



Ileostomy & Internal Pouch
Association

Registered Charity

Safeguarding Policy

Date agreed by Board of Trustees	Signature of Chair of Trustees	Date of next review:
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1. Introduction

This policy sets out the statutory requirements that apply to the Ileostomy & Internal Pouch Association (hereinafter referred to as IA) to ensure the safeguarding of children, young people and adults at risk of harm or abuse.

This policy sets out the collective and individual expectation for IA staff and associated personnel¹ to comply with legislation and required behaviours. It describes the definitions of 'harm', 'abuse' and 'people at risk' and sets out how employees and associated personnel should report such abuse or suspected abuse.

2. Purpose

This policy sets out the key principles that all IA staff and associated personnel should be complying with in their safeguarding of children, young people and adults at risk of harm or abuse.

3. Scope

This policy applies to all IA staff and associated personnel, including:

- All staff contracted by IA
- Associated personnel whilst engaged with activity or visits related to IA, including but not limited to the following: trustees, representatives of IA branches, representatives of IA affiliate organisations, consultants, volunteers, contractors, programme visitors including journalists, celebrities and politicians.

For ease of reference, all employees and workers who fall under these groups will be uniformly referred to as 'staff and associated personnel' in this policy.

Appendix 1 gives a detailed definition of the terms 'at risk', 'harm' and 'abuse'.

4. Objectives

In developing this policy, IA recognises that safeguarding children, young people and adults at risk is a shared responsibility, with the need for effective joint working between staff and associated personnel. In order to achieve effective joint working, there must be constructive relationships at all levels, with:

- Strong executive lead at board level for IA in respect of its statutory duties, and all trustees being accountable for safeguarding children, young people and adults at risk of harm or abuse
- Clear lines of accountability for safeguarding within IA
- Robust communication and escalation processes
- Training and continuous professional development, so that staff and associated personnel are competent to undertake their roles and responsibilities, and understand

¹ As defined under Scope (item 3).

those of other organisations in relation to safeguarding children, young people and adults at risk

- Safe working practices, including recruitment, vetting and barring procedures where appropriate
- Effective working practices between IA and partner organisations
- Named individuals effectively fulfilling the roles of Designated Safeguarding Lead, Deputy Designated Safeguarding Lead and Link Trustee/s for Safeguarding.

5. Roles and responsibilities

Although safeguarding within any organisation is a shared responsibility, there are some key roles and responsibilities assigned to individuals within IA to help ensure effectiveness through targeted training and accountability.

The Designated Safeguarding Lead is the named individual accountable for safeguarding within the IA. The role involves:

- Committing to achieving and maintaining the standards set out in this policy
- Participating in regular training to ensure that their safeguarding knowledge is up to date
- Being the first and key point of contact if someone has safeguarding concerns
- Taking responsibility for recognising when it is appropriate to make a referral and if necessary, contributing to any plans and decisions
- Understanding the importance of safer recruitment and ensuring that the organisation follows the guidance
- Ensuring that staff and associated personnel are adequately trained in up-to-date safeguarding procedures and that those procedures are being followed
- Challenging poor safeguarding practices within the workplace
- Reviewing the Safeguarding policy and procedures and associated documents to make sure that they are up-to-date and fit for purpose.

The Deputy Designated Safeguarding Lead's role involves:

- Committing to achieving and maintaining the standards set out in this policy
- Participating in regular training to ensure that their safeguarding knowledge is up to date
- Deputising for the Designated Safeguarding Lead by fulfilling the role in their absence
- Working alongside the Designated Safeguarding Lead when additional or alternative support is required.

The Link Trustee/s for Safeguarding's role involves:

- Committing to achieving and maintaining the standards set out in this policy
- Participating in regular training to ensure that their safeguarding knowledge is up to date
- Monitoring recruitment and working practices within the organisation to ensure that all statutory safeguarding responsibilities are met
- Monitoring records to ensure that all relevant staff and associated personnel have the necessary training in safeguarding procedures.

The line managers' role involves:

- Committing to achieving and maintaining the standards set out in this policy
- Participating in regular training to ensure that their safeguarding knowledge is up to date
- Helping their staff maintain their training and awareness by fostering a team culture that recognises the importance of safeguarding and allows sufficient time for continuous development
- Conducting regular reviews of the standards required for each role within their team. A full re-assessment will be required if changes are made to a role so that new and different level of employment check is required (for example, if the postholder takes on new duties involving children or adults at risk of harm or abuse).

