



## Safeguarding Policy

Last updated 15/06/2021

### Introduction

PACT Dogs Ltd makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

PACT Dogs Ltd comes into contact with children and / or vulnerable adults through the following activities:

- Training
- Mentoring/Coaching
- Social Media Activities

The types of contact with children and / or vulnerable adults will be regulated or controlled.

**Regulated activity** can be defined as ‘frequent contact’ with a vulnerable person (once a month or more) or as ‘intensive contact’ (3 days or more within a 30 day period).

**Controlled activity** includes e.g. ancillary roles such as caretakers where there may be contact with vulnerable groups. Also includes administrators or trustees who can access data on vulnerable people.

This policy seeks to ensure that PACT Dogs Ltd undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation’s expectations.

## Legislation

The principal pieces of legislation governing this policy are:

- The Care Act 2016
- Working together to Safeguard Children 2015
- The Protection of Freedoms Act 2012
- Safeguarding Vulnerable Groups Act 2006
- The Children Act 2004
- The Adoption and Children Act 2002:
- Care Standards Act 2000
- Human Rights Act 1998
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- The Children Act 1989
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

## Definition

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Psychological or Emotional abuse
- Neglect or Omission to act
- Financial or material abuse

- Child Sexual Exploitation
- Modern Slavery
- Self Neglect
- Domestic Abuse
- Institutional Abuse
- Discriminatory Abuse
- Harassment
- Radicalisation

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This **may** include a person who: Is elderly and frail; Has a mental illness including dementia; Has a physical or sensory disability; Has a learning disability; Has a severe physical illness; Is a substance misuser; Is homeless.

## **Responsibilities**

All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

## **Implementing this policy**

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation, including:

- Whistleblowing –ability to inform on other staff/ practices within the organisation
- Complaints procedure – to address breaches of procedures/ policies
- Health and Safety policy, including lone working procedures, mitigating risk to staff and clients

- Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory
- Data protection (how records are stored and access to those records)
- Staff induction
- Staff training

### **Safe recruitment**

PACT Dogs Ltd ensures safe recruitment through the following processes:

- Providing the following safeguarding statement in recruitment adverts or application details –‘recruitment is done in line with safe recruitment practices.’
- Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities.
- There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding
- Shortlisting is based on formal application processes/forms and not on provision of CVs
- Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification

### **Disclosure and Barring Service (DBS) Gap Management**

Where necessary the organisation commits resources to providing DBS records checks on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.

In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, checks will be made for service delivery contracting and sub contracting.

### **Training and Support**

PACT Dogs Ltd commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding. All staff who, through their role, are in contact with children and /or

vulnerable adults will have access to safeguarding training at an appropriate level.

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. Wellbeing mechanisms will be put in place to support staff, members and students.

## **Professional Boundaries**

Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

PACT Dogs Ltd expects staff to protect the professional integrity of themselves and the organisation.

The following professional boundaries must be adhered to:

- Use of abusive language
- Response to inappropriate behaviour / language
- Use of punishment or chastisement
- Personal relationships between a member of staff and a Member or Student is prohibited.

The following policies also contain guidance on staff (paid or unpaid) conduct:  
(list policies)

If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures

## **Alligation Management**

PACT Dogs Ltd recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

Either the Complaints or Whistle Blower processes can be used for raising and dealing with allegations.

## **Monitoring**

The organisation will monitor the following Safeguarding aspects:

- Safe recruitment practices
- DBS checks undertaken when necessary
- References applied for new staff
- Records made and kept of supervision sessions
- Training – register/ record of staff training on child/ vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place

## **Managing Information**

Information will be gathered, recorded and stored in accordance with the Data Protection Policy.

All staff and members must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Safeguarding Lead.

All staff and Members must be aware that they cannot promise service users or their families/ carers that they will keep secrets.

## **Communicating and Review**

PACT Dogs Ltd will make members, staff and students aware of the Safeguarding Policy through the website and email communications.

This policy will be reviewed by the Board, every two years and when there are changes in legislation.