

# liveArgyll Safeguarding Policy

Original Author/s - David Campbell Tech IOSH / Ian Warren, Right Directions

Update – David Campbell / Paul Ashworth

Department – liveArgyll wide Operations

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**liveArgyll**

## **Safeguarding Policy**

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## 1. Introduction

liveArgyll is committed to safeguarding the welfare of children, young people and adults, and will endeavour to provide a safe and secure environment in order to protect children, young people and adults from harm. It is acknowledged that the wide range of services and activities provided by liveArgyll must be suitably covered under this policy; particularly where contact with children, young people and adults is inevitable. The welfare of children and adults in the care of liveArgyll and of those that work with them, is of paramount importance.

The following Policy has been developed by liveArgyll for internal use only. This Policy applies to all individuals undertaking paid or voluntary work for liveArgyll, within all liveArgyll Services, places of work and roles and responsibilities.

This Policy sets out clear guidance for all individuals undertaking paid or voluntary work for liveArgyll to follow in the safeguarding of children, young people and adults.

What do we mean Safeguarding?

Safeguarding is a much wider concept than child protection and refers to promoting the welfare of children, young people and protected adults. It encompasses protecting from maltreatment, preventing impairment of their health or development, ensuring that they are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children, young people and protected adults to have the best outcomes.

For clarity, 'children' are defined as those persons under the age of 18 years. It is to be noted that adults are no longer referenced as vulnerable; any adult can be considered vulnerable depending on their circumstances or need at any particular time. ***nb: Whilst this policy and procedure is perhaps written more specifically for the purposes of child protection, the principles which apply throughout the documentation will also apply to young people and adults deemed to be at risk.***

## 2. This policy aims to:

- Confirm liveArgyll's duty of care to children, young people and adults and those who work with them, creating a safe environment.
- Ensure all liveArgyll employees and volunteers are equipped with the correct skills and information in order to ensure that appropriate action is taken to safeguard children, young people and adults.
- Operate a robust and safe selection and appointment process, which requires all employees or volunteers who engage regularly with children in course of normal duties to be members of Protecting Vulnerable Groups (PVG) scheme and, to participate in relevant professional learning.
- Promote the welfare and rights of all children, young people and protected adults.
- Promote a safe environment where every child, young person and protected adult is treated as an individual and has the right to a positive sense of identity, encouraging the ability to express their views on matters affecting them.

### **3. Principles of this policy**

- The welfare and rights of all children, young people and adults are always the primary concern;
- All children young people and protected adults have the right to be protected from all forms of abuse, neglect and exploitation.
- Protecting children, young people and protected adults is everyone's responsibility.

The content of this policy will promote the principles of the liveArgyll Safeguarding Policy

### **4. Legal Responsibilities**

liveArgyll has underpinned this policy using the guidance provided by a variety of relevant agencies (i.e. NSPCC Child Protection in Sport Unit and Community Leisure UK (CLUK)) and the following principal legislation:

- The Children's Act (2004) – Update 2014;
- The Protection of Children Act (1999);
- The Human Rights Act (1989);
- Working together to safeguard children (HM Government 2015);
- Department of Health "No Secrets" (March 2000);
- The Sexual Offences (Amendments) Act (2000);
- The Equality Act (2010);
- Care Act (2014);
- National Guidance for Child Protection in Scotland 2021

### **5. Culture**

liveArgyll will seek to continually develop an organisational culture that routinely encourages discussion and awareness with regard to safeguarding issues and does not detract from confronting the issues when they arise. This is achieved by cultivating an accepted 'Code of Conduct', which encompasses qualities of honesty, openness and respect.