The IA branch and affiliate organisations' committee representatives' role involves:

- Committing to achieving and maintaining the standards set out in this policy
- Signposting to the Designated Safeguarding Lead where appropriate.

All IA staff and associated personnel must:

- Commit to achieving and maintaining the standards set out in this policy
- Participate in regular training to ensure that their safeguarding knowledge is up to date
- Follow the set procedures for reporting safeguarding concerns and cooperate in assisting with any investigations
- Assist in identifying their own development needs and acting on them.

6. Training

IA is committed to ensuring that all staff and relevant associated personnel are effectively trained in recognising and reporting safeguarding concerns. The level of training varies according to the role and responsibilities and is assessed on an individual basis by the Designated Safeguarding Lead.

Line managers are responsible for liaising with the Designated Safeguarding Lead to arrange any necessary safeguarding training for individuals in their respective team or branch/affiliate organisation.

In all cases the Safeguarding Training Referral form (Appendix 2) should be completed and submitted to the DSL as early as possible to ensure that all training is arranged and **completed prior to the individual commencing employment/activity on behalf of IA.**

7. Safer recruitment

Recruiting managers and IA branch and affiliate organisations committee representatives are responsible for liaising with the Designated Safeguarding Lead to determine whether a paid or voluntary role includes 'regulated activity' and therefore requires a Disclosure and Barring Service (DBS) check to be carried out before the applicant commences employment/activity.

The Designated Safeguarding Lead is responsible for obtaining the necessary permissions and identification documents from the applicant and processing and logging the check.

All employers of those in paid or unpaid regulated activity have a duty to refer concerns to the DBS in accordance with the Safeguarding Vulnerable Groups Act 2006 when certain conditions have been met. Full guidance on these conditions can be found via the Disclosure and Barring Service website².

8. Raising a safeguarding concern

Any child or vulnerable adult could become a victim of abuse. IA staff, associated personnel and other stakeholders should always maintain an attitude of 'it could happen here' and remain professionally curious.

Safeguarding concerns may be disclosed in a variety of ways:

- Directly from an individual (child or adult) who is or suspects they are being abused
- As a concern or suspicion from a colleague, family member, friend, acquaintance or professional.

Key points to remember if an individual makes a disclosure to you:

- Do not express your own views or show shock or disbelief
- Do not put words in their mouth – just listen and record
- Do not promise confidentiality
- Do not investigate, interrogate or decide if you are being told the truth
- Do not ask questions that imply the individual making the disclosure was at fault, such as 'why didn't you tell me before?'
- Do not talk to the alleged abuser
- Do not delay to report the disclosure to the Designated Safeguarding Lead.

All concerns should be notified to the Designated Safeguarding Lead as quickly as possible. IA actively encourages a 'never do nothing' attitude if anyone has a concern and promotes a confidential discussion with a safeguarding champion or the Designated Safeguarding Lead if in any doubt.

Concerns relating to the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or the Chief Executive should be referred directly to the Chair of Trustees (chairman@iasupport.org)

The initial safeguarding referral can be made in a variety of ways:

- Using the 'Safeguarding disclosure/concern referral' form provided (Appendix 3) which can be returned by email (recommended) or by post
- By confidential email to safeguarding@iasupport.org
- By phone to 0800 0184 724 (callers should ask to speak to the Designated Safeguarding Lead)
- In person by appointment.

² www.gov.uk/government/organisations/disclosure-and-barring-service

Key points to remember if someone makes a disclosure to you:

- In an emergency take the action necessary to help the individual at risk, for example by calling 999 or seeking medical attention
- Record and report any concerns to the Designated Safeguarding Lead as soon as possible. Concerns can be disclosed by telephone or in person but should always be followed up promptly with a written account of the disclosure, preferably using the 'Safeguarding disclosure/concern referral' form (Appendix 3)
- If you are distressed by the details of the disclosure, request confidential professional support for yourself through the Designated Safeguarding Lead
- Maintain confidentiality at all times. Disclosures and concerns should be discussed on a need to know basis, and should be limited to the Designated Safeguarding Lead (or their Deputy)
- Ask for feedback and if there are no improvements push for reconsideration.

9. Managing a safeguarding referral

Upon receipt of a report of a safeguarding disclosure or concern, the Designated Safeguarding Lead will:

- Review the report and investigate as necessary
- Decide on a course of action, including whether to refer the matter onto the police and/or social care (in line with guidance and by seeking additional professional opinion where necessary) and record their decision and the rationale
- Store all records securely, ensuring that only authorised people have access to them.

