



# The Spitfire Makers Charitable Trust

## Safeguarding the Vulnerable Policy

### Definitions

<b>The Trust</b>	means The Spitfire Makers Charitable Trust.
<b>Responsible Persons</b>	means the Trustees of The Trust
<b>Vulnerable people</b>	For consistency and practicality, The Trust's procedures for safeguarding vulnerable adults will be the same as those for safeguarding children and young people except where the law, or the specific circumstances of an individual's need require otherwise.

### Safeguarding Principles

Safeguarding is everyone's responsibility: Safeguarding the vulnerable is a part of the wider role of safeguarding and promoting welfare. As adults and/or professionals or volunteers, everyone has a responsibility to safeguard the vulnerable and promote their welfare.

Some of the most vulnerable people and those at greatest risk of social exclusion, will need coordinated help. For those vulnerable people who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote their welfare and, where necessary, to help bring to justice the perpetrators of crimes against them.

All Trust volunteers and employees should:

- be alert to potential indicators of abuse or neglect.
- be alert to the risks which individual abusers, or potential abusers, may pose to the vulnerable.
- share and information so that an assessment can be made of the individual's needs and circumstances.
- contribute to whatever actions are needed to safeguard and promote the individual's welfare.

The Trust takes seriously the welfare of all vulnerable people who come onto its premises or who are involved in its activities.

The Trust aims to ensure that they are welcomed into a safe, caring environment with a happy and friendly atmosphere.

The Trust recognises that it is the responsibility of each one of its volunteers and

supporters to prevent the neglect, physical, sexual or emotional abuse of vulnerable people and to report any abuse discovered or suspected.

The Trust recognises its responsibility to implement, maintain and regularly review procedures, which are designed to prevent and to be alert to such abuse.

The Trust is committed to supporting, resourcing and training those who may work with vulnerable people and to providing supervision.

The Trust will follow Government guidelines on the need for Disclosure & Barring Service (DBS) checks.

The Trust is committed to maintaining good links with the statutory social services authorities.

This policy is the responsibility of the Board of Trustees and will be reviewed annually.

### **Safeguarding Procedure**

The following procedures should be followed in any situation where abuse may be identified.

Abused vulnerable people will only tell people they trust and with whom they feel safe. By listening and taking in what the vulnerable person is saying, you are already helping the situation. The following points are a guide to help you respond appropriately:

- Stay Calm.
- Listen carefully to what is said.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others- do not promise to keep secrets.
- Allow the vulnerable person to continue at their own pace.
- Ask questions for clarification only, and, always, avoid asking questions that suggest a particular answer- leading questions.
- Reassure the child, young person or vulnerable adult that they have done the right think in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Report to and inform a Responsible Person within The Trust
- Record in writing on a Protection Incident Reporting Form (Appendix 1) all the details that you are aware of and what was said using the child's, young person's or vulnerable adult's own words, as soon as possible. In order to record you should include:
  - The date and time.
  - The vulnerable person's name and address and date of birth if known.
  - The nature of the allegation.
  - A description of any visible injuries.
  - Your observations – e.g. a description of the vulnerable person's behaviour and physical and emotional state.

- Record the child, young person or vulnerable adult's account of what has happened as close as possible including exactly what they said and what you said if possible.
- Any action you took as a result of your concerns e.g. who you spoke to and resulting actions. Include names, addresses and telephone numbers.
- Sign and date what you have recorded.
- Store the information in accordance with relevant procedures, e.g. Data protection.
- Monitor the situation.
- Responsible Person informs relevant authorities, i.e. Social Services and/or Police if appropriate.

### Responding to allegations or concerns against a volunteer

- Take the allegation or concern seriously.
- Consider any allegation or concern to be potentially dangerous to the vulnerable person.
- Report to and inform (if appropriate) a Responsible Person within the Trust.
- Record it in writing on a Protection Incident Form (see appendix 1) include all the details that you are aware of as soon as possible.
- Responsible Person informs relevant authorities, i.e. Social Services, and/or the Police if appropriate.

