



Forest of Hearts: Safeguarding Policy and Procedure

Policy Number	P1
Person responsible for ensuring this policy is implemented and reviewed	Carole Longden
Date policy was reviewed	January 2022 Version 3
Approved by trustees	12 th October 2022
Next scheduled review date	January 2024



Contents

1. Introduction	p. 3
2. Policy Commitment	p. 4
3. Roles and Responsibilities	p. 5
4. Reporting Incidents	p. 5
5. Good Practice	p. 7
6. Contact Details	p. 8
7. Policy Review	p. 8

1. Introduction:



FOREST OF HEARTS has used the safeguarding template from [Warwickshire CAVA: Community and Voluntary Action Resource Bank](#) in order to construct this policy. We have edited and added additional information which is relevant to *FOREST OF HEARTS* specifically.

The information here is in compliance with the policies and procedures from [Warwickshire Safeguarding Board](#) as of January 2021.

EASY READ GUIDES: See [here](#) for an easy read guide to Keeping Adults Safe from Abuse and Neglect from Warwickshire Safeguarding Adults Board.

See [here](#) for an easy read guide to The Care Act (2014).

FOREST OF HEARTS is committed to ensuring that all volunteers, participants, and beneficiaries are safe and free from harm and are working actively as part of the multi-agency response to safeguarding and promoting the welfare of children, young people, and vulnerable adults.

FOREST OF HEARTS has developed safeguarding policies that aim to meet these commitments. These policies are reviewed regularly by the Trustees.

If as a volunteer, participant, or beneficiary of *FOREST OF HEARTS*, you have any concerns about your well-being or safety *or* if you have concerns about the safety of any child or adult at risk attending a *FOREST OF HEARTS* project *or* if you have concerns about the conduct of *FOREST OF HEARTS* staff then you should contact the Designated Person for safeguarding:

Carole Longden

If this person is absent or your concerns involve them, you should discuss your concerns directly with:

Tom Donnison

See sections 2 and 3 for more detailed information.

For information on safeguarding during COVID-19 please see [Social Care Institute for Excellence: Safeguarding adults during the COVID-19 Pandemic](#).



2. Policy Commitment:

Children, young people and adults at risk who access or who are involved in our services should:

- Be made aware of this policy.
- Have alleged incidents recent or historical recognised and taken seriously.
- Receive fair and respectful treatment throughout.
- Be involved in any process as appropriate.

FOREST OF HEARTS is committed to safeguarding all children, young people and adults at risk that we come into contact with our work. We believe that all children, young people and adults at risk have an equal right to protection from abuse regardless of their:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

and consider the welfare of the child/young person/ adult at risk is paramount.

FOREST OF HEARTS will take every reasonable step to ensure that all children, young people and adults at risk are protected, where our staff, committee members, trustees, and volunteers are involved in the delivery of our work. All suspicions and allegations of abuse will be taken seriously and investigations will be undertaken swiftly so that appropriate and required action is taken as soon as possible.

FOREST OF HEARTS equips our staff, committee members, trustees and volunteers to make informed and confident decisions regarding safeguarding aligned to our policy/procedures.

FOREST OF HEARTS ensures our staff, committee members, trustees and volunteers receive training on safeguarding awareness and our policy/procedures.



FOREST OF HEARTS staff, committee members, trustees, volunteers are competent in dealing with all aspects of safeguarding in relation by referral to the relevant external agencies.

We expect everyone (staff, committee members, trustees, and volunteers) to have read, understood and adhere to this policy and procedure.

As *FOREST OF HEARTS* works with adults with care and support needs, we also have the following commitments in line with [The Care Act \(2014\)](#) and the [Adult Safeguarding: Multi-Agency Policy and Procedures for the Protection of Adults with Care & Support Needs in the West Midlands \(1st November 2019\)](#):

- the interests of adults with care and support needs should always be respected and upheld;
- the human rights of adults with care and support needs should be respected and upheld, in line with [The Human Rights Act \(1998\)](#);
- a proportionate, timely, professional and ethical response is made to any adult with care and support needs who may be experiencing abuse;
- all decisions and actions are taken in line with the [Mental Capacity Act \(2005\)](#).

The procedures aim to ensure that for each adult with care and support needs:

- their chosen outcomes are at the heart of safeguarding;
- safeguarding is always more focused on the adult than on processes;
- their dignity, and respect towards them, is central to all professional practice.

