

# **SAFEGUARDING POLICY AND PROCEDURES**

## Safeguarding and Promoting the Welfare of Vulnerable Adults, Children and Young People

Reference Number	BP008
Version	5
Ratified by	Brilliant Parents Board the Board of Trustees
Ratified date	
Issue date	May 2022
Review date	May 2024
Target audience	Brilliant Parents associates (Management, Employees, Practitioners Contractors and Volunteers), Clients and Service users

Brilliant Parents is a charity and a company limited by guarantee.  
Registered in England. Charity No1198737. Company No. 10785744.  
Registered office: Office 17, 13 Quad Road, East Lane Business Park, Wembley, HA9 7NE  
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Brilliant Parents provides parenting courses and support for families. Our work specialises in parenting programmes with early years children and teenagers.

### **1. Brilliant Parents' ethos and work values**

Brilliant Parents is committed to transforming lives of families, to this end, our ethos is to treat each service user with dignity, respect, without bias or prejudice - whilst recognising the rich diversity, background, age and experience.

BP is committed to the following work values:

- To maintain an effective, well-trained team of training practitioners who can make a real difference to the lives of our service users;
- To consistently deliver high level evidence-based training in parenting skills, based on expertise, knowledge, and feedback from our service users;
- To encourage a high level of sensitivity and ethics in our training, to help to improve the health and well-being of the community as a whole;
- To ensure the safeguarding of all children vulnerable adults who engage with the services of Brilliant Parents. regardless of ethnicity, race, gender, culture, sexual orientation, abilities or religion.

### **2. Policy Statement**

The policy aims to provide robust procedures that will enable all Brilliant Parents employees, volunteers and training practitioners to safeguard children and young people (CYP) and vulnerable adults, effectively.

This policy covers children as defined in the Working Together to Safeguard Children 2018 and Vulnerable Adults as defined in the Care Act 2014.

The aim is to provide appropriate processes for the:

- Identification of vulnerable adults that access services provided by Brilliant Parents;
- Identification of children and young people whose parents access services provided by Brilliant Parents; and
- Appropriate and timely response to concerns or complaints in relation to vulnerable adults who access our services or in relation to children and young people whose parents access our services.

### **3. Our Commitment**

Brilliant Parents recognises the need to provide a safe and caring environment for children, young people and vulnerable adults. Alongside, the promotion of the positive mental health and emotional wellbeing of CYP and vulnerable adults. Brilliant Parents acknowledges that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect.

Brilliant Parents accepts everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national

or social origin, property, birth or other status” - UN Universal Declaration of Human Rights & International Covenant of Human Rights.

Brilliant Parents agrees that children should be able to develop their full potential, free from hunger and want, neglect, abuse, and maltreatment. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including Brilliant Parents provides parenting courses and support for families. Our work specialises in parenting programmes with early years children and teenagers.

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All stakeholders working with and for Brilliant Parents should consider whether the behaviour or presentation of the parents they work with is likely to cause risks to their children. Risks to children should always be considered in adult presentations to include:

- Domestic abuse;
- Mental ill health, e.g., overdose, self-harm, psychosis;
- Substance misuse issues; and
- Parental learning difficulties.

Brilliant Parents is committed to creating and preserving the safest possible environment for children and young people and vulnerable adults.

To this end, we aim to:

- Create an environment, which encourages children to develop a positive self-image, regardless of race, ethnicity, language, religion, gender identification or sexuality, culture or home background;
- Help children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- Encourage children to develop emotionally, mentally and physically;
- Enable children to have self-esteem / confidence through celebrating every achievement no matter how little and encouraging children to believe in their abilities and themselves; and
- Work with parents to build their understanding of and commitment to the welfare of all children.
- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international convention outlined above;
- Provide ongoing safeguarding training for all practitioners.
- Regularly review the operational procedures; and
- Support the Designated Lead Person in their work and in any action, they may need to take to protect children, young people and vulnerable adults.

## 6. **Equality statement**

Some children and adults have an increased risk of abuse, and additional barriers can exist for with respect to recognising or disclosing it. Brilliant Parents is committed to anti-discriminatory practice and recognise the service-users' diverse circumstances. We ensure that all have the same protection, regardless of any barriers they may face.

