



Safeguarding Everyone Policy

1. Introduction

Worcester Community Trust recognises that it has a duty of care to safeguarding everyone that participates in WCT projects, services and activities, and everyone who uses WCT centres.

WCT believes everyone has a responsibility to promote the welfare of all children, young people and adults at risk, to keep them safe, and to practise in a way that protects them.

WCT will ensure that safeguarding is at the forefront of minds and paramount in practice.

WCT will ensure the safety and protection of everyone by adherence to the Safeguarding Policy.

2. Policy Statement

WCT believes it is always unacceptable for anyone to experience abuse of any kind.

WCT always aims to promote safety, health, and wellbeing.

WCT ensures all individuals are safe from harm from staff, volunteers, themselves, or other service users during service delivery.

WCT recognises its responsibilities to ensure that children, young people, and adults at risk are safeguarded.

WCT continually strives to be a respected and trusted organisation where everyone feels safe to participate in all WCT centres, services, and activities, and all understand their right to be protected from harm.

All staff and volunteers who carry out duties on behalf of WCT are accountable for their actions and risk management. This responsibility requires them to always act in the best interest of the individual, taking all appropriate steps to ensure everyone is protected from harm or abuse.

WCT will provide all staff and volunteers with training, guidance, and procedures to follow when they suspect a child, young person or adult is at risk of harm.

As an organisation, WCT will operate in line with the legal framework, this policy, WCT principles and values, WCT Code of Conduct, and safeguarding procedural guidance.

This policy will be reviewed on an annual basis.

3. Key Terms

Safeguarding – refers to the actions taken by anyone to promote the safety and welfare of children, young people, and adults at risk to protect them from harm.

Harm - This includes sexual exploitation of children, young people and adults at risk, and modern-day slavery.

Child or young person- Worcester Community Trust uses the definition of a child given in *The Children's Act 1989* as a person under the age of 18.

Adult at Risk - The Care Act (2014) defines an adult at risk is an individual aged 18 years and over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs); *and*
- is experiencing, or at risk of, abuse or neglect; *and*



- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

4. Organisational Responsibilities

In order to safeguard everyone, Worcester Community Trust will:

- Treat all individuals with dignity and respect.
- Understand that safeguarding is everyone's responsibility.
- Provide appropriate training recognising potential indicators of abuse so that all staff and volunteers to make informed and confident responses to safeguarding issues and concerns.
- Provide appropriate training to all staff and volunteers regarding WCT safeguarding policy, process and procedures to all staff and volunteers.
- Provide appropriate supervision and support for all staff.
- Have clear lines of governance and accountability.
- Have clear management oversight, a safeguarding lead and a member of the trustee board who takes lead responsibility for safeguarding.
- Have a process which sets out the threshold for information sharing, when necessary, with the professionals who hold statutory responsibility for safeguarding children, young people, and adults at risk.
- Ensure all staff and volunteers have access to external professional safeguarding advice if required.
- Ensure everyone who uses WCT projects and centres is aware of safeguarding, and how to raise a concern.
- Ensure all staff adhere to the WCT Code of Conduct
- Review information on safeguarding concerns regularly in order to improve practice.

Safeguarding Lead Responsibilities

The Safeguarding Lead is the point of contact for anyone at WCT who has a concern. They are responsible for leading on:

- Advising staff on managing safeguarding concerns in a timely manner
- Ensuring appropriate action is taken when safeguarding concerns are raised.
- Ensuring WCT fulfils its statutory duties.
- Ensuring that the organisation's safeguarding training, policies and procedures are fit for purpose.

5. Principles



6. Safe Recruitment and Support for Staff and Volunteers

WCT recognises that there is a possibility of abuse from people in positions of trust and ensures that every precaution is taken during recruitment, support and supervision.

WCT consistently applies a thorough and clearly defined method of recruiting staff and volunteers in line with best safeguarding practice. This is outlined in the Recruitment Policy and DBS Policy.

All newly appointed staff undertake appropriate induction and training prior to service or centre user contact.

WCT undertakes effective safeguarding management and supervision of staff and volunteers which are outlined in the Supervision and Celebration Investment Review Policy.

7. Procedures and Practice

WCT has clearly defined procedures for safeguarding which constitutes safe practice and what action must be taken when there are actual or suspected incidents or abuse.

These are outlined in WCT Safeguarding Procedure and complemented by regular training through the WCT Safeguarding Adults Workshop and WCT Safeguarding Children Workshop.



All WCT staff and volunteers complete externally accredited training in Safeguarding.

All WCT staff and volunteers read understand WCT Safeguarding Policy and procedures prior to contact with children, young people, and adults at risk.

All WCT staff and volunteers are aware of whom to contact if they need further support.

All WCT staff discuss safeguarding at team meetings and supervision.

WCT has procedures in place for responding to any allegations against anyone who works or volunteers with children, young people, or adults at risk. These are outlined in the Employee Code of Conduct, Disciplinary Procedure V1.2, and the Serious Incident Reporting Policy.

8. Managing Risk

WCT operates an effective procedure for managing risk including those related to safeguarding children, young people, and adults at risk.

WCT has procedures in place for reporting, recording, and reviewing all safeguarding concerns which informs practice, policy and risk assessment management protocols and where appropriate reporting to the Charity Commission.

This is outlined in the Serious Incident Reporting Policy.

9. Related Documents and Legal Framework

This overarching safeguarding policy is supported by training, supervision, and related documents and is further strengthened through organisational policies and procedures aimed at promoting safe and ethical work practices.

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| Legal Framework | Care Act (2014) Safeguarding Vulnerable Groups Act (SVGA) 2006 General Data Protection Regulation and Data Protection Act 2018 Human Rights Act 1998 Children Act 1989, 2004 Working Together to Safeguard Children (2015) Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2018) Data Protection Act 2018 |
| Cited related policies | Safeguarding Process Recruitment Policy DBS Policy WCT Employee Code of Conduct, Supervision and CIR Policy |



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| | Serious Incident Reporting Policy Disciplinary Procedure V1.2 Data sharing protocols |
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