



## Daring to Dream safeguarding policy

### 1. Introduction and purpose

Daring to Dream will not tolerate the abuse of adults or children in any of its forms and is committed to safeguarding adults and children from harm. This policy sets out how Daring to Dream operates to prevent abuse, neglect or harm affecting adults/children who encounter the charity and who are at risk of abuse or neglect, keeping them safe from harm.

This policy outlines the steps Daring to Dream will make to safeguard children and adults if they are deemed to be at risk. This policy sets out the roles and responsibilities of the Charity in working together with other professionals and agencies in promoting the adult's or child's welfare and safeguarding them from abuse and neglect. Although we work primarily with over 16-year-olds, anyone 16 – 18 years old is a child in the eyes of the law, and many of our adult beneficiaries and our adult trustees and volunteers with have children in their immediate family. We also operate across healthcare settings which may include some contact with people of all ages, and young carers, in particular.

We have a Duty of Care to all our volunteers and beneficiaries. We are committed to the protection and safety of adults at risk and children whether they are volunteers and/or participants in our activities. We will protect and support the volunteers who work with us as well as the beneficiaries of our services.

All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. Children's legislation includes the Children's Act 1989 and 2004. Safeguarding in Wales is driven and defined by the Social Services and Well-Being (Wales) Act 2014 (<https://socialcare.wales/hub/sswbact>) and guidance for all workers, paid or unpaid, across all settings is provided in the Wales Safeguarding



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Daring to Dream® is a charity registered in England & Wales (No: 1190590). Registered address: 4 Ynys Bridge Court, Gwaelod y Garth, Cardiff, CF15 9SS

Procedures by app at <https://www.safeguarding.wales/> It is recommended that all frontline workers with direct contact with individuals at risk and with specific safeguarding responsibility access the app for reference and compliance.

Safeguarding means preventing and protecting children and adults at risk from abuse or neglect and educating those around them to recognise the signs and dangers. Safeguarding is everyone's responsibility. For our safeguarding policy to be effective every volunteer, and staff member who supports us whatever their role, will play their part in keeping people safe.

## **2. Definitions**

**Abuse** is defined as physical, sexual, psychological, emotional, or financial abuse (and includes abuse taking place in any setting, whether in a private dwelling, an institution, or any other place

### **Adult at risk of abuse or neglect**

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to Social Services and Well-Being (Wales) Act 2014:

Describes anyone over 18 years of age who is experiencing or is at risk of abuse or neglect and has needs for care and support (whether or not the authority is meeting any of those needs), and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

### **Children and young people at risk**

This describes an individual under the age of 18 years who is experiencing or is at risk of abuse, neglect, or other kinds of harm; and who has needs for care and support (whether or not the authority is meeting any of those needs). When a child has been reported under section 130 of the Social Services and Well-being Act 2014, the local authority shall make, or cause to be made, such enquiries as they consider necessary to enable them to decide whether they should take any action to safeguard or promote the child's welfare under section 47 of the Children Act (1989).

### **Position of Trust**

People can be considered to be in a 'position of trust' where they are likely to have contact with adults with care and support needs or children as part of their employment or voluntary work, and where the role carries an expectation of trust, and the person is in a position to exercise authority, power, or control over an adult/ child(ren).

The legal boundaries for an adult in a position of trust working/volunteering with a young person prohibits them from entering onto a sexual relationship with the young person, even if they are 16 years old and older and able to consent to sexual activity. The adult could face criminal charges under the Sexual Offences Act and under the extension created by the Police, Crime, Sentencing and Courts Act 2022 which now

includes roles delivering coaching, teaching, training, supervising, or instructing in a sport or a religion, knowingly, to young people on a regular basis.

