



# SAFEGUARDING POLICY

Issue Number	Effective Date	Amendments	Reason for Amendments



## INTRODUCTION

The purpose of this policy is to set out the safeguarding and child protection obligations of all employees, volunteers or those working on behalf of the IMI (e.g. consultants) whose work brings them in to contact with children, young people or vulnerable adults.

IMI believes that a child should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to perform in a way that protects them

This policy needs to be read in conjunction with the following policies:

- Code of Conduct
- Equality and Diversity
- Complaints
- Whistle Blowing
- Confidentiality
- Discipline and Grievance
- Data Protection

## DEFINITIONS

Safeguarding is the right of every child and vulnerable adult accessing our services or attending our events to be protected from any form of abuse. Abuse occurs when the child's or vulnerable adult's rights are not respected.

Abuse is any behaviour towards a person that deliberately or unknowingly causes them harm, endangers life or violates their rights. It includes not only physical, emotional and psychological ill treatment but also neglect (including self neglect), financial or sexual abuse, and the impairment of physical, intellectual, emotional, social or behavioural development. It concerns the misuse of power, control and /or authority and can be perpetrated by an individual, a group or an organisation.

A child is anyone who has not yet reached their 18th birthday.

A vulnerable adult is someone of 18 years or over who is or may be in need of community care services by reason of a mental or other disability or illness and who is or maybe unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

## LEGAL FRAMEWORK

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the rights of a child 1991
- Human Rights Act 1998
- Sexual Offences Act 2003.
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protections of Freedom Act 2012
- Children and Families Act 2014
- Data Protection Act (DPA) 2018

## SAFEGUARDING & CHILD PROTECTION PRINCIPLES

In implementing our approach to the safeguarding of children and vulnerable adults who access our services or attend our events, all staff must:

### Recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children regardless of age, disability, gender, race, religion or sexual orientation have a right to equal protection from all types of harm.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs and other issues.
- Working in partnership with children, young people, their parents, carers, trainers and other agencies is essential in promoting young people's well-being.

### Seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Appointing a member of staff as a Designated Safeguarding Officer (DSO) at any IMI event where children, young people or vulnerable adults are involved or in attendance
- Adopting child protection and safeguarding practices thorough our procedures and our code of conduct for employees, volunteers and those working on behalf of the IMI (e.g. consultants)
- Providing effective management for employees and effective supervision & support for volunteers and those working on behalf of the IMI through appropriate quality assurance measures
- Ensuring all necessary checks (including DBS checks) are carried out on employees, volunteers and those working on behalf of the IMI
- Recording and storing information (including personal data) professionally and securely and in-line with DPA regulations
- Sharing good practice with employees, volunteers and those working on behalf of the IMI
- Use our safeguarding procedures to share concerns and relevant information with parents, carers and any other relevant agencies appropriately
- Using our procedures to manage allegations against employees, volunteers and those working on behalf of the IMI appropriately
- Ensure we have effective complaints and whistle blowing measures in place
- Ensure we provide a safe physical environment for children, young people, vulnerable adults, employees, volunteers and those working on behalf of the IMI by applying health and safety measures in accordance with the law and relevant regulatory guidance

All staff must adhere to this policy. Where there are significant failings to comply with the policy, disciplinary action may be taken.

All volunteers and individuals who are working on behalf of the IMI must adhere to this policy, where there are failings to comply with the policy, termination of contract/agreement may be actioned and/or banning from IMI events may occur.



## CONTRACT ARRANGEMENTS & BACKGROUND CHECKS

Before employing or engaging any individual in a position or post that may involve contact with children or vulnerable adults, the IMI will undertake DBS checks and any other background checks deemed appropriate for the nature of the post.

- DBS checks for employees should be arranged and funded by the IMI
- DBS checks for volunteers should be arranged by the individual volunteer and in most circumstances are free
- DBS checks for self-employed individuals working on behalf of the IMI should be arranged and funded by the self-employed individual

Before engaging organisations or individuals to support the delivery of services or events where there is potential for direct contact with children or vulnerable adults, there will be a requirement for confirmation of awareness of this policy and agreement to comply with it. A copy will be included as part of their contract/agreement held with the IMI and managed in accordance with this policy.

- DBS checks for individuals working for a service provider engaged by the IMI should be arranged and funded by the service provider company

## REPORTING A SAFEGUARDING ISSUE

If you have a reason to believe that this policy has been contravened by a colleague, volunteer or someone working on behalf of the IMI, you must report this to your line manager or dept head.

If you are attending an IMI Event and you have reason to believe that this policy has been contravened, you must report this to your line manager, dept head or the Designated Safeguarding Officer for the event.

Event Designated Safeguarding Officer (DSO) Event Name \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Contact details \_\_\_\_\_

## MANAGING ALLEGATIONS

IMI will ensure that any allegations made against employees, volunteers and those working on behalf of the IMI will be dealt with swiftly.

Where an individual is thought to have committed a criminal offence the police will be informed.

The safety of the child or vulnerable adult is paramount and therefore a risk assessment must be undertaken to assess whether it is safe for the individual to continue in their role whilst an investigation is undertaken. The disciplinary investigation procedure should be followed and disciplinary measures may be taken. See IMI Disciplinary & Grievance Procedure policy.



## RECORDING SENSITIVE INFORMATION

IMI is committed to maintaining confidentiality wherever possible and information around Safeguarding issues or investigations should be shared only with those who need to know.

All allegations/concerns should be recorded centrally in-line with the IMI Complaints procedure. The information should be factual and not based on opinions. The information that is recorded will be kept securely with restricted access and will comply with Data Protection Regulations.