



A charity dedicated to knowledge and nurture

Walworth Garden

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Walworth Garden

Safeguarding Policy

This policy is linked to the Vulnerable Adults Policy and Lone Working Policy

The term 'staff' includes independent practitioners

The term 'volunteer' includes trustees

Introduction

Walworth Garden makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

The Organisation comes into contact with children and vulnerable adults through the following activities:

- 'Grow' Horticultural Therapy Group
- Members of the public including children as visitors
- Vulnerable adults as volunteers

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

This policy seeks to ensure that the Organisation undertakes its responsibilities with regard to protection of children and vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff and clarifies the Organisation's expectations.

The policy is to be used by any employee or volunteer working directly with children and young people and vulnerable adults.

The policy applies to anyone with whom you are in contact with in the course of your work and who is a child or a vulnerable adult.

A child means someone who is under 18 years of age, that is, has not reached their 18th birthday.

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.

Purpose of this Policy

This policy sets out how the Organisation implements safeguarding for children and vulnerable adults with whom you may come into contact with during the course of your work.

The Organisation is committed to devising and implementing policies so that everyone within the Organisation accepts their responsibilities for safeguarding children and vulnerable adults from abuse and neglect. This means following procedures to protect them and reporting any concerns about their welfare to the appropriate authorities.

This policy helps the Organisation to achieve this by:

- supporting the Organisation to safeguard children and vulnerable adults in practice, by defining abuse and providing guidance to the Organisation about what to do;
- ensuring we all work to the same procedure;
- making sure we are accountable for what we do;
- being clear what roles and responsibilities we all have in safeguarding;
- saying what employees can expect from the organisation to help them work effectively.

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.

Additional Specific Responsibilities

Trustees have responsibility to ensure that the CEO adheres to policies and protocols
The Designated Senior Manager is the CEO, Oliver Haden. This person's responsibilities are:
To ensure policies and protocols are adhered to by all staff

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;
- emotional abuse;
- bullying;
- neglect;
- financial (or material) abuse.

In addition, Female genital mutilation or FGM. FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting

harmful consequences.

Anybody suspicious that a child is at risk of FGM **must** report their suspicions to the CEO who will investigate and report their findings to the authorities.

Support for Staff

The Organisation commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding.

Induction will include: sight and understanding of all policies and protocols. This will include an enhanced DBS check for all staff and regular volunteers.

All staff who, through their role, are in contact with children and vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include a detailed examination of our policies and a reiteration of our protocols.

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice.

Procedure - Reporting Safeguarding Issues

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

The process for raising and dealing with allegations is as follows:

Incident is reported to the CEO, either in person or by email at

info@walworthgarden.org.uk

The CEO will immediately make a decision about removing the person against whom the allegation is made from their regular duties to a duty that does not involve children or vulnerable adults or they will suspend the person (as a neutral act) pending investigation. The CEO will then mount or instruct the mounting of an investigation and report findings both to the police as appropriate and/or to the Chair of Trustees who together with the CEO will decide on a course of action.

If the CEO is the one against whom the allegation has been made, the incident is reported to the Chair of Trustees at

chair@walworthgarden.org.uk

The Organisation will monitor safeguarding aspects as follows:

- safer recruitment practices
- DBS checks undertaken
- references applied for new staff
- monitoring whether concerns are being reported and actioned
- checking that policies are up to date and relevant
- reviewing the current reporting procedure in place
- presence and action of designated senior manager responsible for safeguarding is in post.

Recruitment

Before recruiting, the level of DBS check needed for the role, if any, will be assessed. Where necessary an employee will be checked with the Disclosure and Barring Service before employment.

References are taken up using a standard reference form prior to interview whenever possible and job descriptions and person specifications may be provided to referees. Identity checks, qualifications, right to work in the UK and the completion of a medical questionnaire (if relevant) are carried out at the time of the interview where possible. Safeguarding questions may be included at interview if safeguarding is relevant to the role. References and career history are scrutinised as part of the recruitment process for potential staff.

Managing Safeguarding Concern

Everyone is responsible for safeguarding. If you have concerns that a child or vulnerable adult is at risk of harm or abuse you should notify your line manager or other manager, or designated safeguard lead (DSL) if there is one. The local Social Services department will then be notified. If appropriate the Police should also be informed.

Where allegations of abuse are made against a person working for the Organisation with children or vulnerable adults the employee will be removed from these duties and be given other duties if possible. The line manager or DSL will be required to report the employee to the local safeguarding board within one day.

Reporting criteria are met if any person who works with children, in connection with their employment or voluntary activity, has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they are unsuitable to work with children.

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for **Walworth Garden**.

Please complete the details below and return this completed form to the CEO, Oliver Haden

Employee Name :

Employee Signature:

Date:

February 2021

Date of Review: February 2022

Author: Oliver Haden

Date of next Review: February 2023