3. Roles and Responsibilities:

FOREST OF HEARTS has a Designated Person who is responsible for safeguarding and child protection. This is *Carole Longden CEO* and in their absence the role will be undertaken by *Tom Donnison*

The role of the Designated Person is to: Assume overall responsibility for safeguarding across the organisation.

It is not the role of the Designated Person or *FOREST OF HEARTS* to decide whether abuse has taken place or not. It is therefore vital that staff, committee members,



trustees and volunteers raise all cases of suspected or alleged abuse in line with the procedures identified in this policy as there may already have been concerns expressed by other staff, committee members, trustees, volunteers and failure to report concerns may put children, young people, and adults at risk. **Details of concerns and actions taken should be shared with the board at the earliest convenience.**

See the [Warwickshire Safeguarding Adults Board Guide to Recognising and Responding to the abuse of neglect of adults with care and support needs \(2015\)](#).

4. Reporting Incidents:

All allegations or suspicions must be treated seriously and reported to the Designated Person for safeguarding as soon as possible and logged accordingly (**see section 1 for contact details**).

The designated person for safeguarding will then devise an appropriate plan of action. The exact nature of the action taken will be determined by the individual circumstances, but it may include the involvement of external authorities, such as the Multi Agency Safeguarding Hub (**see section 6 contact details**).

Any allegation made against a person in a **position of trust** (group leader, volunteer, staff member) should be reported to the designated person for safeguarding immediately. The matter will be investigated and the appropriate action taken. The designated person for safeguarding should inform:

Warwickshire Local Authority Designated Officer 01926 745376
lado@warwickshire.gov.uk.

who will advise of next steps.

If a disclosure of abuse is made by an organisation user, care should be taken to explain to them the procedure that will be followed and they should be told that it may not be possible for *FOREST OF HEARTS* to maintain confidentiality.

5. Good Practice



a. Recruitment, Induction and Training

All staff, committee members, trustees and volunteers working or volunteering directly with children, young people or adults at risk are carefully recruited in line with good recruitment practice, to include:

- At least two verified references
- Have full and up to date Criminal Record checks if their role meets the eligibility criteria outlined by the Disclosure and Barring Service.
- Have familiarisation with the Safeguarding Policy and Procedure.
- Receive appropriate training and are provided with up to date and relevant information and guidance.
- Are provided with support appropriate with their responsibilities in relation to Safeguarding, and their requirement to maintain safe relationships, including a code of behaviour and that all staff and volunteers should be knowledgeable in the consequences of breaching that code and how it links to disciplinary and grievance procedures.
- Are aware of their role in respect of the disclosure or discovery of abuse, the procedure for doing so, and report the disclosure or discovery of abuse to the Designated Person for Safeguarding.

b. Record Keeping:

- Any concerns will be recorded in writing and kept in a locked drawer to comply with data protection legislation.
- Records should only include contacts and referrals made including date, time, reason and referral agency. *FOREST OF HEARTS* will assist other relevant organisations, as far as it is able, during any investigation of a Safeguarding incident. This will include disclosing written and verbal information and evidence.

c. Client disclosures

- Reassure the person they have done the right thing
- Make notes as soon as practically possible
- Inform the person what steps will be taken next – including sharing information with others
- Speak to the Designated Person responsible for safeguarding within your organisation.



6. Contact Details

Speak to your designated safeguarding contact, if advised contact the appropriate social services department for your local authority area to log the issue and seek advice. If anyone is at urgent risk of harm call the police on 999 or 101

- **Emergency contact number:** If a child / adult at risk is in immediate danger you should contact the police on 999 or 101.
- **Warwickshire contact numbers:**
 - **Concerns about a child or young person:** Warwickshire's MASH should be contacted on **01926 414144** during office hours and **01926 886922** outside of normal office hours.
 - **Concerns about an adult at risk** within Warwickshire: the matter should be reported to the Adult Social Care Team on **01926 412080**.
- **Coventry and Warwickshire Safeguarding Children Board Procedures Manual can be found via this link:**

<http://www.proceduresonline.com/covandwarksscb/>

7. Policy Review

FOREST OF HEARTS is committed to reviewing this policy and procedure annually, or earlier, if circumstances change.

Adopted: 12th October 2022

Next Policy Review Due: January 2024