



Safeguarding Policy

1. Introduction

WorkCare West Midlands (WWM) is a charity providing workplace chaplaincy in the West Midlands and Warwickshire.

Safeguarding is defined as protecting the health and wellbeing of children, young people and vulnerable adults. It is about implementing the necessary measures to prevent harm to children, young people and vulnerable adults who are most at risk of abuse and harm.

Everyone has the right to protection from abuse and to be treated no less favourably than others, irrespective of any personal or protected characteristic. There are no distinctions regardless of age, gender, race, disability, sexual orientation, religion/ beliefs, pregnancy/maternity, marriage/civil partnership and gender reassignment.

We will take care to identify where a person may pose a risk to others and offer support to them whilst taking steps to reduce such risks. This safeguarding policy outlines the responsibilities and procedures for caring for and protecting children and adults from risk of abuse and neglect in our chaplaincy work. WWM believes that every human being has a value and dignity which comes directly from the creation of human beings in God's own image and likeness and demonstrates God's love and grace for all.

WWM will work in partnership with the policies and procedures of places where chaplaincy takes place, and other organisations.

Safeguarding is everyone's responsibility.

2. Definitions

Child/Children: Any person under the age of 18 (as defined by the Children Act 1989) and shall be taken to include children and young people within this definition.

Adult at risk : A person aged 18 or over who has needs for care and support (whether or not the authority is meeting any of those needs); is experiencing, or is at risk of, abuse or neglect and as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect (Care Act 2014).

Abuse: any action that hurts or injures another person either through deliberate action or through acts of neglect. This can be intentional or unintentional: if the behaviour hurts or harms another, then abuse has occurred.

Neglect: the persistent failure to meet basic physical and/or psychological needs, likely to result in the serious impairment of individual's health or development.

3. Commitments

WWM commits to:

- Safely recruit and support all those with any responsibility for children and vulnerable adults within their service with WWM.



- Respond promptly and appropriately to every safeguarding concern or allegation.
- Care pastorally for those who are the subject of concerns of allegations of abuse and others who have been affected.
- Ensure that any chaplaincy activities are organised in such a way to avoid the risk of harm to everyone participating, including through having appropriate policies and training.

Volunteers and employees commit to:

- Treat everyone with respect and dignity.
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and faith and challenge behaviour that demonstrates discrimination and/or prejudice.
- Always aim to work with or within sight and hearing of another adult.
- Record any incidents that concern you or make you feel uncomfortable and report the information to your team leader (or line manager) in the first instance who may direct you to the Designated Safeguarding Lead (see below).

Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or former abuse to the notice of an officeholder within WWM will be responded to respectfully and actively. All suspicions, concerns, knowledge or allegations that reach the threshold for reporting to the statutory authorities, will be reported. This will be done irrespective of the status of the person.

4. Roles and Responsibilities

DESIGNATED SAFEGUARDING LEAD (DSL)

- Lead on safeguarding issues.
- Ensure safeguarding policies and procedures are up to date.
- Provide advice and support to staff and volunteers.

The Designated Safeguarding Lead for WWM is the Chair or Trustees.

EMPLOYEES, VOLUNTEERS, AND CONTRACTORS:

Understand and comply with the safeguarding policy and procedures.
Report any concerns about the welfare of a child or vulnerable adult to the DSL.
Participate in training and awareness programs.

5. Scope

1. Listening

If approached by anyone wishing to talk about a concern, follow the basic guidelines below:

- Consider whether the time and place are appropriate for you to listen with care and security. Do not defer listening but seek the other person's agreement to find a suitable place to listen.

- Stay calm and listen to the information very carefully, showing you are taking seriously what you are being told. Do not pass judgement, minimise or express shock or disbelief at what you are being told.
- Listen with undivided attention and help the other person to feel relaxed. Do not put words into their mouth.
- Take into account the person's age and level of understanding. It may be appropriate to ask if they mind you taking notes while they talk or at the end so you can check with them that you have understood everything correctly – but only if it is appropriate.
- **Do not make promises you cannot keep.**
- **Do not promise confidentiality but explain what you will do with the information**
- Find out what the person hopes for.
- Reflect back key points of what has been said to confirm you have understood what has been communicated.
- Provide a privacy notice and explain in a clear and simple manner the information contained in it. Either during (if appropriate) or after, make notes of what was said, including the date, time, venue and the names of people who were present. Sign the record.
- The DSL should always be advised when a referral is made to Children's Services/the police.
- Provide the person with the means to contact you and be clear about how and when you will give feedback. Be prepared to continue to be there for the person. Be dependable.
- Do not contact the person about whom allegations have been made. Offer reassurance that disclosing is the right thing to do.

2. Reporting Concerns:

Record any incidents that concern you or make you feel uncomfortable and report the information to your team leader (or line manager) in the first instance who may direct you to the Designated Safeguarding Lead.
All records must be kept in a secure place/password protected.

3. Recording:

Safeguarding records are needed in order to ensure that what happened and when it happened is recorded and provide a history of events so that patterns can be identified. They will typically provide a basis of evidence for future safeguarding activity or formal proceedings.

- Keep a log of all actions you have taken and details of referrals to statutory agencies.
- Make sure your notes are legible, clear, concise, relevant, thorough and jargon free.
- Use the person's own words and phrases. Do not attempt to sanitise language or improve grammar.
- Ensure the notes are up to date, signed, dated and timed.
- Ask the person to review the notes and confirm that they are accurate.
- Pass records to the DSL as soon as possible.



4. Allegations Against WWM personnel:

1. Any allegations against employees, volunteers or trustees must be reported to the DSL. This includes an obligation to self-report.
2. If the allegation is against the DSL, it should be reported to the Trustee governance lead.

6. Conclusion

This policy will be reviewed annually or more frequently if required, to ensure it remains effective and up-to-date with current legislation and guidance. Feedback from employees, volunteers, and service users will be sought to improve our safeguarding practices

Approved by: WorkCare West Midlands Trustees 20th November 2024

Next Review Date: On or before 1st July 2025