### **Remember – It is not your job to judge or investigate but to inform.**

### When dealing with any disclosure -

- Do not appear shocked, horrified, disgusted or angry.
- Do not ask too many questions or press for individual details (it is not your duty to undertake the investigation).
- Do not put words into their mouth.
- Do not make comments or judgement other than to show concern.
- Do not give the promise of confidentiality.
- Do not risk contaminating the evidence.
- Do not confront the abuser.

### Preserving the evidence

In most cases you will not have to do anything except record the events and inform people. However, there may be rare occasions when you will have to:

- Ensure written documents (notes, letters, bank statements, medication records etc) are kept in a safe place.
- Make a written record of answer phone messages and date and sign them.
- In cases of physical or sexual assault encourage the person not to wash where they might have a medical examination.

- In the case of oral sexual assault encourage the person not to drink until they have been seen by the police or forensic doctor.
- Not touch what you do not have to. If you are waiting for the police to arrive it is important that things are left where they are.

## Witnessing Abuse

- In situations of immediate danger take urgent action by calling the relevant emergency services i.e. Police, ambulance, GP.
- Remember to have regard for your own safety.
- Leave the situation if it is not safe for you.
- You may wish to challenge the person who is abusing the individuals and try to persuade them to stop whilst ensuring your personal safety is not compromised.
- Report the incident to a Responsible Person in The Trust immediately.

## Responsibilities towards victims of abuse

- Ensure the vulnerable person is safe and supported.
- Consider if urgent medical attention and if so, ensure that health staff are aware that abuse is suspected.
- Consider the vulnerable person's capacity to make decisions and whether an advocate/appropriate adult might be necessary.
- If the vulnerable person is an adult, they must be given information and advice as well as choice about the way in which an investigation will proceed. Where the individual expresses a wish for an incident not to be pursued this should be recorded and respected wherever possible. However, it must be made clear that there is a duty of care to ensure that the vulnerable person is protected and that your involvement must be reported to The Trust. The decision about whether to respect the service user's wishes cannot be made without regard to further risk of abuse, and advice or guidance must be sought.

## Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only, i.e. The Responsible Person for The Trust, Social services and the police.

It is extremely important that allegations or concerns are not discussed, as a breach of confidentiality could be damaging to the vulnerable person, their family and any protection investigations that may follow.

Informing the family or carers of a vulnerable person you may have concerns about needs to be dealt with in a sensitive way and should not be done without advice from an appropriate authority i.e. Social Services.

Any individual under supervision has the right to be notified about the cause for concern. This should be left to the appropriate authority i.e. Social Services or the Police.

Recorded information should be stored in a secure place with limited access in line with data protection laws (e.g. the information stored is accurate, regularly updated, relevant and secure).

If enquiries arise from the public or any branch of the media, it is vital that all Trustees and volunteers are briefed in order that they do not make any comments regarding the situation. Trustees and volunteers should be informed who the relevant designated spokesperson will be, and all enquiries directed through them. Trustees and volunteers should reply 'no comment' to all questions/enquiries.

### [Deciding whether to refer concerns to another agency](#)

It is crucial that the Responsible Person considers the following when taking the decision to refer concerns/allegations of abuse to Social Services and/or the Police:

- The wishes of the vulnerable person.
- The mental capacity of the vulnerable person.
- Known indicators of abuse.
- Definitions of abuse.
- Level of risk to the vulnerable person.
- Level of risk to others.

Decisions as to whether to inform others will be concerned with:

- The individual's right to self- determination.
- The seriousness of the abuse.
- The effect of the abuse on the vulnerable person in question and on other vulnerable people.
- The ability of other agencies to make a positive contribution to the situation.
- Whether a criminal offence has been committed or whether there are Statutory obligations to refer on (e.g. to the Commission for Social Care Inspection).
- The need for others to know (e.g. to protect others who may be involved in the immediate situation).

### [Reporting abuse for investigation](#)

Concerns of abuse towards a vulnerable person should be referred/reported to the area Social Service team or the Emergency Social Services duty team if urgent and outside of normal office hours.

Where a crime may have been committed the Police must always be contacted, and if in any doubt, they should still be notified so that they can make that judgement.

Contact numbers for these agencies are listed in the appendices.

### **What will happen next**

Any report of abuse will be taken seriously and investigated in a fair and thorough manner.