We give special consideration to children who:

- Have special educational needs (SEN) or disabilities or health conditions;
- Are young carers;
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality, culture or home background;
- Have English as an additional language;
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence;
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation;
- Are asylum seekers;
- Are at risk due to either their own or a family member's mental health needs;
- Are looked after or previously looked after;
- Are missing from education;
- Whose parent/carer has expressed an intention to remove them from school to be home educated.

## 7. **Key Safeguarding Roles and responsibilities**

Name	Role / Relevant Event	Telephone Number	Email
Meave Darroux	Chief Executive	07946 770696	<a href="mailto:Meave.Darroux@brilliantparents.org">Meave.Darroux@brilliantparents.org</a>
Heather Daulphin	Designated Safeguarding Lead (DSL)	07808 164258	<a href="mailto:heather.daulphin@sky.com">heather.daulphin@sky.com</a>
Angela Barst	Senior Lead	07768 010407	<a href="mailto:Angela.Barst@brilliantparents.org">Angela.Barst@brilliantparents.org</a>

## 8. **Promoting awareness among staff**

Safeguarding is everyone's responsibility. The policy applies to all staff, volunteers and the board of trustees. The Brilliant Parents promotes the awareness of safeguarding CYP and vulnerable adults through its staff training programme. The Brilliant Parents ensures that:

- The DSL has relevant experience and receives appropriate training in Safeguarding Vulnerable Adults and Children & Young People including the Prevent Duty 2015 and is aware of the Channel Programme and how to access it;
- DSL training is refreshed every two/three years. This should be to the advanced level (level 3);
- Safe recruitment practices are followed for all new staff;
- All staff have a copy of this Safeguarding policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation;
- All staff receive basic safeguarding training and basic training in the Prevent Duty and safeguarding reporting is a standing agenda item at all Board meetings and staff meetings;
- All staff are familiar with the Safeguarding File/log and where it is located;
- The Brilliant Parents Safeguarding Policy/Procedures are in line with the necessary legislative policies, guidance and best practice;
- All staff and trustees are expected to be familiar with procedures, practises and policies associated with Safeguarding;
- Key staff are familiar with the early help process (sometimes known as the common assessment framework) and their role within it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment;
- Key staff are familiar with the process for making referrals to local authority children's social care and for statutory assessments that may follow a referral, including the role they might be expected to play;
- Staff know how to identify a safeguarding issue, or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals;
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as peer-on-peer abuse, child sexual exploitation (CSE), child criminal exploitation (CCE), indicators of being at risk from or involved with serious violent crime, FGM and radicalisation
- Staff understand the importance of reassuring victims that they are being taken seriously and that they will be supported and kept safe.

## 9. **Objectives**

### a) *Children and young people*

The objective of this policy is to ensure that the roles, responsibilities and procedures for safeguarding children are clear and available to all those working with Brilliant Parents, for example:

- Safeguarding and promoting the welfare of children means:
- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances.

b) Vulnerable Adults at Risk

The key priority of all those involved in Brilliant Parents is to ensure the safety and protection of adults at risk. It is the responsibility of everyone to act on any suspicion or evidence of abuse; the following principles underpin all services delivered by Brilliant Parents:

- Everyone has the right to live a life free from abuse;
- Adults at risk will be protected from harm/exploitation;
- Adults at risk have the right to independence which will involve a degree of risk taking;
- Everyone engaged in safeguarding adults at risk is expected to adhere to working practices which support individuals in making choices; asserting their rights, maintaining independence/privacy/dignity; and
- All agreed locally defined safeguarding adults' guidelines will be complied with.

10. **Statutory definitions of abuse – Children & Young People**

a) Forms of child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- Emotional abuse is the persistent emotional maltreatment of a child to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone;
- Physical abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child;
- Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways;
- Neglect is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

b) Recognition and identification

**See Appendix 1 for signs of possible abuse and neglect**

- Child-on-child abuse
- Extremism and radicalisation and signs of radicalisation

## 11. Reporting Process – Children & Young People

Staff, volunteers, and trustees must follow the procedures set out below in the event of a safeguarding issue:

- If a child or parent discloses a safeguarding issue to you, you should:
- Listen to and believe them. Allow them time to talk freely and do not ask leading questions;
- Stay calm and do not show that you are shocked or upset;
- Tell the child they are not to blame and have done the right thing in telling you. Do not tell them they should have told you sooner;
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret;
- Do not criticise the alleged perpetrator;
- Write up your conversation as soon as possible in the words of the CYP or adult making the allegation. Stick to the facts, and do not put your own judgement on it;
- Sign and date the write-up and pass it on to the DSL. Alternatively, if appropriate, make a referral to children's social care and/or the police directly and tell the DSL as soon as possible that you have done so. Aside from these people, do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process.

