



## **Safeguarding Policy**

**Scope:** This policy applies to all individuals who use our services, as well as children and adults at risk who we are made aware of, even where they may not be directly working with Hope Housing.

Approved by Board of Trustees: 29.03.23

One yearly review due **29.03.24**

Compliance Officer: Phil Marshall

Deputy Compliance Officer: Laith Sweiss

## **Policy Statement**

1. As a part of our duty of care, we actively work to eliminate all forms of abuse; be they physical, sexual, psychological, financial, material, discriminatory, or acts of neglect or omission.

2. Hope Housing works with many who may be vulnerable or in need of high levels of support due to mental illness, drug or alcohol problems, emotional trauma, low self-esteem, social isolation, or other factors.

Because of our duty of care, we have a particular responsibility to any whose vulnerability makes them unable to protect themselves from either the risk of or the experience of abuse.

3. Hope Housing works predominantly with single homeless people. However, we recognise that the people using our services may have children or have access to children. We have a wider duty of care to these children and if a member of staff, trustee or volunteer receives information that leads them to have a safeguarding concern about a child then they must speak to their safeguarding lead or relevant trustee.

## **Recruitment and selection**

3. Because of our work with potentially vulnerable adults, we affirm the legal requirement for an enhanced DBS check of all staff and volunteers who come into contact with our clients and are not supervised supporting such individuals.

4. To ensure the continued protection of our clients, as well as our compliance with safeguarding legislation, Hope Housing will require a DBS status check every three years for all relevant staff and volunteers.

5. In all other aspects of recruitment and selection we will follow the separate Hope Housing Recruitment and selection Policy, training and induction

6. At the point of induction all staff will be briefed on the charity's expectation that they work towards Hope Housing's mission in line with our values and policies. Training will be provided that covers our safeguarding responsibilities under the Care Act 2014, Mental Capacity Act 2005, Human Rights Act 1998 (including any subsequent amendments/updates), and how we will work to ensure the optimum wellbeing of all our clients.

7. Before starting work with Hope Housing, staff will be required to demonstrate an understanding of the principles of safeguarding: how to recognise abuse, how to respond to abuse once recognised, how a concern should be reported, how a concern should be recorded, and the process for deciding whether a concern should be reported to the Local Authority.

8. All staff will be provided with a Safeguarding Handbook which can be consulted for easy reference to the safeguarding principles and will make a formal declaration, to be kept on their HR record, that they have understood how to apply them.

9. Up to date refresher training will be provided once a year, including any updates to this policy, the Safeguarding Handbook, relevant legislation, or current best practice. Staff will be required to update their declaration of understanding for each fresh training.

10. Staff who deliver training will be appropriately qualified to deliver such training.

### **Staff Responsibilities**

11. All staff, volunteers, and trustees have a duty to ensure the optimum wellbeing of all our clients. To this end, it is the responsibility of each individual to familiarise themselves with the policy and the processes outlined in the Safeguarding Handbook, and to act in accordance with their safeguarding training, looking out for signs of abuse in the service; by staff, volunteers, clients, or anyone else they may come into contact with as a result of the service.

12. Hope Housing also considers it our duty to maintain constant vigilance for signs of abuse conducted away from our services, and as such will follow the same processes should these signs be encountered.

13. When working with clients, staff and volunteers must make sure they are aware that once Hope Housing becomes aware of a serious risk of harm to any individual, a decision may be taken to pass information to another agency without their consent. All personal information will be held in accordance with Hope Housing's Data Privacy Policy.

14. Hope Housing will carry out risk assessments for each client and keep them on record
15. Renew all risk assessments in light of any changes to this document.
16. Phil Marshall is the designated Safeguarding Officer for Hope Housing, and has responsibility for recording any reported concerns of abuse or potential abuse. Phil also has responsibility for deciding whether or not a concern needs to be referred to the Local Authority.
17. In Phils absence, or in the event that the concern is about Phil, safeguarding concerns can also be raised with Laith Sweiss or any member of the Trustee board. If the concern is about Phil, they will seek advice from the Bradford Safeguarding Adults Team.
18. Any member of staff or volunteer found to have abused a vulnerable adult will be dealt with in accordance with the Hope Housing disciplinary policy and the law.
19. It is policy that any member of employed staff does not communicate with any client that is staying in Hope Housing accommodation via Social media nor do they have any contact with a client currently living in Hope Housing accommodation on Social Media except through Hope Housings own official social media platforms

### **Reporting Procedures**

20. All safeguarding concerns should be reported in the first instance to Phil Marshall, the designated Safeguarding Officer. In the event that Phil is unavailable, or the concern is about him, concerns can also be reported to Laith Sweiss, or any of the Trustee board.
21. It is policy that at each management meeting and each support workers meeting “Any safeguarding concerns” will be an item on the agenda
22. Phil will keep an up-to-date record of all safeguarding concerns or abuse allegations in a secure file.
23. Upon receiving a safeguarding concern, Phil will provide acknowledgement of the referral and brief feedback to the person raising the original concern. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.
24. As designated Safeguarding Officer, Phil Marshall will take a decision on whether or not a concern should be referred to the Local Authority. Before taking this decision, he may consult with the Trustees if appropriate. The Local Authority will decide on who will lead on any safeguarding enquiry should it progress to that stage. Hope Housing will not conduct our own safeguarding enquiry unless instructed to do so by the Local Authority.

25. The head of Trustees will be notified of any safeguarding concerns that have been escalated to the Local authority

26. Safeguarding concerns will be an agenda item on the the agenda for trustees meetings

27. Hope Housing staff and volunteers will ensure that the adult with care and support needs is involved at all stages of their safeguarding enquiry.

28. Hope Housing will maintain a statement of joint working practice signed by regular partners, affirming that they practice a safeguarding regime equivalent to that stated here. As far as is practicable we will seek confirmation from any agency not a party to the statement that they meet similar standards before making referrals on behalf of our clients. Where agreements are in place to affirm this, they will be renewed once a year.

29. We will refer to the DBS information about any employee or volunteer who may have posed a risk to vulnerable people whilst working with us.

30. Any complaints about Hope Housing's handling of a safeguarding report will be handled according to Hope Housing's Complaints Policy.

### **Useful contacts**

Phil Marshall, Designated Safeguarding Officer

Phil@hopehousing.org.uk

01274 900764

Laith Sweiss, Deputy designated safeguarding officer

laith@hopehousing.org.uk

01274 900764

Lara Oyedele, Chair of Trustees

lara@hopehousing.org.uk

07957 307703

Bradford Safeguarding Adults Team

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