Trustees and volunteers are required to liaise with Social Services throughout the investigation and provide any necessary information or assistance. This may include attending meetings and case conferences.

### **Internal investigation for Trustees or volunteers**

When a complaint or allegation has been made against a Trustee or volunteer, he/she must be made aware of their legal rights and their rights within The Trust.

A risk assessment must be undertaken immediately to assess the level of risk to The Trust posed by the Trustee or volunteer. This must include whether it is safe for them to continue their role or any other role within The Trust whilst the investigation is being undertaken. The consideration of risk must be considered alongside the rights of the Trustee or volunteer. Decisions must be fully documented.

### **Photography and pornography**

There is increasing evidence that some people have used activities and events as an opportunity to take inappropriate photographs or video footage of vulnerable people. Trustees and volunteers of the Trust should be vigilant at all times and any person using cameras or videos at events or activities which involve vulnerable people should be approached and asked to complete a Consent Form for the use of Cameras and other image recorders.

- Carers must be informed that photographs of the vulnerable person may be taken during activities or events, and carer consent forms need to be signed agreeing to this. This must include information about how and where these photographs will be used.
- It is recommended that the names of vulnerable people should not be used in photographs or video footage, unless with the express permission of the relatives or carers of the vulnerable person.

### **Working together to prevent terrorism/radicalisation**

The Prevent Strategy is about safeguarding people and communities from the threat of terrorism. Prevent is 1 of the 4 elements of CONTEST, the Government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism. If you see anything unusual or see people acting suspiciously report it to a Trustee of The Trust or the Police.

## PROTECTION INCIDENT REPORTING FORM- Appendix 1

All information will be treated in strict confidence

Date: \_\_\_/\_\_\_/20\_\_\_ Time: \_\_\_\_\_ Venue: \_\_\_\_\_

Name of Child/Person: \_\_\_\_\_ Age: \_\_\_\_\_  
Address (if known): \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Number (if known): \_\_\_\_\_

Next of Kin: \_\_\_\_\_  
Address (if different from above): \_\_\_\_\_ Postcode: \_\_\_\_\_  
Telephone Number (if different from above): \_\_\_\_\_

Are you reporting your concerns or passing on those of someone else?  
Please give details:

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Please give a brief description of what has prompted the concerns including dates, times etc any specific incidents:

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Any physical signs? Behavioural signs? Indirect signs?

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Have you spoken to the child/person? If so, what was said?

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Has anybody been alleged to be the abuser? If so, give details:

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Have you consulted anybody? If so, give details:

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Your name: \_\_\_\_\_

Position: \_\_\_\_\_

To whom reported: \_\_\_\_\_

Date of reporting: \_\_\_/\_\_\_/20

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_\_

**This form should now be given to a Trustee of The Spitfire Makers Charitable Trust by hand in a sealed envelope marked Private and Confidential.**

## Useful Contacts:

**In cases of emergency, the Police should be your first contact – 999**

For non-emergency contact with the Police call -101

MASH (Multi Agency Safeguarding Hub) - (also to report Prevent Issues)

Civic Centre

Southampton

SO14 7LU

Tel : 02380 833336 Out of hours: 02380 233344 email: [mash@southampton.gov.uk](mailto:mash@southampton.gov.uk).

NSPCC Freephone Child Protection Helpline: 0808 800 5000

[adult.contact.team@southampton.gov.uk](mailto:adult.contact.team@southampton.gov.uk)

023 8083 3003 (also to report any Prevent issues)

During office hours:

Hampshire - 0845 603 5630

Southampton - 023 8083 4567

Outside office hours the Emergency Duty Teams can be reached on:

Hampshire - 0845 600 4555

Southampton - 023 8023 3344

Disclosure and Barring Service Newcastle Upon Tyne NE1 4PA

Phone: 08709090811

[Customerservices@dbs.gsi.gov.uk](mailto:Customerservices@dbs.gsi.gov.uk)

<https://www.gov.uk/disclosure-barring-service-check/overview>

Date	Version	Agreed/Reviewed by	Agreed/Reviewed date
23.03.20	Draft		
22.04.20	Draft 0.1	Trustees	01.03.21
01.03.21	V1.0		