to make a referral to the DBS where they have permanently removed a person from regulated activity through dismissal or permanent transfer from regulated activity (or would have done if the person had not left, resigned, retired or been redundant); and the person has carried out one of the following:

- Been cautioned or convicted of a relevant (automatic barring) offence; or
- Engaged in relevant conduct in relation to children/adults that has harmed a child/adult or put them at risk of harm; or
- Satisfied the Harm Test in relation to children or vulnerable adults (i.e. No action or inaction occurred but the present risk that it could was significant). To satisfy the harm test there needs to

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be credible evidence of risk of harm to children or vulnerable adults such as statements made by an individual regarding conduct/behaviour, etc.

A new test for regulated activity has been introduced which means the DBS can only bar a person from working within regulated activity with children or adults if it is believed the person is or has been, or might in the future be, engaged in regulated activity. The only exception to this is where a person is cautioned or convicted for a relevant (automatic barring) offence and is not eligible to submit representations against their inclusion in a barred list.

Additionally, where a person is cautioned or convicted of a relevant (automatic barring) offence with the right to make representations, the DBS will ask the person to submit their representations and consider them before making a final barring decision.

7. Record keeping

All those involved in dealing with allegations against persons working with children and adults, including the person to whom the allegation is made in the first instance, should make clear, accurate and comprehensive records which should be signed, dated and timed. The record should provide details of the allegation, how it was followed up and resolved and notes of any action taken and decisions made. A comprehensive summary of this should be made and a copy kept on the personnel file and copy of given to the individual. Comprehensive notes should be made of any strategy and evaluation discussions which are agreed by and distributed to all present. These should be held on the confidential personnel file but not shared with the individual concerned.

The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where future DBS disclosures reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation resurfaces after a period of time.

The record should be retained in the relevant folder on Dropbox at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.