



Children, Young People and Adults at Risk Safeguarding Policy

Introduction

Candlelighters believes all children and vulnerable adults have a right to be protected. This Safeguarding Policy is for Candlelighters trustees, employees, service providers and volunteers - safeguarding is everyone's responsibility.

Our Safeguarding Policy sets the scene about why safeguarding is important and how we will behave and make decisions in everything we do to promote the safety and welfare of children, young people and adults at risk and to protect them from harm.

When working within an organisation that works with children, young people and adults at risk there will always be safeguarding risks, so it's essential that everyone knows about safeguarding and what to do if there are safeguarding concerns. Safeguarding isn't just about preventing abuse or neglect; it's about maintaining a culture where we put children, young people and families at the centre of everything we do. Safeguarding will sometimes involve complex situations and difficult conversations inside the charity and in our contacts with external organisations; we will model a safeguarding culture of openness and learning which will help us to manage risks and to create a safe place for everyone.

The Safeguarding Policy explains what we expect you to do and how you will be supported if you are concerned that a child, a young person or adult is at risk or has been abused. It is not our responsibility at Candlelighters to investigate concerns or allegations but we are all responsible for taking timely action to safeguard children and young people.

This policy must be read in conjunction and considered alongside complementary Candlelighters policies which give direction and guidance about our responsibilities, how we behave and what we do. You will find further information and reading in the Candlelighters *Additional Information* (about Safeguarding) document.

Laws and Guidance

This policy conforms to key pieces of legislation that concern children, young people and adults at risk. This includes;

- The Children Act 1989 and subsequent legislation (which broadly apply to England and Wales)
- Working Together to Safeguard Children 2018.
- The Care Act 2014
- The Mental Capacity Act 2015.

Implementing the Safeguarding Policy

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Candlelighters will only be able to effectively safeguard children, young people and adults at risk if everyone understands what they need to do implement the Safeguarding Policy in their day to day work. This applies to everyone, but designated safeguarding leads and managers are responsible for ensuring that employees and volunteers understand what is expected of them in order to put the safety and wellbeing of children, young people and families at the centre of what we do.

Definitions

A **'child' or 'young person'** is anyone up to the age of 18 years.

A **'adult at risk'** is anyone aged over 18 years who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves. An adult at risk is more vulnerable to being harmed than other adults.

When we refer to adults in this policy we mean 'adults at risk'.

Safeguarding responsibilities

Safeguarding is most effective when people share responsibility and work collaboratively and with curiosity rather than assuming that 'someone else' knows or is doing the right thing. Roles and responsibilities give us a framework but it is up to everyone to always act in the best interests of children, young people and adults and to take appropriate steps to ensure they are protected from harm or abuse.

All trustees, employees and volunteers

Safeguarding means everything we do to promote the safety and welfare of children, young people and adults and to protect them from harm. Everyone is expected to behave collaboratively, transparently and honestly as one team to safeguard children and young people. Everyone who has contact with children and young people is responsible for their own actions and behaviour and should avoid any situation or conduct which would lead a reasonable person to question their motivation and intentions. Everyone must be aware of the safeguarding policy and how to report a safeguarding concern.

Candlelighters managers and volunteer managers are responsible for supporting employees and volunteers to be confident about what we mean by safeguarding and how to deal with a concern. Managers must ensure that employees and volunteers follow this policy and its related procedures and that they complete training which is consistent with their role and level of contact with children, young people and adults.

Family Engagement Workers

Family Engagement Workers (directly employed by Candlelighters) who become aware of a safeguarding concern while they working within the NHS Trust should follow local Trust safeguarding procedures. They should also notify the Candlelighters Safeguarding Lead within 24 hours to agree any Candlelighters safeguarding actions or recording.

Contractors and organisations commissioned by or on behalf of Candlelighters

Candlelighters has contracts and commissioning arrangements with many individuals and companies. All managers must be aware of safeguarding risks that may arise through these arrangements whether they are directly commissioned or commissioned on behalf of Candlelighters. Managers are responsible for risk assessment and due diligence processes for any commissioned activity where there may be a safeguarding risk or risk to the reputation of the charity.

Celebrities and donors / supporters

Since the Savile Enquiry (2015) charities have been alert to predatory individuals who may exploit charities to abuse children, young people or adults at risk. It's important to keep this in proportion; celebrities and major donors are great supporters, ambassadors and generous contributors to charities. Examples of abuse are rare but

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it's necessary to be aware and vigilant about safeguarding in this aspect of our work including our work with celebrities, donors and supporters. The welfare of children, young people and young adults comes first in everything we do.

Specific Safeguarding Responsibilities

Trustees

Trustees have legal responsibilities for safeguarding and are required to report serious safeguarding incidents (safeguarding concerns about beneficiaries of the charity) to the Charity Commission. This includes reporting breaches of policy or procedure which have put beneficiaries at risk.

There is a named safeguarding lead on the board of trustees and the board delegates the day to day responsibility for safeguarding to the roles described below.

Chief Executive Officer

The Chief Executive Officer has responsibility for ensuring that the Safeguarding Policy and related procedures are implemented throughout the charity.

Head of Family Support

The Head of Family Support has responsible for oversight of the work of the Safeguarding Lead and overall implementation of Safeguarding Policy and Procedures.