If you discover that FGM has taken place or a CYP is at risk of FGM:

- Keeping Children Safe in Education explains that FGM comprises “all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs”.
- FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as ‘female genital cutting’, ‘circumcision’ or ‘initiation’;
- Possible indicators that a CYPCYP has already been subjected to FGM, and factors that suggest a CYP may be at risk, are set out in appendix 4 of this policy;

Any staff member who either:

- Is informed by a girl under 18 that an act of FGM has been carried out on her; or
- Observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth;
- Must immediately report this to the police, personally. This is a mandatory statutory duty, and teachers will face disciplinary sanctions for failing to meet it;
- The case with the DSL and involve children's social care as appropriate;
- Any other member of staff who discovers that an act of FGM appears to have been carried out on a CYP under 18 must speak to the DSL and follow the local safeguarding procedures;
- The duty for staff mentioned above does not apply in cases where a CYPCYP is at risk of FGM or FGM is suspected but is not known to have been carried out. Staff should not examine CYP;
- Any member of staff who suspects a CYPCYP is at risk of FGM or suspects that FGM has been carried out discovers that a CYP aged 18 or over appears to have been a victim of FGM] must speak to the DSL and follow their local safeguarding procedures.

If you have concerns about a child (as opposed to believing a child is suffering or likely to suffer from harm, or is in immediate danger), for example:

- If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to a member of the Safeguarding Team and/or take advice from local authority children's social care. You can also seek advice at any time from the NSPCC



helpline on 0808 800 5000. Share details of any actions you take with the DSL as soon as practically possible;

- Make a referral to local authority children's social care directly, if appropriate (see 'Referral' below). Share any action taken with the DSL as soon as possible.

If you have concerns about radicalisation/extremism:

- If a child is not suffering or likely to suffer from harm, or in immediate danger, where possible speak to the DSL first to agree a course of action;
- If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to the DSL or a member of the senior leadership team and/or seek advice from local authority children's social care. Make a referral to local authority children's social care directly;
- Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to. This could include Channel, the government's programme for identifying and supporting individuals at risk of being drawn into terrorism, or the local authority children's social care team;
- The Department for Education also has a dedicated telephone helpline, 020 7340 7264, which staff and trustees can call to raise concerns about extremism with respect to a CYPCYP. You can also email [counter.extremism@education.gov.uk](mailto:counter.extremism@education.gov.uk). Note that this is not for use in emergency situations;
- In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:
  - Think someone is in immediate danger;
  - Think someone may be planning to travel to join an extremist group;
  - See or hear something that may be terrorist-related.

Online safety and the use of mobile technology:

- Brilliant Parents recognise the importance of safeguarding children from potentially harmful and inappropriate online material, and we understand that technology is a significant component in many safeguarding and wellbeing issues;
- To address this, we aim to:
  - Have robust processes in place to ensure the online safety of CYP, staff, volunteers and trustees;
  - Protect and educate all stakeholders in its safe and responsible use of technology, including mobile and smart technology (which we refer to as 'mobile phones');
  - Set clear guidelines for the use of mobile phones for the whole community;
  - Establish clear mechanisms to identify, intervene in and escalate any incidents or concerns, where appropriate.