### **6. Recruitment, Registration and Protecting Vulnerable Groups (PVG)**

liveArgyll has a formal recruitment and selection policy and procedure. Whilst complying with recruitment legislation, we operate a robust and safe selection and appointment process whereby all employees who have the opportunity to engage regularly with children, young people and protected adults during the course of their normal duties, must be members of the Protecting Vulnerable Groups (PVG) Scheme.

liveArgyll is committed to implementing rigorous selection, recruitment, induction and registration procedures, which will help protect children, young people and protected adults. This process will apply to all individuals who work with children, young people and protected adults, whether paid or voluntary.

Section 11 of the Children's Act (2004) places a number of responsibilities on employers in relation to safer recruitment practices for employees / volunteers who will or may be

working regularly with children, young people and protected adults. The process for checking and vetting potential members of staff is a critical part of the liveArgyll safeguarding process, which is undertaken by the HR service.

## **7. Training and Support**

liveArgyll will implement a comprehensive induction procedure, this will inform employees and volunteers of duties, roles and responsibilities, in relation to the welfare of children, young people and protected adults in their care. The induction process, in addition to ongoing training, underpins and supports the selection process and ensures that good practice is routinely followed.

liveArgyll will implement a training and performance development review (appraisal) programme for relevant staff, to raise awareness of their role in recognising and understanding the procedures for safeguarding. Support mechanisms have been developed for those staff involved with the reporting of cases.

All liveArgyll staff who work regularly with children (in a liveArgyll operated activity) will receive refresher safeguarding training at least once every three years.

All documentation will be treated in accordance to the UK General Data protection Regulations (GDPR).

## **8. Business Development Opportunities**

liveArgyll will ensure that all initiatives such as grant applications, partnership projects and in-house developments incorporate appropriate safeguarding policies and procedures. This will include confirmation of policy for future funding applications.

## **9. Public Awareness**

liveArgyll will ensure that information on safeguarding is made readily available to members of the public, independent local organisations and sports clubs. This will also be available to parents or guardians when their children are participating in liveArgyll activities. Each site / service area will prominently display safeguarding information and all staff will be made aware of whom the Designated Safeguarding Lead (DSL) is for the organisation.

## **10. Partnerships with External Organisations**

All partner organisations involved and using liveArgyll sites and service areas, will need to confirm (when booking facilities and services) with verification that their staff / volunteers have valid PVG certificates and training in place. liveArgyll will take measures to ensure that local recreational providers (i.e. sporting clubs) are aware of their obligations under the PVG scheme. Partners must strictly adhere to liveArgyll's associated processes when working in conjunction with liveArgyll.

liveArgyll will work with the Argyll and Bute Council Child and Adult Protection Guidelines, Officers and Social Work Department.

## 11. Responsible Officers

liveArgyll will introduce a Designated Safeguarding Lead (DSL) responsible for overseeing the overall adherence to the liveArgyll Safeguarding Policy and procedures. Area specific Designated Safeguarding Officers (DSO) will be responsible for their respective site(s) / service area(s). They will oversee this area of work and ensure that all other staff are aware of whom to contact / liaise with regarding initial safeguarding concerns. Each site / service area will display the name of the Designated Safeguarding Officer on the staff notice boards in order to facilitate efficient and effective reporting processes. The Designated Safeguarding Officer will report all such issues or concerns to the Designated Safeguarding Lead.

The role of the Designated Safeguarding Officer and Lead will routinely be explained at staff induction. The Designated Safeguarding Lead and Officer will attend specific safeguarding training.

## 12. liveArgyll Policies

The following liveArgyll policies contribute and promote the welfare of children, young people and protected adults in the following areas of risk:

- Equality and Diversity;
- Health & Safety, buildings, security - Health & Safety Policy;
- Medical needs, first aid - Accident, Incident, Medication, Missing Child and Emergency Policy;
- Special educational and additional needs - Disability policy;
- Drugs and Substance misuse - Alcohol and Drugs Policy

All policies can be obtained by contacting the HR or the relevant Senior Duty Officer.