### **3. Persons affected by this policy**

- All volunteers, staff, and trustees
- All beneficiaries
- All visitors and contractors

### **4. Our Policy**

- Daring to Dream has a zero-tolerance approach to abuse.
- There are no excuses for not taking all reasonable action to protect adults at risk and children from abuse, exploitation, radicalisation, and mistreatment.
- Daring to Dream recognises that under the Social Services and Well-Being (Wales) Act 2014 it has a duty to promote the well-being of people with care and support needs, extending to providing for the care and protection of adults who are at risk of abuse. It is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.
- The welfare of the child and/ or adult at risk is paramount and all children and adults have the right to protection from abuse.
- We are committed to working with appropriate agencies to ensure the reporting of abuse is appropriate and in line with regional practices and national guidance e.g. <https://gov.wales/working-together-safeguard-people-code-safeguarding-practice>.
- Also, to follow Charity Commission requirements which hold the Board ultimately and collectively responsible for safeguarding and for the timely submission of a serious incident report if this should be required e.g. should someone suffer harm due to the actions or lack of action on the part of Daring to Dream: <https://www.gov.uk/government/collections/5-minute-guides-for-charity-trustees>  
<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>
- To comply with Information Sharing guidance, holding all personal and sensitive information collected during the business of Daring to Dream safely and securely, acting within the consent of each individual and deleting material once it is no longer required for our purposes. Information we hold

will only be shared for the process of keeping people safe, in line with their views, wishes and feelings, where appropriate.

- Where a concern needs to be reported or an individual discloses, we will inform them of the procedure we will follow, keeping them informed at every stage. If personal information is required to be shared then we will seek the consent of any individual before sharing the personal information within a safeguarding report, unless these exceptions apply: where the individual is under the undue pressure of another who, through threat or coercion, attempts to discourage their consent; where the likely perpetrator has contact with similarly at-risk individuals; to prevent or report a crime. In each case, we will inform the individual of the actions we are taking and what the next steps will be
- If any individual has communication needs or requires support to participate fully in their own safeguarding, we will support them to identify a suitable informal advocate (not implicated in the safeguarding situation) or will initiate a referral to the local authority to provide an Independent Professional Advocate for the individual.
- We will create an environment where volunteers and staff feel able to raise safeguarding concerns and feel supported with their safeguarding responsibilities
- All volunteers and staff are given an induction to the organisation, which includes awareness of their safeguarding responsibilities and procedures to be followed if they have a safeguarding concern
- Appropriate Safeguarding training is provided to trustees, volunteers, and staff relevant to their role as part of their induction; and have a safeguarding refresher course every two years. Trustees will receive additional training at induction on their role and responsibilities in regard to safeguarding.
- All volunteers and staff are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding including the reporting of people at risk of radicalisation and extremism (PREVENT), human trafficking and Female Genital Mutilation.
- All Volunteers and staff must be clear on appropriate behaviour and responses and follow our agreed Code of Conduct/ Behaviour. Where appropriate, failure to maintain standards will be dealt with using Daring to Dream's Disciplinary Procedures. Any allegations which suggest an individual is unsuitable to work with adults at risk or children will be reported to the Local Authority Designated

Officer in compliance with Section 5: Wales Safeguarding Procedures (<https://www.safeguarding.wales/adu/index.a5.html>).

- All volunteers and staff who come into contact with adults at risk of abuse, and children and their families as part of their Daring to Dream duties will be alert to possible signs of abuse and consider whether there may be safeguarding concerns. They will discuss their concerns with the Designated Safeguarding Lead, to get appropriate support.
- Daring to Dream employs the Services of an external Designated Safeguarding Lead – Jane Weale (external consultant) and her contact details are:

T: 07969 306176

E: jane.weale@icloud.com

- The Designated Safeguarding Lead for Daring to Dream will fulfil their safeguarding responsibilities in a way that ensures that adults and children are safeguarded from harm. They will be appropriately trained for the role and remain up-to-date on all legislative changes and practice. The Designated Safeguarding Lead is responsible for following up and reporting any suspected reports of abuse.
- Appropriate recruitment of trustees, volunteers and staff is in place including policies on when to obtain a Disclosure and Barring Service (DBS) check, and how to risk assess against any content on a DBS certificate. Where volunteers are placed into regulated activity, Daring to Dream has a duty to report such individuals to the DBS should they pose a threat of harm to a person in their care (<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>)
- Although the Board of Trustees have overall responsibility for safeguarding, a senior board level member (the Chair) will have leadership responsibility for Daring to Dream's safeguarding arrangements, working with the Designated Safeguarding Lead (DSL) to ensure that policies are fit for purpose, regularly reviewed, and signed off for implementation following each amendment; that practice follows all reasonable best guidance as proportionate to the capacity of Daring to Dream, to endeavour to keep everyone safe.
- This policy and safeguarding practices will be reviewed annually by the Board or following an incident, or a change in the law.

## Related policies:

Digital Safeguarding Policy - in development


Cyber Security - in development

Data Protection Policy - in development

Date	Changes made	Review date
March 2022	Substantial upgrade	Approved July 2022
		June 2023

On adoption of policy: 26-7-22

Name: Barbara M Chidgey

Signature: 

Role: Chair

## Appendix 1: The safeguarding process.

### Adults & Children

#### The procedure

There are two routes:

**Route 1:** A disclosure about an adult/child – safeguarding an individual

**Route 2:** A disclosure about professional abuse – reporting poor practice or professional misconduct which has safeguarding implications by a worker/volunteer/practitioner

**Route 1:** In the event of a member of staff/volunteer having a concern/suspicion that an adult/child or young person has suffered abuse / neglect or if someone tells a member of staff/volunteer that they or another adult/child is being abused / suffering neglect:

The member of staff/volunteer will act without delay:

Ensure that any immediate medical or protection needs are met (no consent is required to make a 999 call)

- Shows that they have heard what they are being told and that they take the allegations seriously.
- Encourages the individual to talk but does not prompt or ask leading questions.
- For children avoid making anyone tell their story several times to different people.
- Explains what actions they must take (using agreed procedures).
- Does not promise to keep what they have been told a secret or confidential but explains that they will share information only on a 'need to know' basis.

- Writes down, using the exact words, what they have been told and/or seen - this is done without delay and within 24 hours
- Makes a note of the date, time, place, and people present in the discussion
- Does not confront the alleged abuser
- Reports the concerns to the Designated Safeguarding Lead or in their absence their line manager as soon as possible, but without delay.
- The written record is passed to the designated safeguarding lead and kept safely and confidentially.

The Designated Safeguarding Lead reports the concerns immediately to the Duty Team in their area or after 5pm the Emergency Duty Team. Each Local Authority will have their own Duty Team and Daring to Dream has a list of all relevant numbers.

The Designated Safeguarding Lead then needs to email a safeguarding report form and email to the Duty Team.

Safeguarding report forms may be different for each local authority or Regional Safeguarding Board. A list of the boards can be found at [Social care Wales \(safeguarding.wales\)](https://socialcare.wales.gov.uk/safeguarding). The Designated Safeguarding Lead will familiarise themselves with the forms required for each region. Core information on the person/s involved and the incident/s is common across all areas (see below, page 8). D2D can only supply the information we hold and that which is relevant to the safeguarding of the individual.

The need to seek advice should never delay any emergency action needed to protect an adult, child, or young person.

Route 2: If the behaviour of a colleague, adult (including members of the public) towards an adult/child/young person causes concern:

It is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to safeguarding concerns (including cases involving abuse of trust). Whilst the former may be handled through disciplinary procedures or other avenues, adult and child protection concerns should always be dealt with through local safeguarding procedures in line with this guidance and, in particular, the Wales Safeguarding Procedures and in particular, the guidance contained in <https://gov.wales/sites/default/files/publications/2019-05/working-together-to-safeguard-people-volume-5-handling-individual-cases-to-protect-children-at-risk.pdf>