Our approach to online safety is based on addressing the following categories of risk:

- Content – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism;
- Contact – being subjected to harmful online interaction with other users, such as child to child pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes;
- Conduct – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g., consensual and non-consensual

sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and

- Commerce – risks such as online gambling, inappropriate advertising, phishing and/or financial scams;

Educate our stakeholders/service users about online safety for example:

- The safe use of social media, the internet and technology;
- Keeping personal information private;
- How to recognise unacceptable behaviour online;
- How to report any incidents of cyber-bullying, ensuring the CYP are encouraged to do so, including where they are a witness rather than a victim;
- Train staff, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation. All staff members will receive refresher training at least once each academic year;
- Educate parents/carers about online safety via our website, communications sent directly to them and during parents' evenings. We will also share clear procedures with them, so they know how to raise concerns about online safety;

Make sure staff are aware of any restrictions placed on them with regards to the use of their mobile phone and cameras, for example that:

- Staff are allowed to bring their personal phones to seminars for their own use, but will limit such use to non-contact time when CYP and service-users are not present;
- Staff will not take pictures or recordings of CYPCYP on their personal phones or cameras;
- Make all CYP, parents/carers, staff, volunteers and trustees aware that they are expected to sign an agreement regarding the acceptable use of the internet in school, use of the school's ICT systems and use of their mobile and smart technology;
- Explain the consequences we will use if a CYP is in breach of our policies on the acceptable use of the internet and mobile phones;
- Make sure all staff, CYP and parents/carers are aware that staff have the power to search CYPCYP' phones, as set out in the DfE's guidance on searching, screening and confiscation
- Put in place robust filtering and monitoring systems to limit children's exposure to the 4 key categories of risk (described above) from the school's IT systems;
- Carry out an annual review of our approach to online safety, supported by an annual risk assessment that considers and reflects the risks faced by our school community.

If you have a mental health concern:

- Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation;
- Staff will be alert to behavioural signs that suggest a child may be experiencing a mental health problem or be at risk of developing one;
- If you have a mental health concern about a child that is also a safeguarding concern, take immediate action by following the steps in section 7.4;
- If you have a mental health concern that is not also a safeguarding concern, speak to the DSL to agree a course of action.

Early help:

- If early help is appropriate, the DSL will generally lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other

agencies and professionals in an early help assessment, in some cases acting as the lead practitioner;

- The DSL will keep the case under constant review and Brilliant Parent will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed;
  - Brilliant Parents assume that all referrals to Social Care will be followed up in writing within 48 hours.
- If any member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly, for example:
  - Brilliant Parents have limited direct access to children and young people, however in the unlikely event of an allegation, against Brilliant Parents staff or a parent attending a Brilliant Parents class in a school setting, the school would follow their own procedures and Brilliant Parents would take the following actions:
    - The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it;
    - The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (e.g. police) should be informed, and the Brilliant Parents will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours;
    - Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation;
    - If appropriate the Brilliant Parents will make a referral to the Disclosure and Baring Service;
    - Where an individual with a concern feels that the Designated Lead Person has not responded appropriately, or where they have a disagreement with the Designated Lead Person(s) as to the appropriateness of a referral, they are free to contact an outside agency directly. (Whistleblowing/escalation procedures);
    - Although Brilliant Parents hopes that service users and others associated with Brilliant Parents use this procedure, it is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies.
    - The role of the Designated Lead Person is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

## **Referral process for CYP See Appendix 2**

### **12. Definitions of Vulnerable Adults at Risk and Children and Young People**

The definition of an adult at risk is a person who is 18 years and older who is or may need community services by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm / exploitation.

The definition of a child is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or custody does not change their status or entitlements to service or protection.

### **13. Statutory definitions of abuse - vulnerable adult**

The following definition of abuse is laid down in No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse. (Department of Health 2000):

- Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to several factors
  - "Abuse may consist of a single act or repeated acts;
  - It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter a financial or sexual transaction to which he or she has not consented or cannot consent;
  - Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it".

**See Appendix 3 for exemplification of these definitions regarding vulnerable adult abuse:**

- i. Physical abuse;
- ii. Sexual abuse;
- iii. Psychological/emotional abuse;
- iv. Financial and material abuse;
- v. Modern slavery;
- vi. Institutional or organisation abuse;
- vii. Domestic abuse: Neglect or act of omission;
- viii. Discriminatory abuse;
- ix. Self-neglect.

### **14. Reporting Process – Vulnerable Adult at Risk**

If vulnerable adult reports/discloses, following a conversation you have initiated or otherwise, that they are being abused and neglected, you should listen to them, take their allegation seriously, and reassure them that you will take action to keep them safe. At all times, you should explain to them the action that you are taking. It is important to maintain confidentiality, but you should not promise that you will not tell anyone, as you may need to do so in order to protect a child or children.

