



SAFEGUARDING ADULTS POLICY

Date reviewed	September 2024
Frequency	Annually
Next review date	September 2025
Person responsible	Designated Safeguarding Lead & All Senior Leaders
Reviewed by	Executive Board

Signed: 
 Person responsible (DDSL)

Date: 28/10/2024

Signed: 
 CEO / Chair of Executive Board (DSL)

Date: 28/10/2024

Key Contacts

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1. Introduction

YouthTV Group is committed to ensuring that vulnerable people who use its services are not abused and that working practices minimise the risk of such abuse.

All people have a right to:

- live a life that is free from violence, fear and abuse
- be protected from harm and exploitation
- independence which may involve a degree of risk

YouthTV Group is committed to:

- Safeguarding and promoting the independence, wellbeing and safety of people with care and support needs
- Raising public awareness of safeguarding
- Promoting work on the prevention of abuse
- Tackling abuse in all settings
- Ensuring that all staff and volunteers understand their roles and responsibilities in respect of safeguarding
- Involving people who access services and carers in continual service improvements
- Applying learning from serious case reviews
- Ensuring that staff and volunteers are provided with appropriate training in safeguarding

YouthTV Group will:

- Ensure people accessing services receive information about how to raise concerns if they suspect or experience abuse in all its forms including neglect
- Empower individuals with knowledge and understanding so that they will be aware of what is appropriate or inappropriate behaviour towards them
- Enable staff and volunteers to recognise poor practice, or abuse and respond appropriately
- Raise awareness of how staff and volunteers can enable people to acknowledge they may be at risk of abuse, and signpost them to effective support
- Recognise that children may also be at risk when working with families and adults with care and support needs.
- Ensure rigorous recruitment and selection practice, and adhere to pre appointment checking requirements e.g. references will always be taken up and the Disclosure and Barring process followed where appropriate
- Ensure clear service standards are maintained and where relevant staff and volunteers receive clear operational guidance and appropriate training

2. Link with other policies

- i. To comply with YouthTV Group's Data Protection Policy (2024), which follows the General Data Protection Regulation(s), YouthTV Group will:
 - use personal information fairly and lawfully;
 - collect only the information necessary for a specific purpose(s);
 - ensure it is relevant, accurate and up to date;
 - only hold as much personal data as we need, and only for as long as we need it;
 - allow the subject of the information to see it on request; and
 - keep any data used/stored secure.

We avoid collecting data without a legitimate business reason and collect only the minimum required to meet the purposes we need it for and which are specified in our privacy notice.

We do not process personal data in any manner that is incompatible with the specified purposes. If we want to use personal data for a new or different reason that was not anticipated at the time of collection, we will consider whether this would be fair. Where needed, we will get consent to use or disclose personal data for a purpose that is additional to, or different from, the purpose we originally obtained it for.

The personal data we hold is accurate and, where necessary, kept up-to-date. Where we identify any inaccurate data, we update the records accordingly. We regularly review information to identify when we need to correct inaccurate records, remove irrelevant ones and update out-of-date ones.

We identify what types of records or data sets we hold and discard, delete or anonymise personal data as soon as it becomes surplus to requirements. We have a written retention policy which specifies when and how we will securely dispose of different categories of data.

We protect personal data using appropriate security measures. We assess the risks to the personal data we hold and choose security measures that are appropriate.

We do not transfer personal data outside the European Economic Area (EEA).

- ii. To comply with YouthTV Group's Whistleblowing Policy (2024), there is a procedure that must be followed.

In most circumstances, individuals should raise their concerns with Youth TV Group's Chief Executive Officer, or Chief Operations Officer.

If exceptionally the concern is about that person, concerns should be raised with the Chief Executive Officer, who will decide on how the investigation will proceed. This may include an external investigation.

Where concerns are raised, the contacted person will arrange an initial interview to ascertain the area of concern which will, if requested, be confidential. At this stage, the whistleblower will be asked whether he/she wishes his/her identity to be disclosed and will be reassured about protection from possible reprisals or victimisation. He/she will also be asked whether or not he/she wishes to make a written or verbal statement. In either case, the contacted person will write a brief summary of the interview, which will be agreed by both parties.

The investigation may need to be carried out under the terms of strict confidentiality i.e. by not informing the subject of the complaint until (or if) it becomes necessary to do so. This may be appropriate in cases of suspected fraud. In certain cases, however, such as allegations of ill-treatment of service users, suspension from work may have to be considered immediately. Protection of service users is paramount in all cases.

The contacted person will offer to keep the whistleblower informed about the investigation and its outcome. If the result of the investigation is that there is a case to be answered by any employee, the disciplinary procedure will be used. Where there is no case to answer, but the whistleblower held a genuine concern and was not acting maliciously, the contacted person should ensure that the whistleblower suffers no reprisals. Only where false allegations are made maliciously, will it be considered appropriate to act against the whistleblower under the terms of the disciplinary procedure.

Following the investigation, the contacted person will arrange a meeting with the whistleblower to give feedback on any action taken. This will not include details of any disciplinary action, which will remain confidential to the individual concerned.

