



Safeguarding Policy 2023

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What is Safeguarding?

Safeguarding means:

- Protecting children or adults at risk from maltreatment causing damage to their health or well-being
- Ensuring that children and adults at risk are growing up/living in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children and adults at risk to have the best life chances.

Responsibility for Safeguarding

Bremner & Co are committed to:

- Proactively safeguard and promote the welfare of the company's beneficiaries.
- Take concerns or allegations of abuse seriously
- Ensure the implementation of policies and procedures that support staff, associates and beneficiaries of our work.
- Ensure that the best possible safeguarding standards are achieved in the organisation.

The Designated Safeguarding Officer will work to raise awareness among Bremner & Co associate/employees on issues relating to the safeguarding of children and adults at risk, and promotion of a safe environment within the organisation. This will be done through the provision of appropriate guidance, training and relevant procedures.

Background Documents

The following organisational policies are referenced or should be considered in conjunction with this document:

- Equal Diversity & Inclusion Policy
- Disciplinary Procedure
- Data Protection Policy
- Public disclosure Policy (whistle blowing)
- Health and Safety Policies.
- Risk assessment procedures
- Safe recruitment policy
- Code of Conduct
- Grievance Procedure
- IT and social media policy

All Bremner & Co policies can be found in full in the employee handbook.

Through the delivery of various activities, Bremner & Co works with or supports children and adults at risk through, although not exclusively the following activities:

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- (a) In a school or other community setting
- (b) Attendees at workshops, training, events etc
- (c) Other community engagement activities

When we work with another organisation on activities we will have a third party agreement that details roles and responsibilities of each organisation with regards to safeguarding.

Safeguarding adults at risk

Introduction

Bremner & Co is committed to practices that protect adults who are at risk of harm and treat them with dignity and respect. At the same time Bremner & Co will endeavour to protect its staff from the risk of unfounded allegations. This will be done through induction, training and ongoing support.

Bremner & Co will seek to implement its safeguarding policy for adults at risk of harm by:

- Ensuring that all associates/employees who have regular, direct and/or unsupervised contact with adults at risk of harm are carefully selected. This includes the completion of an enhanced Disclosure and Barring Service Check (DBS), with a view to finding out if such employees are included in the 2 DBS Barred list which makes them unsuitable to work with adults at risk
- Provide a safe environment for adults at risk of harm to learn within the organisation
- Identifying adults at risk of harm who are suffering or likely to suffer the same risk of harm. We seek to ensure that there is a clear safeguarding procedure in place that can be used if there are any concerns
- Keeping a central record of incidents/concerns to monitor any patterns or concerns
- Giving all the parties involved including associates employees, clients and the general public information about what they can expect from Bremner & Co in relation to protecting and safeguarding adults at risk of harm
- Making informed judgements about sharing information about concerns with appropriate agencies that need to know and involving adults at risk and their carers as appropriate
- Reporting serious cases to the appropriate authority.

Definitions

An adult at risk of harm relates to anyone aged 18 or over who is or may be eligible for Community Care Service and/or who may be unable to protect themselves from harm or exploitation. This may include people with physical impairment, mental health needs, learning difficulties or drug and/or alcohol misuse.

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Safeguarding Alert refers to the process of being informed of or alerted to issues related to the abuse or neglect of an adult at risk of harm, and where the response and reports are made correctly.

Legal Statutory Framework:

- Human Rights Act 1998
- Protection of Freedoms Act 2012
- Safeguarding of Vulnerable Adults Scheme 2004
- 'No secrets' – DH guidance
- Mental Health Act 1983
- Mental Capacity Act 2005
- Data Protection Act 2018
- Equality Act 2010
- Deprivation of Liberty Safeguards
- Public Interest Act 1998
- Freedom of Information Act 2000
- Crime and Disorder Act 1998
- Safeguarding Vulnerable Groups 2006.

Scope

This policy applies to all associates/employees regardless of whether or not they have regular contact with adults at risk of harm.

What is abuse?

Abuse refers to the violation of an individual's human and civil rights by any other person or persons. However, in the context of adults at risk, the following forms of abuse have been identified:

1. Physical abuse

The inflicting of pain or injury on a person. May involve actions such as hitting, shaking and burning as well as the use of inappropriate restraint. Physical abuse, as well as being a deliberate act, can be caused by an omission or failure to act to protect.

2. Psychological abuse

The use of threats, humiliation, bullying, swearing and other verbal conduct, or any other form of mental cruelty, that results in mental or physical distress. It includes the denial of basic human and civil rights, such as choice, self-expression, privacy and dignity, and isolation and over-dependence that has a harmful effect on the person's emotional health, development or well-being.

3. Sexual abuse

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A sexual act that is carried out without consent. Involves forcing or enticing an adult at risk to take part in sexual activities whether or not the adult at risk is aware of or consents to what is happening. It may also involve non-contact activities such as showing pornographic material or sexual innuendo.

4. Neglect or act of omission

When individuals are not provided with adequate care or protection and suffer harm or distress as a result. This includes the persistent failure to meet the vulnerable adult's basic physical and/or psychological needs. These needs include adequate food and warm clothing and also medical care, social care or educational services.

5. Discriminatory abuse

Discriminatory or oppressive attitudes towards a person on the grounds of race, age, disability, religion, sexual orientation, colour, culture or ethnic origin.