If the member of staff/volunteer/project manager/practitioner etc has a concern about a vulnerable at-risk adult or are unsure if a safeguarding referral needs to be made, they should contact the Brilliant Parents, DSL to discuss whether a referral is required. If a decision is made by the DSL that a referral is required, the member of staff should complete the Safeguarding Incident Report Form. In all cases where abuse is suspected or an allegation is made, Brilliant Parents through the DSL will report the information to the LADO to ascertain if there is a need to report and to who the report should be sent to do the following:

- The written report will follow any verbal report within 24 hours or the next working day (this may be sent by fax or e-mail);
- Brilliant Parents will expect the LADO to refer the case to or discuss it with the investigating agencies according to the procedures established by the Local Adult Social Services. We are to ensure that this is service point is equitable for the subject;
- It is Brilliant Parents expectation that they will seek advice and support from the from any other necessary agency and in the case of young vulnerable adults the police community safety unit or adult safeguarding.;
- When referring a case of suspected or alleged abuse/negligent, Brilliant Parents would expect the DSL to be informed of the timing of the strategy discussion between the statutory agencies which will decide whether and how to investigate. Brilliant Parents would also expect the DSL

to clarify with the investigating agencies when, how and by whom the vulnerable adult and any child/children in their care will be told that a referral has been made;

- Brilliant Parents recognises the fact that whether or not to make a referral, which could activate a vulnerable adult safeguarding and/or child protection investigation, is a serious decision and will require careful judgement. Brilliant Parents would expect the statutory agencies to work together to secure the safety and welfare of any child/children in the care of the subject;
- Brilliant Parents Practitioners, Managers, Staff and Volunteers, school staff and either the DSL or the member of staff who knows the child best, should be prepared to contribute to the strategy discussion;
- The telephone numbers for Adult Social Services will vary, depending on the postcode of the individuals concerned;
- If the vulnerable adult is in immediate danger or has sustained a serious injury, contact the Emergency Services, informing them of any suspicions.

## **See Appendix 4 Adult Referral Process**

### **15. Information-sharing and confidentiality**

Fears about sharing information should not stand in the way of the need to safeguard and promote the welfare of vulnerable adults, children, and young people. In line with the Brilliant Parents GDPR & Data Protection Policy we will ensure that Brilliant Parents:

- Is mindful that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately;
- Are open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so;
- Seeks any necessary advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible;
- Where possible, will share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 we may share information without consent if, in our judgement, there is a lawful basis to do so, such as where safety may be at risk. We will base your judgement on the facts of the case. When we are sharing or requesting personal information from someone, we shall be clear of the basis upon which we are doing so. Where we do not have consent, we shall be mindful that an individual might not expect information to be shared.;
- Shall consider safety and well-being: base our information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions;
- Will ensure that the information we share is necessary for the purpose for which we are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely;
- Keep a record of our decision and the reasons for it - whether it is to share information or not. If we decide to share, then record what we have shared, with whom and for what purpose.

### **16. Safer Recruitment**

Brilliant Parents is committed to ensuring recruiting all workers, including volunteers safely. The procedures and processes for recruitment are in place to ensure all those appointed are screened for their criminal background and employment history, right to work, professional and academic references. This to include that those appointed will receive all the necessary training, support, and supervision to enable them to work effectively, for example:

- There is a legal recruitment and selection framework that includes specific reference to safeguarding vulnerable adults, children and young people;