10. Information sharing

It is important that IA's members and other stakeholders remain confident that their personal information is kept safe and secure. Staff and associated personnel must be confident to share information appropriately when practicing safeguarding.

Staff and associated personnel should ensure they are familiar with IA's Data Protection policy and undertake any mandatory information governance training. This will clarify the type of information it is appropriate to share.

Any safeguarding issue that may attract media attention should be shared with IA's Communications Manager, so that they are able to brief the Management Committee and Board of Trustees as required.

Appendix 1 - Definitions

Abuse

Abuse covers every form of 'abuse', including sexual, emotional, psychological, material, financial, physical, discriminatory, organisational abuse and any acts of omission.

Harm

Harm covers ill treatment (including Sexual abuse and forms of ill treatment which are not physical), the impairment of, or an avoidable deterioration in, physical or mental health and/or the impairment of physical, intellectual, emotional, social or behavioural development.

People at risk

Safeguarding means protecting a person's right to live in safety, free from abuse and neglect. All IA staff and associated personnel have a responsibility to safeguard people in their care, but extra care must be taken to protect those who are least able to protect themselves. Children and young people, and vulnerable adults, can be at particular risk of abuse or neglect.

A child is a person aged under 18 years; young people aged 16 or 17 who are living independently are still defined as 'children'.

A vulnerable adult is someone who may be in need of care because of a physical, learning or other disability, or because of their age or an illness. This definition also applies to an adult who is unable to take care of him or herself properly, or who is unable to protect himself from significant harm or exploitation.

Some groups of people are particularly vulnerable to harm and exploitation, and it is important that their needs are carefully considered:

- those with disabilities
- those living away from home
- asylum seekers
- children, young people and adults in hospital, or who are / have recently been ill
- children in contact with the youth justice system
- victims of domestic abuse
- those who may be singled out due to their religion or ethnicity
- those who may be exposed to violent extremism



Appendix 2 – Safeguarding training referral

Recruiting managers and IA branch and affiliate organisation committee representatives should complete this form for all new staff, consultants and trustees, plus any associated personnel who will come into contact with children and vulnerable adults through their association with IA.

Please complete all fields and then return to the Designated Safeguarding Lead by email or post (contact details below). The Designated Safeguarding Lead will liaise with the recruiting manager or IA branch or affiliate organisation's committee representative (as appropriate) to arrange training for the applicant.

Safeguarding training should be completed prior to commencement of duties.

Applicant's Name:	Applicant's branch/Affiliate group:
Applicant's role:	Applicant's proposed start date:
Applicant's email address:	Line Manager/IA branch or affiliate organisation committee representative's email address:
Responsibilities of the role: Attach job description where possible and include all responsibilities that include contact of any kind with children and/or vulnerable adults.	Does the applicant hold evidence of up-to-date safeguarding training? If yes, please provide details and a copy of certificate.
	Line Manager/ IA branch or affiliate organisation committee representative's signature:
	Print Line Manager/ IA branch or affiliate organisation committee representative's name:
	Date:

Please return this form:

By email: safeguarding@iasupport.org

By post:

Designated Safeguarding Lead
IA (Ileostomy and Internal Pouch Association)
Danehurst Court
35-37 West Street
Rochford
Essex
SS4 1BE



Appendix 3 – Safeguarding disclosure/concern referral

This form should be used to record safeguarding concerns relating to children and/or vulnerable persons.

In an emergency please do not delay in informing the police or social services.

This form should be completed at the time of the disclosure or immediately following disclosure but after all necessary emergency actions have been taken. All information must be treated as confidential and reported to the Designated Safeguarding Lead as quickly as possible.

Please complete all fields. Photographed and scanned copies are acceptable. If necessary, disclosures can also be made by telephone (0800 0184 724) or in a confidential email to safeguarding@iasupport.org.

Child / Vulnerable Adult's name:	Date of birth / Age (where known):
Name and position of person completing form (please print)::	
Date of incident / concern (DD MM YY):	
Incident / concern (who what where when)*	



Any other relevant information (witnesses, immediate action taken)*

Signature: (name of member of staff)

Date form completed (DD MM YY):

Role:

Action taken (including reasons for decisions) and Outcomes*

(NB – this section is only to be completed by DSL)

Signature of DSL

Date (DD MM YY)

*Continue on a separate sheet if necessary