## Appendix 1: What is Safeguarding?

### What is Safeguarding?

Safeguarding looks at the wider practice(s) surrounding the needs of children, young people and protected adults. Safeguarding can be defined as keeping children and adults safe from harm, such as illness, abuse or injury.

Government guidance “Working together to safeguard children” (March 2015) states that safeguarding is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children’s health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best chances in life.

All agencies working with children, young people and protected adults should take all reasonable measures to ensure that the risks of harm to an individual’s welfare are minimised.

When there are concerns about an individual's welfare, all agencies should be equipped to take appropriate action(s) to address those concerns; working to agreed local policies and procedures in full partnership with other local agencies.

***Should you have a concern about someone who is at risk of any of the indicators or categories of abuse in the following pages:***

- ***Speak with your Designated Safeguarding Officer who should then contact the local authority designated officer or team***
- ***If someone is at imminent risk contact the police immediately.***

### **What is Child Protection?**

- Making children's welfare a priority;
- A responsibility for all those who are directly or indirectly involved with children;
- Ensuring that all children, whatever their age, culture, disability, gender, language or racial origins have the right to protection from abuse;
- Understanding what constitutes abuse;
- Taking positive steps to prevent further abuse and dealing with all suspicions and allegations of abuse seriously and swiftly;
- Working in partnership with agencies qualified to address the issues

### **What is Abuse?**

Abuse has been categorised into four different types:

- Physical
- Emotional
- Neglect
- Sexual

The four categories of abuse are not mutually exclusive. An abused individual may well be suffering more than one type. The definitions and possible indicators are taken from "Working together to safeguard children" (March 2015).

Physical abuse which 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.

### **Possible indicators of physical abuse**

- Physical observations;
- Bruising especially on the trunk, face, upper arm, shoulders and neck consistent with gripping and fingertip bruising or finger marks;
- Burns and scalds especially cigarette burns, burns caused by lengthy exposure to heat;
- Human bite marks;
- Fractures, particularly spiral fractures;

- Swelling and lack of normal use of limbs;
- Any serious injury with no explanation or conflict explanations / inconsistent accounts;
- Untreated injuries

### **Possible behavioural observations and indicators of physical abuse**

- Unusually fearful with adults;
- Unnaturally compliant to parents;
- Refusal to discuss injuries / fear of medical help;
- Withdrawal from physical contact;
- Aggression towards others;
- Wears cover-up clothing

### **Neglect**

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 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);
- failing to protect from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers);
- ensure access to appropriate medical care or treatment.

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

Possible behavioural observations and indicators of neglect:

- Constant hunger;
- Constant tiredness;
- Frequent lateness or non-attendance at school;
- Destructive tendencies;
- Low self-esteem;
- Neurotic behaviour;
- No social relationships;
- Running away;
- Compulsive stealing or scavenging

Possible physical observations and indicators of neglect:

- Poor personal hygiene;
- Poor state of clothing;
- Emaciation, pot belly, short stature;
- Poor skin and hair tone;
- Untreated medical problems

## **Sexual Abuse**

Sexual abuse 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.

### Possible physical observations and indicators of sexual abuse

- Damage to genitalia, anus or mouth;
- Sexually transmitted disease(s);
- Soreness in genital area, anus or mouth
- Unexplained recurrent urinary tract infections and discharges or abdominal pain

### Possible behavioural observations and indicators of sexual abuse

- Sexual knowledge inappropriate to the age of the child;
- Sexualised behaviour in young children;
- Sexually provocative behaviour / promiscuity;
- Hinting at sexual activity;
- Inexplicable decline in school performance;
- Sudden apparent changes in personality;
- Lack of concentration, restlessness, aimlessness;
- Socially withdrawn;
- Overly compliant behaviour;
- Poor trust in significant adults;
- Aggressive behaviour, onset of wetting, day and night;
- Onset of insecure, clinging behaviour

## **Indirect sexual abuse**

Indirect sexual abuse can include:

- Genital exposure – “flashing”;
- Using children in, or exposing children to, pornographic material;
- Encouraging two children to have sex

Whilst sex between adolescents under 16 is unlawful, it is not considered to be abuse if exploitation is not an issue, that is, if both parties were consenting, force was not used and there has been no misuse of power based on age difference (five years or more) or other form of authority.

## Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development. It may involve conveying to a child that she or he is 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 a 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.

### Possible indicators of emotional abuse

- Physical, mental and developmental lags;
- Acceptance of punishment which appears excessive;
- Over reaction to mistakes;
- Continual self-deprecation;
- Sudden speech disorders;
- Fear of new situations;
- Inappropriate emotional responses to painful situations;
- Neurotic behaviour, such as rocking, hair twisting or thumb sucking;
- Self-mutilation;
- Fear of parents being contacted;
- Extremes of passivity or aggression;
- Drug or solvent abuse;
- Running away;
- Compulsive stealing or scavenging

It should be noted that many of the symptoms in all four areas described above, can be caused by a variety of other factors which are not related to child abuse.

It is the responsibility of each individual to share any concerns with the appropriate person, following the operational procedures relevant to your site / service area.

A statement produced jointly by the Department of Health, the Home Office, the DfES and the DCMS states:

“A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children and protected adults may be abused in a family, institutional or community setting by those known to them or, more rarely, by a stranger”.

It is important to stress that:

***It is not your responsibility to decide if a child or adult is being abused, but it is your responsibility to act if you have concerns.***

### **What is adult abuse?**

Adult abuse can lead to a violation of someone's human and civil rights by another person or persons. Abuse can be physical, financial, verbal or psychological. It can be the result of an act or a failure to act, a single act or repeated acts.

It can happen when a protected adult is persuaded into a financial or sexual exchange they have not consented to, or cannot consent to. Abuse can occur in any relationship and may result in significant harm or exploitation.

- Domestic abuse
- Revenge porn
- Hate crime
- Forced marriage
- Honour based violence
- Female Genital Mutilation (FGM)
- Human trafficking
- Modern slavery
- Radicalisation
- Other personal circumstances e.g. stress

Some adult abuse may fall within the following categories:

#### **Physical**

Any deliberate act to cause physical harm including hitting, slapping, pushing, kicking, misuse of medication or restraint.

#### **Financial or Material**

Theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or misusing property, possessions and benefits.

#### **Sexual**

Involvement in a sexual act to which the protected person has not consented, or to which he or she could not consent or was pressured into consenting.

#### **Neglect and Acts of Omission**

Ignoring medical or physical care needs and withholding the necessities of life such as nutrition, heating and medication.

#### **Psychological**

Emotional abuse, threats to harm or abandon the person, depriving them of contact, humiliating, blaming, controlling, intimidating, coercing or harassing them, verbal abuse, isolation or withdrawing services and support networks.

**Discriminatory**

Based on cultural, sexual, age, disability, sexual orientation or religion.

**Institutional**

Mistreatment or abuse by an organisation or the individuals within it.

**Domestic**

Any incident of threatening behaviour, violence or abuse (including any of the above) occurring between adults who are or have been in an intimate relationship or are family members – regardless of gender or sexuality.

Abuse can occur anywhere, including:

- own home
- a carer's home
- day care
- residential care
- nursing home
- hospital

An abuser is usually known to the person being abused and can include:

- partner, child, relative • friend/neighbour
- paid/volunteer worker
- health/social worker or other professional

**Female Genital Mutilation (FGM)**

Female Genital Mutilation (FMG) comprises all procedures involving the partial or total removal of the external female genitalia or any other injury to the female genital organs for non-medical reasons. FMG is considered a grave violation of the rights of girls and women.

In Scotland, criminal and civil legislation on FGM is contained in the Prohibition of Female Genital Mutilation (Scotland) Act 2005.

