

POLICY FOR SAFEGUARDING

Policy consultation and Review

This policy is available on our charity website and on request from our charity Headquarters.

The policy is provided to all charity members on induction. The term 'charity member' refers to any staff member, volunteer, trustee or other person who regularly comes into contact with our beneficiaries.

This policy will be reviewed in full by the Trustees on an annual basis. This policy was last reviewed and agreed by the board of trustees on 19th December 2020. The annual review will be in October 2021 ready for publication by December 2021.

Kathleen Costello

Chair of Trustees

DATE: 19th December 2020

Deirdre Chubb

Vice chair of Trustees

DATE: 19th December 2020

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1. PURPOSE AND AIMS

1.1 The purpose of the Back On Track safeguarding policy is to ensure every beneficiary who comes into contact with our charity, is safe and protected from harm. This means we will always work to:

- Protect our beneficiaries from maltreatment,
- Prevent impairment of our beneficiaries' health
- Ensure that beneficiaries are treated in circumstances consistent with the provision of safe and effective care.

1.2 This policy will give clear direction to charity members, visitors and the families of beneficiaries about our legal responsibility to safeguard and promote the welfare of all of our charity beneficiaries.

1.3 Our charity fully recognises the contribution it can make to protect beneficiaries from harm and support and promote the welfare of all beneficiaries who come into contact with the charity. The elements of our policy are protection and support.

2. OUR ETHOS

2.1 Beneficiary welfare is of paramount importance. Our charity will establish and maintain an ethos where beneficiaries feel secure, are encouraged to talk, are listened to and are safe.

2.2 Everyone who comes into contact with beneficiaries and their families has a role to play in safeguarding our beneficiaries. When concerned about the welfare of a beneficiary, charity members must always act in the best interests of the beneficiary.

2.3 All staff, volunteers and charity members will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a beneficiary and how to record and report this information.

3. ROLES AND RESPONSIBILITIES

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Lesley Reynolds	via Charity secretary 07956 598341
Vice Chair of trustees	Dee Carpenter	via Charity secretary 07956 598341

It is the responsibility of all charity members to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the beneficiaries at the charity.

The Board of Trustees

3.1 The trustees of the Back On Track Charity are accountable for ensuring the effectiveness of this policy and compliance with it. Although our board of trustees take collective responsibility to safeguard and promote the welfare of our beneficiaries, we also have a named Patron who champions safeguarding within the charity due to his medical background. He is based at the charity HQ in which all beneficiaries attend for any consultations.

3.2 The trustees will ensure that:

- The safeguarding policy is in place and is reviewed annually and is available publicly via our charity website.
- All charity members receive a safeguarding induction and are provided with a copy of this policy.
- Procedures are in place for dealing with allegations against charity members.

3.3 The Designated Safeguarding Lead (DSL) will maintain written records ensuring that they are kept confidential and stored securely.

3.4 All medical professionals who treat our beneficiaries have a duty of care to safeguard and promote their welfare. The trustees have a legal duty placed upon them to ensure that those who treat or work with our beneficiaries are competent and safe to do so. All relevant checks will be done to ensure medical staff are suitable.

4. TRAINING AND INDUCTION

4.1 When new volunteers, staff or trustees join our charity they will be informed of the safeguarding arrangements in place. They will be given a copy of our charity's safeguarding policy. All charity members are expected to read these key documents. They will also be provided with the recording form, given information on how to complete it and who to pass it to.

4.2 Every charity member will undertake appropriate safeguarding training on an annual basis.

4.3 All charity members are encouraged to report any concerns that they have and not see these as insignificant. On occasion, a referral is justified by a single incident, however concerns can also accumulate over a period of time. In these circumstances, it is crucial that records are kept and that concerns are passed on immediately in accordance with this policy to allow the DSL to build up a picture and access support for the beneficiary at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

5. PROCEDURES FOR MANAGING CONCERNS

5.1 When concerned about the welfare of a beneficiary, charity members should always act in the interests of the beneficiary and have a responsibility to take action as outlined in this policy.

5.2 It is not the responsibility of charity members to investigate welfare concerns or determine the truth of any disclosure or allegation. All charity members, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

5.3 The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern. Any visitor (to the HQ or any events that the charity puts on) who receives a disclosure of abuse or suspects that a beneficiary is at risk of harm, must report it immediately to the DSL or, if unavailable, to the alternate designated person.

5.4 All concerns about a beneficiary should be reported without delay and recorded in writing using the agreed template (see Appendix 1).

5.5 Following receipt of any information raising concern, the DSL will consider what action to take. All information and actions taken, including the reasons for any decisions made, will be fully documented.

6. RECORDS AND INFORMATION SHARING

6.1 If charity members are concerned about the welfare or safety of any beneficiary, they will record their concern using Appendix 1. They should ensure that the form is dated.

6.2 All documents will be kept in a separate named file, in a secure cabinet and not with the beneficiary's medical file. These files will be the responsibility of the DSL.

7. MANAGING ALLEGATIONS

7.1 Our aim is to provide a safe and supportive environment wherever beneficiaries are present (whether at our HQ or at an event), which secures the wellbeing and very best outcomes for the beneficiaries at our charity. We do recognise that sometimes behaviours may lead to an allegation of abuse being made.