6. Financial or material abuse

The illegal use or misuse of property or items without the permission of the person they belong to.

7. Institutional abuse

Neglect or a routine that offers little or no choice, where standards fall below the acceptable levels. This is a situation where a service providing institution has policies and practices that do not guarantee the dignity of adults at risk of harm and create a climate of continuous abuse.

8. Self-neglect

Neglecting to care for oneself or your personal environment.

9. Slavery

Trafficking; forced labour and domestic servitude.

10. Domestic Violence

Controlling and coercive behaviour, forced marriage, female genital mutilation or honour based violence.

Safeguarding children and young people

Introduction

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Bremner & Co is committed to practices that protect children and young people and treat them with dignity and respect. At the same time Bremner & Co will endeavour to protect its associates/employees from the risk of unfounded allegations. This will be done through induction, training and ongoing support.

Bremner & Co will seek to implement its safeguarding policy for adults at risk of harm by:

- Ensuring that all associates/employees who have regular, direct and/or unsupervised contact with children or young people are carefully selected. This includes the completion of an enhanced Disclosure and Barring Service Check (DBS), with a view to finding out if such employees are included in the 2 DBS Barred list which makes them unsuitable to work with children or young people.
- Providing a safe environment for children and young people to learn within the organisation
- Identifying children and young people who are suffering or likely to suffer the same risk of harm. We seek to ensure that there is a clear safeguarding procedure in place that can be used if there are any concerns
- Giving all the parties involved including associates, employees, clients and the general public information about what they can expect from the Bremner & Co in relation to protecting and safeguarding children and young people
- Making informed judgements about sharing information about concerns with appropriate agencies that need to know and involving children or young people and their carers as appropriate
- Reporting serious cases to the appropriate authority.

Legislative Framework:

- Children Act 2004
- Children And Social Work Act 2017
- Safeguarding Vulnerable Groups Act 2006
- Education Act 2002
- Children and Families Act 2014
- Digital Economy Act 2017
- Adoption and Children Act 2002
- Children and Young Person Act 2008
- Apprenticeship, Skills, Children and Learning Act 2009
- Education Act 2011
- Protection of Freedoms Act 2012
- Working Together to Safeguard Children Guidance 2018.

Definitions

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A child means every human being from pre-birth to eighteen years unless, under the law applicable to the child, majority is attained earlier- UN Convention on the Right of a Child (1989). In this document we will refer to children and young people as those under the age of 18 years in line with the above definition from the UN.

A **notifiable incident** is one involving the care of a child or young person in which either:

- A child or young person has died (including cases of suspected suicide), and abuse or neglect is known or suspected
- A child or young person has been seriously harmed and abuse or neglect is known or suspected
- A looked after child or young person has died (including cases where abuse or neglect is not known or suspected) or
- A child or young person in a regulated setting or service has died (including cases where abuse or neglect is not known or suspected).

Seriously harmed includes, but is not limited to, cases where the child or young person has sustained, as a result of abuse or neglect, any or all of the following:

- A potentially life-threatening injury
- Serious and/or likely long-term impairment of physical or mental health or physical, intellectual, emotional, social or behavioural development.

This definition is not exhaustive, and serious harm can still have occurred if a child or young person recovers from the incident.

Scope

This policy applies to all associates/employees regardless of whether or not they have regular contact with children or young people.

What is child abuse?

Abuse refers to a form of maltreatment of a child. This consists of various forms, however the Children Act 1989 defines four main forms of child abuse:

1. Physical abuse

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May involve actions such as hitting, shaking and burning as well as giving children alcohol, inappropriate drugs or poison. Physical abuse, as well as being a deliberate act, can be caused by an omission or failure to act to protect.

2. Emotional abuse

Emotional abuse is a persistent lack of love and affection. A child may be constantly verbally abused, threatened, ignored or taunted. Other forms of emotional abuse include excessive overprotection and unrealistic pressure to succeed. Some level of emotional abuse is involved in all types of ill treatment of children although it may occur alone.

3. Sexual abuse

Involves forcing or enticing a child to take part in sexual activities whether or not the child is aware of or consents to what is happening. It may also involve non-contact activities such as showing pornographic material or encouraging children to behave in sexually inappropriate ways.

4. Neglect

The persistent failure to meet a child's basic physical and/or psychological needs. These needs include adequate food and warm clothing and also medical care. Neglect may include children being left alone.

Policy to be proactive

Training will be provided to all associates/employees; the level of this training will be relevant to the tasks associated with individual roles.

Associates/employees will receive guidance to ensure that all have a clear understanding of their responsibilities when working with children and adults at risk of harm.

The aim of this guidance will be to ensure that associates/employees

- Recognise the signs of abuse and what appropriate course of action should be taken in the circumstances
- Understand the potential risk to themselves and ensure that good practice is adhered to at all times
- Recognise signs of improper behaviour from other staff and report it at the earliest opportunity
- Carry out risk assessments.

Monitoring and review of the Policy

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This policy will be monitored and reviewed on a regular basis by the Chief Executive Officer

Associates/employees will be made aware of this Policy as part of their induction and will have to sign to acknowledge they have read and understood it.

Agreement

This must be signed and returned to the CEO within 1 week of being issued.

I have read and understood the safeguarding policy and agree to adhere to its contents.

Name and position:

Signature:

Date:

Review date April 2025