



**TAUNTON
WELCOMES
REFUGEES**

Taunton Welcomes Refugees

4b. Safeguarding Policy and Procedures

Policy Statement

This policy will enable TWR to demonstrate its commitment to keeping safe the young people and vulnerable adults with whom it works. TWR acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

The policy has been drawn up in order to enable TWR to:

- promote good practice and work in a way that can prevent harm, abuse and coercion occurring
- ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported

The policy relates to the safeguarding of young people and adults

- Adults are defined as people aged 18 or over
- Young people are defined as people aged under 18.

The policy applies to trustees, staff, volunteers, students and others who work on behalf of TWR. In order to implement the policy, TWR will work:

- to manage TWR in a way that promotes safety and prevents abuse
- to recruit trustees, staff, volunteers, students and others safely, ensuring that all necessary checks are made
- to provide effective management for trustees, staff and volunteers through supervision, support and training
- to promote the freedom and dignity of the person who has or is experiencing abuse
- to ensure the safety and well-being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing.

TWR will endeavour to ensure: -

- that all refugee families, individuals and asylum seekers supported by TWR are familiar with this policy.
- Trustees, staff and volunteers understand their responsibility to report concerns and disclosures promptly to the Designated Safeguarding Officer or their Deputy.
- that the Designated Safeguarding Officer understands his /her responsibility to refer incidents of young person /adult abuse to the relevant statutory agencies i.e. local authority, police.
- that the Designated Safeguarding Officer for Safeguarding Young People & Adults at TWR should be contacted for support and advice on implementing the policy.

Designated Safeguarding Officer:

TWR has an appointed individual for dealing with safeguarding concerns. In their absence, a Deputy will be available to consult with.

The Designated Safeguarding Officer within TWR is:

Louise Froud

Mobile: 07572 440479

Email: safeguarding@tauntonwelcomesrefugees.co.uk

The Deputy Safeguarding Officer is:

Simon Forrester

Mobile: 07876 775401

Email: simon@tauntonwelcomesrefugees.co.uk

The roles and responsibilities of the Designated Safeguarding Officers are:

- to ensure that trustees, staff, volunteers, students and others are aware of what they should do and who they should go to if they have concerns that a young person or adult may be experiencing or has experienced abuse or neglect.
- to ensure that concerns are acted on, clearly recorded and referred to themselves as Designated Safeguarding Officers and, where necessary, to follow up any referrals and ensure the issues have been addressed.
- to reinforce the utmost need for confidentiality and to ensure that trustees, staff, volunteers, students and others are adhering to good practice with regard to confidentiality and security.
- if appropriate, to give support and afford protection to individuals, if necessary, under the Public Interest Disclosure Act 1998. They will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and the outcome.

Procedures

1. Reporting a safeguarding concern

TWR recognises that it has a duty to act on reports or suspicions of abuse or neglect.

If an allegation is received any trustee, member of staff or volunteer in TWR will:

- Reassure the person concerned
- Listen to what they are saying, ask them to describe what happened
- Record what has been said/witnessed as soon as possible, use exact words and phrases if possible
- Remain calm and not show shock or disbelief
- Tell the person concerned that the information they give will be treated seriously
- Not ask closed, detailed or probing questions
- Not promise to keep it a secret
- Not contact the alleged abuser
- Contact either the Designated Safeguarding Officer or Deputy on the telephone numbers listed above in the first instance.
- Not pass on the information to anyone other than people who 'need to know' i.e the Designated Safeguarding Officer or Deputy.

If abuse has just taken place and been witnessed the priorities will be:

- To call an ambulance, if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep everyone safe
- To inform the Designated Safeguarding Officer (see above)
- To record what happened in an appropriate confidential and secure file (see Accident/Incident Report Template 4g)

All situations of abuse or alleged abuse will be discussed with the Designated Safeguarding Officer or their Deputy. If a trustee, member of staff, volunteer, student, or other, is unable to raise concerns with the Designated Safeguarding Officer or their Deputy then concerns can be raised directly with the appropriate local authority or the police in an emergency. This is called 'Raising a Safeguarding Alert' (as below). The alleged victim will be told that this will happen. If the individual experiencing abuse does not have capacity to consent a referral will be made without that person's consent, if it is in their best interests.

2. Raising a Safeguarding 'Alert':

- In an emergency call 999
- Non-emergency call to police 101
- Somerset Council Somerset Direct/ Children's Social Care 0300 123 2224
- Concerns about children by email to childrens@somerset.gov.uk
Somerset Council Emergency Duty Team 0300 123 2327
- Concerns about vulnerable adults by email to adults@somerset.gov.uk Somerset Council Adults and Mental Health emergency out of hours team 01823 368 244
- Check children's information at [Report a child at risk \(somerset.gov.uk\)](http://somerset.gov.uk)
- Check vulnerable adult information at [Report an adult at risk \(somerset.gov.uk\)](http://somerset.gov.uk)

The phone call should be followed up in writing to the Young People and Adult Social Care team at Somerset Council outlining the concerns and the Designated Safeguarding Officer is to be made aware of this.

3. Managing an allegation made against a family member, trustee, member of staff, volunteer or student or other

TWR will ensure that any allegations made against the above will be dealt with swiftly. Where it is thought a criminal offence has taken place, the police will be informed. If a crime has been witnessed the police should be contacted immediately. The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role whilst the investigation is undertaken. The Designated Safeguarding Officer will ensure that the TWR disciplinary procedures are coordinated with any other enquiries taking place as part of the on-going management of the allegation.

4. Recording and managing confidential information

TWR is committed to maintaining confidentiality wherever possible and information around Safeguarding should be shared only with those who need to know. The information recorded will be kept secure and comply with data protection.

5. Incident Report Form

Once the Designated Safeguarding Officer or Deputy has been alerted, she/he will fill in an Incident Report form with any people involved and refer on if necessary.

6. Disseminating /Reviewing the policy

The Safeguarding Policy will be communicated to trustees, staff, volunteers, students and others. The Designated Safeguarding Officers will be responsible for ensuring that this is done.

This Policy will be reviewed annually.

Sept 2023