

Swanage & Purbeck Development Trust Safeguarding Policy & Procedures

Concerning Children, Young People & Adults at Risk

1. Introduction

Swanage & Purbeck Development Trust (SPDT) believes that every child and adult deserves to be safe and secure. We will ensure that our activities are safe for our staff, volunteers and users. Unfortunately people may pose a risk to children or adults at risk and may wish to harm them. Also accidents can happen unless steps are taken to minimise them. Therefore safeguarding children, young people and adults is everybody's business.

SPDT has put in place safeguards to protect those who work and volunteer for us and our users including children, young people and adults at risk.

SPDT has also put in place safeguards to avoid putting their workers and volunteers in positions where harm might be alleged, and to ensure that all workers and volunteers know exactly what to do should harm be suspected.

SPDT believes it is important to not only protect the vulnerable from harm but to actively promote the welfare of children, young people and adults at risk - not just to protect, but to safeguard. Therefore we also have a responsibility to take action if we know, or suspect, that a child or adult at risk is at risk of harm.

This policy applies to all staff and volunteers working directly for us, as well as contractors, agency workers or consultants. It also applies to all SPDT member groups and their volunteers, who must ensure that this policy is communicated to relevant people within that group.

This policy is fully compliant with the Pan-Dorset Safeguarding Children Partnership (PDSCP) policies and procedures and the Dorset Safeguarding Adults Board.

2. Definitions

- **A child/young person** is defined as anyone under 18.
- **An adult at risk** is defined in the 'No Secrets' government report as a person over 18 "who may be in need of community care services by reason of mental or other disability, age or illness; and who is unable to protect him or herself against significant harm or exploitation."

3. SPDT Values for Safeguarding Children, Young People and Adults at Risk

- All users including children, young people and adults at risk have the right to a friendly, secure, caring and safe environment whilst with SPDT, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation
- The needs of the child/adult at risk are paramount and should underpin all safeguarding work, working to the policy and procedures agreed by the Pan-Dorset Safeguarding Children Partnership and the Dorset Adult Safeguarding Board.
- The primary duty of staff and volunteers, whatever their nominated role, and organisations contracted by SPDT responsibility is not to investigate suspected abuse, but to report concerns to the local contacts (see Section 8).

- Responsibility for safeguarding children, young people and adults at risk must be shared as they can only be protected effectively when all the relevant agencies and individuals accept responsibility and co-operate with one another.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse

4. Safer Recruitment, Selection and Training

SPDT is committed to ensuring safeguarding is prioritised throughout the recruitment, induction and ongoing management of staff and volunteers.

To achieve this, SPDT aims to:

- **Recruitment and Selection**
 - Practice safe recruitment, including application forms, structured interviews, reference checks and the use of criminal record checks (DBS) where permitted.
 - Ensure all staff and volunteers who have regular contact with children or adults at risk have an appropriate Disclosure and Barring Service (DBS) check, and that these checks are regularly reviewed in line with guidance and legal requirements.
 - Ensure all job descriptions and role profiles clearly set out safeguarding responsibilities.
- **Creating a Safe Environment**
 - Ensure all SPDT activities are safe for staff, volunteers and service users.
 - Design systems of work to minimise one-to-one contact and other safeguarding risks.
- **Training and Development**
 - Provide mandatory safeguarding induction training to all staff and volunteers before they begin work.
 - Ensure ongoing refresher training and updates in line with PDSCP guidance.
 - Offer additional role-specific safeguarding training where appropriate.
 - Supervise and support staff/volunteers through regular line management and appraisals, with safeguarding responsibilities included in performance reviews.
- **Procedures and Policy Awareness**
 - Develop and implement clear procedures for identifying and reporting cases, or suspected cases, of harm.
 - Make this Safeguarding Policy accessible to all staff, volunteers, contractors and member groups, and ensure it is read and signed on appointment.
 - Designate trained individuals as Safeguarding Lead and Deputy to whom concerns must be reported.

5. Safer Practice in Direct Work

- No SPDT member of staff or volunteer will be alone with a child or adult at risk without good reason and without alerting others to the reason except where this is in the urgent interests of that child or adult.
- Members of staff or volunteers must not use inappropriate language or behaviour.
- Any concerns of harm or disclosure will be acted on **IMMEDIATELY**.
- All allegations of abuse against a worker/volunteer, however minor, are reported to the Safeguarding Lead and the procedure to be followed will be in

line with the Pan-Dorset Safeguarding Children Partnership Bournemouth or the Dorset Adult Safeguarding Board.

- Safeguarding also means reducing the risk of injury. Therefore we will carry out appropriate risk assessments before undertaking events/activities. This will include balancing the danger of injury against the benefits for participants.
- When undertaking events/activities we will arrange for appropriate first aid cover and other health and safety measures e.g. fire-fighting.
- Photographs and videos of children and young people must only be taken with specific, informed and recorded written consent of their parent or guardian and will be held and used in line with the consent given our Data Protection Policy and Data Protection law. Consideration will be given to protecting the identities of children (for example, only using first names) if publishing photos.
- Data relating to safeguarding incidents will be held in line with our Data Protection policies, but may be shared with other agencies, in line with Safeguarding law.
- If a member of staff or volunteer is worried that one of their actions may be mis-interpreted, they should report it as soon as possible to their Line Manager or Supervisor.
- The Trustee Safeguarding Lead will support the Safeguarding Lead when required and will help ensure policies and procedures are compliant and regularly updated.
- Safeguarding is a standing item at Trustee meetings. The Trustee Safeguarding Lead and CEO will ensure that any decisions or advice from Trustees is communicated and incorporated into this policy.