The procedure as above (Route 2) is implemented

- The member of staff is informed, and written records of discussions and decisions are made in line with the Staff Disciplinary Policy and Procedure
- Consider alerting the Charity Commission regarding a serious incident report
- The Board of Directors considers the options for removal /suspension without prejudice from duty of the member of staff only as necessary to ensure safeguarding pending decisions made at the Strategy Discussion, (which is arranged by Social Services under <https://www.safeguarding.wales/chi/index.c5.html> ).
- Daring to Dream representative attends any multi-agency meeting held (e.g., Strategy Discussion) and provides reports as necessary and appropriate.
- The Strategy Discussion considers risk associated with any allegation and should determine whether or not the allegations made against the staff member are upheld. They may recommend the corresponding course of action regarding their future employment.
- A staff member/volunteer who was placed in regulated activity or likely to seek work in regulated activity will be reported by D2D to the Disclosure and Barring Service for barring consideration.
- Decisions are recorded in writing.
- The Designated Safeguarding Lead holds responsibility to ensure that protection concerns are taken seriously and followed through, remaining accountable for their role in the safeguarding process.
- Daring to Dream keeps an accurate, concise, and clear record keeping it in straightforward language to underpin good safeguarding practice
- Daring to Dream arranges for retention, storage, and destruction of electronic and paper records of safeguarding matters meet the relevant regulations (including Data Protection Act 1998, day-care regulations) and Social Services requirements where necessary.
- Daring to Dream, in consultation with the Strategy meeting/social services, will decide what should be shared with the victim/family/service users/funders/the public etc. in the interests of closure, transparency and reassurance.

The need to seek advice should never delay any emergency action needed to protect a child.

*Making the Referral (following Route 1 or Route 2)*

A referral to Social Services is made as soon as a problem, suspicion or concern about a child becomes apparent, and at least within 24 hours

Outside office hours, referrals are made to the Social Services Emergency Duty Team or the Police.

The Duty Social Worker taking the referral is given as much of the following information as possible by the Charity's referrer:



- The nature of the concerns;
- How and why those concerns have arisen;
- The full name, address, and date of birth (or age) of the individual;
- For children: the names, addresses and dates of birth / ages of family members, along with any other names which they use or are known by;
- The names and relationship of all those with parental responsibility or care responsibility, where known
- Information on any other adults living in the household;
- Information relating to other professionals involved with the family or individual, including the GP and name of the child's school;
- Any information held on the individual's developmental/ care needs and his / her parents'/caregivers' ability to respond to these needs within the context of the wider family environment;
- Any information affecting the safety of staff.

If the Designated Safeguarding Lead remains concerned about an individual, they will re-refer the individual and/or bring this to the immediate discussion of the Social Services senior manager with responsibility for child or adults protection or for the area.

Following a safeguarding report made to a local authority, the local authority has 7 working days in which to feedback to the reporter (ideally the DSP, and if not, the DSP should be named on the report). The DSP should request this feedback if it is not forthcoming.

Daring to Dream will identify a suitable contact, if not the DSP, to liaise with social services throughout any ongoing safeguarding case management, supply reports and relevant information, and attend multi-agency safeguarding meetings as required.

Ensure the ongoing safety and safeguarding of the individual, that they are fully informed of procedures and fully participative in their own safeguarding.

Consider whether there is cause to alert the Charity Commission regarding a serious incident report

### **Safeguarding records:**

Use clear, straightforward language;

- Are signed, dated, and timed;
- Are concise, legible and comply with professional standards and requirements;
- Are accurate in fact and distinguish between fact, opinion, judgement, and hypothesis;
- Are organised and include detailed recording and chronologies and summaries including all contacts;
- Are comprehensive;
- Clearly record judgements made and actions and decisions taken;

- Clarify where decisions have been taken jointly across agencies, or endorsed by a manager.
- Record both formal and informal supervision discussions.
- Record directions given and agreements or disagreements made in consultation with managers.

Daring to Dream representative attends any multi-agency meeting held (e.g., Strategy Discussion) and provides reports as necessary and appropriate.

- The Strategy Discussion considers risk associated with any allegation and should determine whether or not a member of staff will be suspended from duty without prejudice.
- Decisions are recorded in writing.

**Designated Safeguarding Lead: Jane Weale**