**Modern Slavery and Trafficking**

Modern Slavery can take many forms including the trafficking of people, forced labour, servitude and slavery. Traffickers and slave masters use whatever they can to pressurise, deceive and force individuals into a life of abuse and inhumane treatment.

Any consent victims have given to their treatment will be irrelevant where they have been coerced, deceived or provided with payment or benefit to achieve that consent. Children (those under 18) are considered victims of trafficking, whether or not they have been coerced, deceived or paid to secure their compliance. They need only to have been recruited, transported, received or harboured for the purpose of exploitation.

The term Modern Slavery captures a whole range of types of exploitation, many of which occur together. These include but are not limited to:

## **Sexual Exploitation**

This includes but is not limited to sexual exploitation and sexual abuse, forced prostitution and the abuse of children for the production of child abuse images/videos. 42% of all reported trafficking victims in the UK are victims of sexual exploitation.

## **Domestic Servitude**

This involves a victim being forced to work in usually private households, usually performing domestic chores and childcare duties. Their freedom may be restricted and they may work long hours often for little or no pay, often sleeping where they work. 24% of reported victims of domestic servitude in the UK are children.

## **Forced Labour**

Victims may be forced to work long hours for little or no pay in poor conditions under verbal or physical threats of violence to them or their families. It can happen in various industries. Often victims are housed together in one dwelling. 36% of reported victims of Modern Slavery are subject to forced labour.

## **Criminal Exploitation**

This can be understood as the exploitation of a person to commit a crime, such as pickpocketing, shop-lifting, cannabis cultivation, drug trafficking and other similar activities that are subject to penalties and imply financial gain for the trafficker. Many reported Modern Slavery victims are also involved in fraud or financial crime whereby perpetrators force victims to claim benefits on arrival but the money is withheld, or the victim is forced to take out loans or credit cards.

### Other forms of exploitation

May include - organ removal; forced begging; forced benefit fraud; forced marriage and illegal adoption. Some abuse can be linked to beliefs such as spirit possession or witchcraft.

Modern Slavery covers a range of complex issues that are often hard to detect, it is important the public are aware that such abuses can take place and that victims have a right to identification and support.

In the case of children, child trafficking and exploitation is child abuse and therefore should be treated as a child protection matter, with police and the local authority designated officer or team notified immediately and existing safeguarding procedures followed.

## **Indicators of Modern Slavery**

Signs of various types of modern slavery and exploitation are often hidden, making it hard to recognise potential victims. Victims can be any age, gender or ethnicity or nationality. Some of the common signs may include:

- **Legal documents** - the person may not be in possession of their legal documents (passport, identification and bank account details) as these may be being held by someone else
- **Medical care** – the person may have old or untreated injuries, and vague, reluctant or inconsistent in explaining how the injury occurred

- **Appearance** – the person may look malnourished, unkempt, or appear withdrawn. They may appear to have few personal possessions and may often wear the same clothes
- **Behaviour** – the person may appear to be withdrawn or frightened, unable to answer questions directed at them or speak for themselves and/or an accompanying third party may speak for them. They may also appear to be under the control/influence of others, rarely interact or appear unfamiliar with their neighbourhood or where they work. Many victims will not be able to speak English
- **Debt bondage** – the person may perceive themselves to be in debt to someone else or in a situation of dependence

### **Signs specific to child victims**

- **Absent parent or legal guardian** – the child may be being cared for by an adult that is not their parent or legal guardian, the quality of this relationship may be poor and be a reason for concern
- **Multiple children** – there may be a number of unrelated children at one address, and a child may move location frequently
- **Identity documents** – more often than not documents may be missing, altered or found to be false
- **Grooming** – children may not always demonstrate outward signs of distress and may have a 'bond' with those exploiting them. Many who have been groomed will not disclose their abuse – however, they are likely to be very scared and traumatised

### **Terminology**

Stated below are some important terms commonly used with reference to safeguarding matters and may need to be noted when reporting such incidents. Therefore, it is important to understand the meaning of four key terms:

**Disclosed abuse** - this is when an individual confides in you that he or she is or has been suffering abuse.

**Suspected abuse** - when you observe symptoms such as unexplained injuries or changes in behaviour that give cause for concern.

