



**PEAKS & PLAINS**  
Housing Trust

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# The Trust

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## Safeguarding Policy

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Version number: v1

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Effective Date: December  
2019

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## 1. SCOPE

- 1.1. The purpose of this policy is to set out the principles and guidelines that Peaks and Plains Housing Trust (the Trust) commit to in terms of safeguarding adults at risk and children.
- 1.2. We will ensure that staff identify and report safeguarding concerns for children and adults at risk of abuse and neglect in our homes and communities, no matter who the perpetrator is or who the victim is.

## 2. POLICY STATEMENT

- 2.1. The Trust will ensure that all staff and contractors that visit people in their own homes or work with children and adults in our communities are:
  - Aware of their responsibilities to identify and report safeguarding concerns.
  - Able to identify the types of abuse relating to children and adults.
  - Aware of where abuse can occur and the perpetrators of abuse.
  - Able to report concerns internally and to statutory bodies.
  - Aware of Whistleblowing Policy and Procedure.
- 2.2 All Trust staff are responsible for safeguarding as a key part of their day to day tasks. The Director of Operations has overall responsibility for the effective implementation of this policy.

## 3. DEFINITIONS

- 3.1. Safeguarding refers to the protection of the welfare of children and the promotion of the wellbeing of adults.
- 3.2. Safeguarding adults means protecting an adult's right to live in safety, free from harm and abuse (Care Act 2014). Adults with care and support needs are most at risk of harm, abuse and neglect. For example;
  - People with learning disabilities
  - People with mental health problems
  - Older people
  - People with physical disabilities
  - People with visual and sensory impairment
  - People who rely on others for care and/or support
- 3.3. Safeguarding Children is defined in Working Together to Safeguard Children 2018 as:
  - Protecting children from maltreatment
  - Preventing impairment of children's health and development
  - Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
  - Taking action to enable all children to have the best outcomes.
- 3.4 'Abuse' is any behaviour that deliberately or unknowingly causes a person harm or endangers their life and is a violation of a persons' human and civil rights by another person or persons. It may consist of a single act or repeated acts.

3.5 'Significant Harm' means ill treatment, the impairment of health and the impairment of development.

#### 4. RESPONSIBILITIES

4.1. Through the induction process and regular training, staff (and contractors) who come into contact with children and adults in their everyday work, will understand the responsibilities within their role to safeguard children and adults.

**All staff:** have responsibility for:

- Taking seriously, listening carefully and reporting appropriately any adult safeguarding concerns reported.
- Ensuring immediate action is taken if the person/s are in serious danger or a crime is likely to be/or has been committed as per policy.
- Ensuring accurate records of the allegation, initial enquiries and action and appropriate paperwork/forms as instructed by this policy and supporting procedures.
- Acting in accordance with this policy, procedure and protocols and attendance at appropriate training and supervision.
- Understanding the Whistleblowing policy and obligations to report suspected or actual abuse or neglect.

4.2. As a service provider, the Trust will be mindful of its role to safeguard children and adults in its day to day activities, including the provision of housing management, housing related support, maintenance and adaptations services.

4.3. The Trust will engage with and contribute fully to multi-agency working that exists to promote the safeguarding of children and adults, for example by responding to requests for information from the relevant Local Authority and Safeguarding Boards as part of a safeguarding children or adult enquiry and providing all relevant information required for Safeguarding Reports and Reviews. The Trust will implement learning points from relevant reports, Serious Case Reviews and best practice.

4.4 The Trust's recruitment processes will include Disclosure and Barring Service (DBS) checks at either Standard or Enhanced levels for new staff where it has been identified that the post being recruited to is a position that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act regulations.

#### 5. IDENTIFYING, REPORTING AND DEALING WITH SAFEGUARDING CONCERNS

5.1. The Trust has clear lines of responsibility established for the raising of safeguarding concerns. There is full accountability throughout the organisation for the detection, recording and reporting of child and adult safeguarding concerns.

5.2. The Trust has a designated Safeguarding Lead who is the Head of Customer Experience. The Safeguarding Lead will ensure the Trust is represented at relevant multi-agency

forums and be responsible for ensuring the organisation is kept up to date with legislative changes and learns from best practice.

- 5.3 The Trust will provide training and guidance to new and existing staff on:
- The types of abuse
  - Where abuse occurs and by whom
  - Recognising the signs of abuse
  - Reporting safeguarding concerns internally and to statutory bodies
  - How to deal with a disclosure of abuse
- 5.4 The Head of Customer Experience will ensure that the Trust records all internal safeguarding concerns that are made and will ensure that appropriate action is taken, including referrals to statutory agencies.

## **6. MONITORING AND EVALUATION**

- 6.1. Safeguarding activity will be reported to the Trust's Board on an annual basis, including:
- Number of Concern Reports
  - Evaluation of investigated cases and alerts and lesson learnt
  - Compliance with policy and procedures
  - ADASS NW Safeguarding self-assessment results (see 6.2)
- 6.2 The Trust completes and submits to the annual Association of Directors of Adult Social Services (ADASS NW) Safeguarding self-assessment audit. The aim of this audit tool is to provide all organisations with a consistent framework to assess, monitor and/or improve their Safeguarding Adults arrangements. In turn, this self-assessment and assurance supports the Safeguarding Adult Board (SAB) in ensuring effective safeguarding practice is taking place across our area.

## **7. DATA SHARING AND CONFIDENTIALITY**

- 7.1. The Trust will share information appropriately with partners that have statutory responsibility to investigate safeguarding concerns, including its respective Local Authority Children and Adults Social Care teams and Cheshire Police.
- 7.2. The Trust will ensure that all staff understand that data protection does not prevent the sharing of information where it would protect the welfare of children and promote the wellbeing of adults.

## **8. EQUALITY AND DIVERSITY IMPLICATIONS**

- 8.1. The Trust will ensure that its Safeguarding policy is accessible to its diverse customers and will take into account the different needs of people wishing to raise a safeguarding concern. We will offer practical support for customers who may otherwise find it difficult to raise a safeguarding concern.

8.2. This policy, by its nature and focus, supports the needs and promotes the safety and wellbeing of vulnerable children and adults, people as defined by the nine protected characteristics (Equality Act 2010).

## 9. WHISTLEBLOWING

9.1. The Trust's Whistleblowing Policy encourages and supports staff to report concerns about the conduct of staff members.

9.2 The Trust will report any safeguarding concerns raised about the conduct of staff members to the Local Authority Designated Officer (LADO) and act in accordance with the LADO's advice and guidance.

## 10. FUTURE REVIEWS

10.1. This policy will be reviewed every three years, or sooner in response to a change in regulation, audit recommendation or emerging best practice.

## 11. ASSOCIATED DOCUMENTS

- 11.1.
- Anti-Social Behaviour Policy
  - Domestic Abuse & Violence Policy
  - Tenancy Policy
  - Recruitment Process
  - Staff Code of Conduct
  - Equality and Diversity Policy
  - Health and Safety Policy
  - Whistleblowing Policy
  - Information Security Policy
  - Workplace Violence & Abuse Policy

## POLICY INFORMATION

Policy Name:	Safeguarding Policy
Status:	V1
Approved by:	Board
Drafted By:	Head of Customer Experience
Date approved:	December 2019
Next Review Date:	December 2022