7.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some individuals who deliberately seek to harm or abuse others. There may also be circumstances where a charity member is involved in an incident outside of the charity which did not involve beneficiaries but could have an impact on their suitability to work with a charity; this is known as transferrable risk

7.3 If an allegation is made or information is received about any individual who works with our beneficiaries which indicates that they may be unsuitable to work with them, the charity member receiving the information should inform the DSL immediately. Should an allegation be made against the DSL, this will be reported to the Chair of Trustees.

8. MAKING A REFERRAL- *The charity does not work with children and all beneficiaries are adults*

8.1 If a member of the Back On Track Charity is concerned about a beneficiary (whilst on HQ Premises or at an event), they should discuss with the Designated Safeguarding Lead as soon as possible.

8.2 Where abuse is suspected, confirmed or reported by any person working with/for/on behalf of the Back On Track Charity, action will be taken without delay.

8.3 The following steps will be taken by the Back On Track Charity when actual or potential abuse of a beneficiary in need of safeguarding is suspected or confirmed;

- make sure no one is in immediate danger
- call for Police and/or ambulance if an emergency situation
- remain calm - do not over-react or be judgmental
- if abuse is recent, do not do anything that could disturb any possible forensic evidence
- record clear details of what has happened,
- raise an alert without delay using the Westminster Safeguarding Adult Alert Form (local authority to charity HQ W1G 9PU)

9. MAINTAINING CONFIDENTIALITY

9.1 The Back On Track Charity will never make a promise of help to a beneficiary without a formal decision going through the board of trustees. Nor will anyone associated with the charity agree to keep secrets. Every beneficiary will be made aware what the volunteer will have to do with any information they have chosen to disclose.

9.2 Back On Track will ensure that beneficiaries families are treated with respect, dignity and courtesy. We respect beneficiaries' rights to privacy and confidentiality and therefore will not share sensitive information with families unless we have permission to do so.

9.3 To reiterate further; Where a beneficiary provides consent to receive care and treatment from the Back On Track Charity, the charity will maintain a confidential healthcare provider/patient relationship with each beneficiary. This means that information about a beneficiary's care and treatment will not be disclosed to persons outside of the Back On Track team.

9.4 The Back On Track Charity recognises that a beneficiary may not want their personal information shared. Beneficiaries may not give their consent to the sharing of safeguarding information for a number of reasons.

9.5 If a beneficiary refuses intervention to support them with a safeguarding concern, or requests that information about them is not shared with a safeguarding authority, their wishes will initially be considered and respected. However, there are a number of circumstances where the Back On Track Charity can reasonably override such a decision, including where:

- the beneficiary lacks the mental capacity to make that decision – this must be properly explored and recorded in line with the Mental Capacity Act
- other people are, or may be, at risk, including children
- sharing the information could prevent a crime
- a serious crime has been committed
- the alleged abuser has care and support needs and may also be at risk
- The Back On Track Charity are associated
- The beneficiary has the mental capacity to make that decision but they may be under duress or being coerced
- a court order or other legal authority has formally requested the information.

9.6 If a decision is taken not to share information outside of the Back On Track Charity because none of the above points apply, then the charity will:

- support the beneficiary to discuss and weigh up the risks and benefits of different options
- ensure that the beneficiary is aware of the level of risk and possible outcomes
- offer to arrange for the beneficiary to have an advocate/mentor/peer supporter
- where necessary, offer support to the beneficiary to build their confidence and self-esteem
- record the reasons for not intervening or sharing the information
- review the situation at a frequency relevant to the patient's circumstances; this might be monthly, fortnightly, weekly, or daily
- aim to build trust and use gentle persuasion to enable the person to better protect themselves.

9.7 Where it is necessary to share information outside of the Back On Track Charity, then the charity will:

- explore the reasons for the beneficiary's objections – what exactly are they worried about?
- explain to them the concern from the charity
- tell the beneficiary who the charity would like to share the information with and why
- explain to the beneficiary the benefits, to them or others, of sharing the information – could they access better help and support?
- discuss with the beneficiary the consequences of not sharing the information – could someone come to actual or potential harm or abuse?
- reassure the beneficiary that the information will not be shared with anyone who does not need to know
- reassure the beneficiary that they are not alone and that support is available to them.

BACK ON TRACK

Helping Injured Veterans

Registered Charity Number 1169764

Charity members are required to use this form to report any safeguarding concerns and pass to Lesley Reynolds (DSL) if they have a concern about a beneficiary.

Name of beneficiary	Your name and position within the charity

Nature of concern/disclosure	
Is radicalisation a concern?	Yes/No
Please include where you were when the beneficiary made the disclosure, what you saw, who else was there, what the beneficiary said and what you said.	
Time and date:	
Was there an injury? Did you see it?	Yes / No Yes / No
Describe the injury:	
Was anyone else with you? If so, who?	
Has this happened before? Did you report the previous incident?	
Who are you passing this information to?	
Your signature: Time form completed: Date:	