**Reported abuse** - when someone tells you that a child or adult is being abused or that they are abusing a child or adult themselves.

**Referral** - the facts of the case are reported to the Police and / or social work

## **Appendix 2**

### **Safeguarding Process and Guidance Employees and Volunteers**

### **Why you should make a referral**

The greatest fear about reporting suspected abuse cases is that you may be wrong and the resulting consequences bring about pain and suffering for children, their parents and those accused. In such situations it is worth remembering these points:

- Your first responsibility is to the welfare of the child
- Many parents/guardians will actually recognise this and appreciate that you made the referral out of concern for the child
- It is not your responsibility to make judgements – only to share your concerns
- Any information you provide may be essential in building up a complete picture of an abused individual or a suspected abuser

### **Concerns regarding an adult**

If you are concerned about the welfare of an adult, apart from a member of staff when internal procedures will be referred to, adopt the following procedure:

- Remain calm;
- **Listen** to what is being said, without rushing or probing;
- **Reassure** the individual if they have disclosed information to you, that he or she was right to talk to you;
- Do not promise confidentiality; explain that you will need to share the information with others who can help;
- **Refer** the information to your line manager / Designated Safeguarding Officer immediately;
- **Record** accurate information on your observation and discussions

### **Disclosure of information by a child**

If a child tells you that he or she is being abused, or another adult informs you of their concerns, adopt the following procedure:

#### ***DO***

- Remain calm;
- **Listen** to what is being said, without rushing or probing;
- **Reassure** the individual that he or she was right to talk to you;
- Do not promise confidentiality; explain that you will need to share the information with others who can help;
- **Refer** the information to your line manager / Designated Safeguarding Officer immediately;
- **Record** accurate information on your observation and discussions.

### **DO NOT**

- Do not panic;
- Do not keep the information to yourself. Discuss the disclosure with your Designated Safeguarding Office;
- Do not investigate or probe by asking questions.

### **Allegations against a liveArgyll Employee or Volunteer**

If an allegation is received about an employee or volunteer for liveArgyll, it should be immediately reported to the relevant member of the liveArgyll Management Team, they will contact the Designated Safeguarding Officer, where required.

All allegations should be reported by the Senior Manager to HR. Incident Form must be completed.

The criteria for an allegation against staff, is where a person who works with a child or adult has:

- Behaved in such a way that has or may have harmed a child / adult; **or**
- Possibly committed a criminal offence against or related to a child / adult; **or**
- Behaved towards a child / children / adult(s) in a way that indicates 'unsuitability' to work with children / adults.

### **Supporting liveArgyll staff and volunteers**

If an individual is involved with a suspected abuse case and need to discuss their concerns, there are a number of options to pursue.

- Talk to their immediate line manager;
- Contact the Designated Safeguarding Officer
- Contact a member of the Senior Management Team
- liveArgyll can arrange access to staff welfare arrangements / counselling service
- If requested these will be made available to the member of staff as soon as reasonably possible.

Dealing with a suspected case of child abuse or being accused of such an act, can be a very emotional and disturbing time for all concerned. It is important that staff and volunteers are aware of support services within the organisation. Confidentiality is the key element to ensure that what is offered is effective and therefore, both internal and independent external assistance is required.

### **What is liveArgyll's role in working with the local authority Child / Adult protection?**

- To clarify facts of the allegation before contacting the local authority designated officer or team;
- Where allegations against liveArgyll staff have been made, appropriate actions will be taken.
- To work in partnership with the local authority designated officer or team;
- To provide necessary information as requested;
- To ensure a properly managed conclusion to the safeguarding process

### **Employment – recruitment**

liveArgyll is committed to ensuring that all children and adults in its care are not exposed to unsuitable personnel. Applying a rigorous selection and recruitment procedure will prevent this. Whether the appointment is for part time, full time, casual or voluntary staff all procedures must be adhered to.