- Every member of staff or volunteer engaged in recruitment receives and can evidence that they have received recent safe recruitment training;
- To include a generic statement in every job description that outlines the safeguarding expectation of the post-holder;
- There is a job description/person specification for the post;
- Those applying have completed an application form and a self- declaration form;
- Those short listed have been interviewed by a panel;
- Safeguarding has been discussed at interview;
- Offer of Employment;
- Initial conditional/verbal offer;
- Confirmed offer dependent on satisfactory verification of:
  - DBS application;
  - References;
  - Qualification Check;
  - Right to work in UK.
- To obtain a minimum of two written references, one of which must be from the most recent employer;
- A Disclosure and Barring, (DBS), check at enhanced level in line with existing legislation has been completed (we will comply with our recruitment processes and requirements concerning the fair treatment of applicants and the handling of information);
- Repeat DBS checks every three years on every member of staff who works directly with, or has regular contact with, vulnerable adults, children and young people;
- That all members of staff register on the DBS annual update service;
- Qualifications, where relevant, have been verified;
- An appropriate induction programme is provided for the successful applicant;
- The applicant has completed a six-month probationary period;
- The applicant has been given a copy of the organisation's Safeguarding, Data Protection, H&S and other necessary policies and has signed to say that they have read and understood the policies and confirm that they will abide by it.

## 17. Safeguarding Toolkit

### Useful Contacts

#### Important contacts

Local Authority	Duty /MASH- Child	Duty - Adult
London borough of Brent	<a href="mailto:Family.FrontDoor@brent.gov.uk">Family.FrontDoor@brent.gov.uk</a> 020 8937 4300 <b>Out of hours:</b> 020 8863 5250	<b>Online:</b> <a href="#">Contact us online</a> Select the option Adult Social Care option that reflects your role 020 8937 4300 Out of hours emergencies: 020 8863 5250
London borough of Harrow	<a href="https://www.harrowscb.co.uk/contact-us/">https://www.harrowscb.co.uk/contact-us/</a> 0208 242 0999	<a href="mailto:safeguardingadults@harrow.gov.uk">safeguardingadults@harrow.gov.uk</a> 020 8420 9453
London borough of Hammersmith and Fulham	<a href="mailto:familyservices@lbhf.gov.uk">familyservices@lbhf.gov.uk</a> 020 8753 6600 <b>Out of hours:</b> 020 8748 8588	<a href="mailto:communityconnect@lbhf.gov.uk">communityconnect@lbhf.gov.uk</a> . Or <a href="mailto:safeguardingadults@lbhf.gov.uk">safeguardingadults@lbhf.gov.uk</a> 0800 145 6095 020 8748 8588 (out of hours)
London borough of Hillingdon	<a href="mailto:lbhmash@hillington.gov.uk">lbhmash@hillington.gov.uk</a> 01895 556633 <b>Out of hours:</b> 01895 556633  Stronger Families 01895 556 006 <a href="mailto:strongerfamilieshub@hillington.gov.uk">strongerfamilieshub@hillington.gov.uk</a>  Professional referral for child services support:  <a href="https://Portal-EHM.hillingdon.gov.uk">https://Portal-EHM.hillingdon.gov.uk</a>	Hillingdon Social care adults: 01895 556633  <a href="#">Safeguarding adults - Hillingdon Council</a>
Bournemouth, Poole and Christchurch Council	<a href="mailto:asc.contactcentre@bcpcouncil.gov.uk">asc.contactcentre@bcpcouncil.gov.uk</a> Telephone: 01202 123654	<a href="mailto:bcpsafeguardingadultsboard@bcpcouncil.gov.uk">bcpsafeguardingadultsboard@bcpcouncil.gov.uk</a> 01202 794300

Statutory Guidance	
Working Together to Safeguard Children, Dept. for Education	2018
UN Convention on the Rights of the Child	1989, ratified by the UK in 1991
Human Rights Act	1998
The Children's Act	1989 & 2004
The Education Act	2002
NHS and Community Care Act	1990
Statutory Framework for the Early Years Foundation Stage	2017
Adoption and Children Act	2002 Implemented Jan 2005
What to do if you are Worried a Child is Being Abused	2015
Counter Extremism Strategy	2015
London Child Protection Procedures, 6 <sup>th</sup> Edition	2021
Keeping Children Safe in Education	2016 (updated 2019, 2020, 2021, 2022)
Children and Social Work Act	2017
The Abuse of Trust	??
The Care Act	2014
Department of Health	2000
Care and Support Statutory Guidance	2018 (revised) (updated April 2021)

Other Policies and Guidelines that support this Safeguarding of Vulnerable Adults, Children & Young People:

- Mobile Phone and Cameras;
- Digital Safety/Online Safety Policy;
- GDPR & Data Protection Policy;
- Safer Recruitment;
- Whistleblowing;
- Complaints.