Designated Safeguarding Lead

The Designated Safeguarding Lead is responsible for developing and improving safeguarding policy, procedure and practices across the charity. The Safeguarding Lead ensures that effective arrangements are maintained for safeguarding training, reporting safeguarding concerns, quality assurance and continuous improvement.

The Designated Safeguarding Lead is responsible for final sign-off of all safeguarding concerns.

Safeguarding Leads for the organisation are:

- Natalie Kisby
- Carly Tordoff
- Emily Wragg

Heads of Department (all)

Are responsible for implementing safeguarding policy and procedures in their teams and for leading and supporting a culture where safeguarding is everyone's responsibility. These responsibilities are for employees and volunteers and include recruitment arrangements, induction, mandatory safeguarding training and confidence about how to report a safeguarding concern.

All Staff Members

Are responsible for completing safeguarding training when required, reading and fully understanding the policies and procedures relevant to safeguarding. Staff must always be aware of potential safeguarding concerns and report anything of concern.

What is a safeguarding concern?

We now recognise many different ways that children, young people and family members may experience harm – this range of concerns is far wider than historic and narrow definitions of 'child protection'. For example, we now recognise the risk of harm from exposure to domestic violence, female genital mutilation, radicalisation, online grooming / abuse, bullying, self-harm and suicide. You may never encounter these concerns in your work with Candlelighters but you must be aware of the range of safeguarding concerns and open to the possibility that a child, young person or adult is at risk of harm. You will find basic definitions in the Candlelighters *Additional Information* (about Safeguarding) document.

The clear message in this Safeguarding Policy is that everyone must maintain their awareness and responsibility for safeguarding without feeling the need to be an expert.

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What to do if you have a concern (Candlelighters Safeguarding Procedure)

Remember that a safeguarding concern may arise from something you have been told directly, something you have witnessed, information from other sources or just an instinct or intuition that something may not be right. Never keep a potential concern to yourself, no matter how small you may think it is. Nobody in Candlelighters should make decisions about what to do with a safeguarding concern on their own. All staff, volunteers and people working on behalf of Candlelighters must follow the Candlelighters procedures for reporting and recording safeguarding concerns.

Allegations or concerns about a trustee, employee, volunteer, contracted service provider, celebrity or donor / supporter

Never keep a safeguarding concern about someone associated with Candlelighters to yourself - the welfare of children, young people and vulnerable adults comes first, always. You might be concerned about something you have seen or heard or it might just be your instinct that something is wrong. Serious Case Reviews and Enquiries frequently refer to children and young people who could have been protected if people had acted on their suspicions.

Never attempt to assess or deal with allegations or suspicions yourself, immediately report any concern to a line manager or speak to the Safeguarding Lead if you prefer. If your concern is about *your own* line manager, report your concerns to another manager or speak to the Safeguarding Lead.

Whistleblowing

Whistleblowing is a law that encourages people to speak out if they believe that there is malpractice or wrongdoing in an organisation. The whistleblower is protected if the matter they raise is in the public interest. This protection applies in situations where the whistleblower makes a legitimate disclosure or 'blows the whistle' about harm or the risk of harm to children or young people. In these situations the whistle blower is protected by whistleblowing law and by the Candlelighters Whistleblowing Policy and Guidelines. These set out how advice, support and 'protection' are provided for the whistle blower.

If you have a safeguarding concern about a trustee, employee, volunteer or contracted services provider you may prefer to talk directly to the Candlelighters Safeguarding Lead.

Bullying

At Candlelighters we have a specific policies, procedures and guidelines which cover bullying and harassment in the workplace. Bullying in our Safeguarding policy is different; it's about bullying of children or young people. Bullying is included in our Safeguarding Policy because it is hurtful, it is always unacceptable and it may cause long term harm to children and young people. Children and young people with cancer may be especially vulnerable if they have experienced bullying in their lives because of their illness.

Whilst there is no legal definition of bullying there is some law and guidance. Some incidents of bullying may be considered to be a safeguarding issue if there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. If somebody physically hurts, verbally or emotionally abuses another child or young person, it is bullying.

Everyone has a responsibility to be aware of bullying and how to manage bullying concerns.

Digital Safeguarding

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Safeguarding is everything we do to promote the safety and welfare of children, young people and adults at risk including all of our digital activities and services. The development of digital / online activities and services brings with it the challenge and responsibility for digital safeguarding – proactive and measured steps to protect children and young people from risks associated with digital services. This means balancing risks with the imperative to develop digital services that children and young people want and need. Digital services are growing in importance at Candlelighters as we develop new ways to reach and support children, families and young people. Everyone at Candlelighters needs to be aware that there are safeguarding risks for children and young people using services which are accessed through these technologies.

All digital projects and digital service developments engaging with children, young people or families in any way must have a documented, age-appropriate risk assessment using the template risk assessment (see Additional Reading).

Safeguarding Learning & Development

As part of your induction your manager will guide you about the safeguarding learning and development required for your role. This may change over time if you take on a new job or your responsibilities change. Safeguarding training is mandatory and everyone has a responsibility to ensure they have completed safeguarding training to the level that their role requires.

Safeguarding training priorities and content will be agreed between the Designated Safeguarding Leads. Safeguarding training is led by the Designated Safeguarding Leads.

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