If the whistleblower is not satisfied with the outcome of the investigation, YouthTV Group recognises the lawful rights of employees and ex-employees to make disclosures to prescribed persons such as the Health and Safety Executive, the Audit Commission, or the utility regulators, or, where justified, elsewhere.

YouthTV Group will not tolerate any harassment or victimisation of a whistleblower (including informal pressures), and will treat this as a serious disciplinary offence, which will be dealt with under the disciplinary procedure.

YouthTV Group recognises employees may wish to seek advice and be represented by their trade union or other appropriate advocate and acknowledges and endorses the role trade union officers play in this area.

3. Definitions

This policy relates to adults who may have care and support needs, whose independence and well-being would be at risk, permanently or periodically, if they did not receive appropriate support and who may be at risk of abuse, maltreatment or neglect. This includes adults with physical, sensory and mental impairments and learning disabilities however those impairments have arisen e.g. whether present from birth or due to advancing age, chronic illness or injury, and those who may or may not be eligible for community care services whose needs in relation to Safeguarding is for access to mainstream services and the police, or who are unable to protect themselves. This policy also includes any individual who may be at risk as a consequence of their role as a carer in relation to any of the above.

The duty to identify abuse and report it applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of YouthTV Group.

4. Nominated safeguarding lead person

The nominated person (the Project DSL), should be notified immediately by any staff or volunteers who have concerns about a vulnerable adult if:

- abuse, maltreatment or neglect are occurring or suspected
- someone has behaved towards a vulnerable adult in a way that indicates they may pose a risk of harm

The nominated person will provide advice and support to staff unsure about how to proceed with a particular case, and take line management responsibility for the safe delivery, quality and effectiveness of YouthTV Group's services. The nominated person is responsible for ensuring that YouthTV Group is aware of developments in safeguarding best practice, advising on changes to policy and practice (in line with Local Safeguarding Board policies) and coordinating safeguarding audits and reporting.

5. How to raise concerns

- If someone is at immediate risk of harm, dial 999 for the police
- Contact the Project DSL or YP DSL by phone or email as soon as possible. A decision will be made which includes whether to make a referral, who will make the referral, and how information about the concern will be securely recorded, stored and, if appropriate shared.
- To report a concern or to get advice:
 - Bedford Borough Council: 01234 276222
 - Central Bedfordshire Council: 0300 300 8122
 - Luton Borough Council: 01582 547730
 - Out of office hours: 0300 300 8123

6. How to report an allegation made against staff or volunteers

An allegation may relate to a person who works with vulnerable adults who has:

- behaved in a way that has harmed, or may have harmed a vulnerable adult;
- behaved towards a vulnerable adult in a way that indicates they may pose a risk of harm

Any such allegation should be reported immediately to the Project DSL, YPDSL, or DDSL. The relevant local authority should be informed within one working day of all allegations (by contacting the Local Authority Designated Officer/LADO).

The local authority will provide advice and guidance on how to deal with allegations against people who work with vulnerable adults and will also ensure that there are appropriate arrangements in place to effectively liaise with the police and other agencies to monitor the progress of cases and ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process. Support and advice will be available to individuals against whom allegations have been made.

If YouthTV Group removes an individual (paid worker or unpaid volunteer) from work (or would have, had the person not left first) because the person poses a risk of harm to vulnerable groups, the organisation must make a referral to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason.

7. Information sharing

YouthTV Group will co-operate in the sharing of appropriate information based on the principles defined below:

- Information will be shared on a need to know basis when it is in the best interest of the individual and especially to protect people with care and support needs.
- Confidentiality must not be confused with secrecy
- Informed consent must be obtained, but if this is not possible and other adults are at risk, it may be necessary to override the requirement
- It is inappropriate to give absolute confidentiality in cases where there are concerns about abuse, particularly when other people may be at risk or there is a legal duty to report criminal activity.
- Any exchange of information must be in accordance with the Data Protection Act 1998, the Human Rights Act 1998, and Caldicott Principles

YouthTV Group will keep secure records of any work undertaken under this policy including all concerns received and all referrals made, and the responses made to these concerns and referrals. We will keep a record of the decision – whether it is to share information or not - and the reasons for it. If we decide to share, then we will record what we have shared, with whom and for what purpose.

8. Being alert to signs of abuse and neglect and taking action

All staff and volunteers should be alert to the signs and triggers of abuse, maltreatment, neglect and harm. The impact of harm on a person is what is important, not who did it or what the intent was. Our aim is to protect people from abuse and avoidable harm, whether deliberate or not.

Abuse is behaviour towards a person that either deliberately or unknowingly, causes him or her harm or endangers their life or their human or civil rights. Abuse can take place in any setting, public or private, and can be perpetrated by anyone. Abuse includes physical, sexual, psychological, financial, discriminatory abuse, organisational, modern slavery, domestic abuse, self-neglect and acts of neglect and omission.

YouthTV Group will ensure all staff and volunteers are aware of;

- the signs of abuse and neglect,
- how to handle a disclosure
- through induction, training and supervision.

The seriousness or extent of abuse is often not clear when anxiety is first expressed. If a member of staff or volunteer is in any way concerned, they should raise their concerns with the nominated safeguarding lead person.