It is important that all advertisements, job descriptions and pre-employment information, relating to posts that have direct access to working with children or protected adults, depict safeguarding as a high priority for liveArgyll. This will discourage any potential abusers from pursuing an application. Therefore:

**Job Descriptions** for posts that require a Disclosure will stipulate that the post is exempt from the Rehabilitation of Offenders Act (1974).

**Job Advertisements** for positions where the member of staff will require a Disclosure will stipulate that the post is exempt from the Rehabilitation of Offenders Act (1974).

**Job Application Forms** will stipulate that the applicant must refer to the job description to ascertain whether the post is exempt from the Rehabilitation of Offenders Act (1974) and then to complete the relevant Equal Opportunities form accordingly.

Criminal Convictions Forms requires the applicant to complete in confidence whether they have any convictions (spent or otherwise) under the Rehabilitation of Offenders Act (1974).

It is important that all applicants, whether permanent, casual or voluntary should complete the Criminal Convictions Form as requested. This gives the applicant the opportunity to offer information in confidence on any past convictions. This information will only be disclosed to HR and should there be an area of concern the relevant member of the liveArgyll Management Team if it is deemed that it may potentially breach the liveArgyll Safeguarding Policy.

liveArgyll HR hold register of posts that require a PVG check to be completed. Applications for PVG checks will be submitted to liveArgyll HR, for all appointments to posts listed on the aforementioned register. For further information refer to the current liveArgyll PVG Policy document.

### **Employee Volunteer Induction**

It is vitally important that all members of staff and volunteers are made aware of liveArgyll commitment to safeguarding. The liveArgyll Safeguarding Code of Conduct for members of staff and volunteers should be issued to all staff upon induction.

### **Employee/ Volunteer Training**

It is important that staff receive the necessary training to be able to make informed decisions about what they perceive to be abuse. Training should include the following elements:

- How to recognise abuse;
- How to deal with a disclosure and referral - emotional and practice advice;
- Reporting procedures;
- Recruitment;
- Support mechanisms, such as counselling;
- Information on who is the Designated Safeguarding Lead and what is their role;

As a minimum all staff should receive written information in how to recognise abuse and the Safeguarding Code of Conduct.

All staff should know who their Designated Safeguarding Officer is and who to contact in his/her absence

Designated Safeguarding Officers will receive additional training in assessing and reporting of incidents via LEON and through face to face training

Clear procedures will be included in the Safeguarding Plan and associated Normal Operating Procedures

Those working or volunteering for liveArgyll must recognise that they are in a position of trust and must act in an appropriate manner at all times. As a result, for those in liveArgyll employment, paid or otherwise, must always consider how an action or activity may be different from the way it is intended to the way it is actually perceived. For further detail and information reference liveArgyll 'Code of Conduct'.

### **Safeguarding 'Code of Conduct' for employees and volunteers**

This Code of Conduct details how staff and volunteers should behave in relation to children, young people and protected adults to protect such people and also protect the member of staff / volunteer against any misunderstandings or allegations.

Breaches of this Code of Conduct may result in disciplinary proceedings being taken against the member of staff concerned and in extreme cases could result in possible referral to an investigatory body such as the Police.