6. Types of Harm

There are various forms of harm that can be evidenced by physical and behavioral indicators:

- Physical Harm
- Neglect
- Emotional Harm
- Sexual Harm
- Financial and Material Harm
- Discriminatory Harm
- Radicalisation
- Modern Slavery

Further information is available from Pan-Dorset Safeguarding Children Partnership (<https://pdscp.co.uk/children-young-people/abuse-what-is-it/>) or Dorset Adult Safeguarding Board [Dorset Safeguarding Adults Board | Our Dorset Adult Social Care and Community Site](#) (dorsetcouncil.gov.uk)

7. How to Report Suspected Harm

Those working for SPDT may suspect someone is being harmed, or is in danger of being harmed, by observing their appearance and/or behaviour or be told directly (i.e. a disclosure). If anyone involved with SPDT has a suspicion or receives a disclosure then they **MUST** act.

The first priority for all those working for SPDT (trustees, staff, volunteers, contractors, etc.) should be to ensure the safety and protection of any child or adult at risk. Therefore if there is any concern, it is an individual's responsibility to act immediately where there is an urgent need for medical treatment or immediate risk of harm.

Where a worker or volunteer suspects a child or adult at risk has or is being harmed they will follow the process below:

1. Person has concerns about a child or adult at risk's welfare. If the child or adult at risk disclosed information you should:

- Stay calm, treat them seriously, offer them support and listen to them but not press for more details
- Explain that you cannot guarantee confidentiality and that you have a duty to report to your Safeguarding Lead/Deputy (inform parent/carer only after discussion and agreement with the Safeguarding Lead, and unless it would increase risk of harm)
- Write down what they tell you using their own words as soon as possible
- Keep any evidence safe
- Do not attempt to discuss this with the person alleged to have caused the harm



2. If the person believes the child or adult at risk is in immediate danger - call the police and /or an ambulance on 999. If not go to 3.



3. Person discusses with Safeguarding lead as soon as possible and within the same working day and a decision is taken whether to take further action (if the person is unable to discuss with the CEO, they should decide whether to take further action).

If yes then go to 4.



4. Safeguarding Lead records concerns using as much information as possible such as what was said, what was observed, when, where and who else was there, date, time and place of disclosure/concerns.



5. Safeguarding Lead makes appropriate referral (see **Contacts**) within 24 hours of disclosure or concern raised and informs the CEO, who will then report to the Trustee Safeguarding Lead.



6. Followed up in writing within 48 hours with copy kept in SPDT Incidents file.

7. Whistleblowing

SPDT is dedicated to the highest standards of operation, probity and accountability. In line with this commitment, employees, volunteers and others with serious concerns about any aspect of our work are encouraged to come forward and voice those concerns. In the first instance if you have safeguarding concerns or want to complain about a lack of action on a safeguarding concern, speak to our Trustee with safeguarding responsibility. However, if you have continuing concerns, e.g. your concerns are not acted on, you are encouraged to contact the appropriate authorities (the local safeguarding boards and/or Police). Advice is available from Protect - free confidential advice for people who witnessed wrongdoing in their workplace but are not sure how to raise their concerns (<https://protect-advice.org.uk> 020 3117 2520) and NSPCC National Whistleblowing Advice Line on 0800 028 0285.

8. Safeguarding Leads

SPDT Safeguarding Lead- Louise Fontana

Louise.Fontana@sandpdt.org.uk

SPDT Deputy Safeguarding Lead/CEO – Ali Tuckey

Ali.Tuckey@sandpdt.org.uk

Trustee with Safeguarding Responsibilities - Deidre Selwyn

9. How to report concerns

Immediate risk: Call Police on 999

Concerns about a child/young person in the Dorset County Council Area:

If you have concerns or suspect that a child/young person is being abused or neglected then contact the Family Support and Advice Line (FASL) on **01305 228558**. Daytime service is available Monday to Friday between 8am to 10pm, Saturday and Sunday 9am to 10pm and on call out of hours service 24/7. Pan-Dorset Safeguarding Children Partnership <https://pdscp.co.uk>

Concerns about an adult at risk in the Dorset County Council Area:

If you have concerns or suspect that an adult is being abused or neglected then contact **Dorset Adult Safeguarding Board** on 01305 221016 in the Dorset Council area website [Dorset Safeguarding Adults Board | Our Dorset Adult Social Care and Community Site \(dorsetcouncil.gov.uk\)](#)

Concerns about staff/volunteers (allegations):

Contact the **Dorset Local Authority Designated Officer (LADO)** on 01305 221122 or email LADO@dorsetcouncil.gov.uk

10. Supporting Documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- Health and Safety Policy
- Employee Code of Conduct
- Volunteer Policy
- Data Protection Policy
- Equality and Diversity Policy
- Anti-Slavery Policy
- Whistleblowing Policy
- Risk Assessments

Member groups may have additional policies and Risk Assessments, relating to their area of work.

SIGNED....Bob Foster

NAME AND POSITION....Chair of Trustees

DATE 14/07/2025

SIGNED....ALI TUCKEY

NAME AND POSITION.....CEO

DATE 07/07/2025

REVIEW DATE July 2026