The liveArgyll Safeguarding 'Code of Conduct' for staff and volunteers include:

- Avoid spending time with children unobserved, move into the view of others or leave the door open;

- Always have another person present; where a private conversation is absolutely necessary inform another member of staff of your whereabouts and how long you expect to be with the individual;
- Watch out for each other. Consider if colleagues are being drawn into situations that could be misinterpreted;
- Physical contact should be kept to a minimum. If contact is necessary, be aware of your actions and how they may be interpreted. Where necessary, for example when there has been an accident, ensure that you are treating the injury in the presence of others (preferably a parent, carer or another member of staff);
- In a group, when coaching for example, do not have, or appear to have, favourites;
- Do not give lifts to children in your car;
- Do not take or invite children to your home;
- Do not use physical punishments or any actions that involve restraining a child;
- Do not arrange meetings with children outside of working hours. If you come into contact with a child from work in a social setting, be polite but try to move away. If this is not possible try to maintain a professional distance;
- Do not buy gifts or equipment for any children in your care;
- Do not give a child your personal contact information or ask for theirs.
- Avoid contact using social media sites, for information please read liveArgyll's Social Media Policy.

### **Photographic and video images**

Guidance on photographic and video images can be found in liveArgyll's privacy policy:-

<https://liveargyll.co.uk/privacy-policy>

### **Reporting procedures - who is responsible?**

All employees and volunteers are responsible for the welfare of children in the care of liveArgyll, and are therefore all responsible for reporting incidents of suspected abuse.

### **Reporting Procedures - how do you report your suspicions?**

- Contact the Designated Safeguarding Officer and discuss the issue. If they are unavailable, speak to the Duty Officer on duty at the time. Complete the Incident report form (manual STITCH form). Forward this to the Designated Safeguarding Officer.
- Following discussions with the staff member / Duty Officer reporting the concern and the Designated Safeguarding Officer, a decision may be made to contact by telephone the Local Authority Social Work Department, within Argyll and Bute Council and discuss the concern.

- If Social Work advise further action, an email containing all relevant information will be sent to the relevant Social Work contact at Argyll and Bute Council by the Designated Safeguarding Lead Officer or other appointed person. A copy of the email will also go to the Area Manager

In some cases it may be necessary to inform Police, for instance, particularly when individuals are in immediate danger. The Incident Report Form must be completed.

It is not necessary to make contact with the police unless there is an immediate risk of an offence being committed or it is a clear case of assault. The local authority designated officer or team will contact the Police if deemed necessary. Where emergency medical help is required arrangements should be made for the child or adult to be taken to hospital, and Operating Procedures for First Aid Followed.

### Escalation

If a liveArgyll staff member, involved in a safeguarding matter, is not satisfied with a decision made by a Designated Safeguarding Officer the staff member is permitted to directly escalate the matter to the Designated Safeguarding Lead.

Should liveArgyll, as a corporate body, disagree with any action(s) / decision(s) taken by the local authority designated officer or team (in a safeguarding matter) then the Business Support Manager should refer the matter to the Local Authority Lead.

### Records

- All associated records associated records, should be kept no longer than 6 years by HR only.
- Exception to the 6 year period will occur when records:
  - a. need to be retained if information is relevant to ongoing legal action
  - b. are required by law to be kept longer
- When records are being kept for more than the 6 year period, files need to be clearly marked and the reasons for the extension period clearly identified
- Information should be kept in a secure facility and access to information should be strictly limited. All documentation should be marked 'strictly confidential'.
- Electronically stored information must be held on STITCH, which only limited staff have access to.
- Data protection GDPR must be a prime consideration

### Action Required:

- ✓ Safeguarding is the responsibility of everyone who comes into contact with children and adults at risk.
- ✓ As a minimum all staff should receive written documentation outlining the arrangements relating to child abuse in the workplace i.e. Safeguarding 'Code of Conduct' for staff and volunteers
- ✓ It is the responsibility of the Designated Safeguarding Lead to ensure that a referral is made to the local authority designated officer or team

✓ Ensure that staff are trained in this procedure as part of the Induction Training for all new members of staff and a refresher training programme is in place, the training must be recorded on the member of staff's ***Individual Training Record***.

**Date of next review**

This procedure is reviewed once a year or updated as and when necessary, the next review is due on 30/12/2024

### Appendix 3 - Incident process flow chart

