



## **Safeguarding Policy Statement**

### **1 WHY THIS POLICY EXISTS**

It is acknowledged that significant numbers of vulnerable adults are abused, and it is important that Ford Forward Community Chaplaincy ("Ford Forward") has a Safeguarding Policy, a set of procedures to follow and puts in place preventative measures to try to reduce and prevent abuse.

The policy applies to trustees and anyone representing Ford Forward.

This policy will enable Ford Forward to demonstrate its commitment to keeping safe those clients it works alongside. Ford Forward acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that contractors, volunteers, trustees and clients can work to prevent abuse and know what to do in the event of abuse or an allegation of abuse.

The Policy Statement and Procedures have been drawn up in order to enable Ford Forward to:

- promote good practice and work in a way that can prevent harm, abuse and coercion occurring
- to ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported; and
- to stop that abuse occurring.

### **2 BACKGROUND TO SAFEGUARDING**

The Policy and Procedures relate to safeguarding in all the activities of Ford Forward, recognising that a client:

- may be vulnerable due to age, learning, physical or mental disability, or illness
- may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

### **3 SAFEGUARDING PRINCIPLES**

In order to implement the policy Ford Forward will work:

- to promote the freedom and dignity of any person who has or is experiencing abuse
- to promote the rights of all people to live free from abuse and coercion
- to ensure the safety and wellbeing of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing
- to manage services in a way which promotes safety and prevents abuse
- recruit contractors and volunteers safely, ensuring all necessary checks are made
- provide effective management for contractors and volunteers through supervision, support and training



#### **4 RESPONSIBILITIES**

Ford Forward:

- will ensure that trustees and anyone representing Ford Forward, clients and carers/families are familiar with this policy and procedures
- will work with other agencies within the prison service to promote safeguarding
- will inform service users that where a person is in danger or a crime has been committed then a decision may be taken to pass information to another agency without the client's consent
- will endeavor to keep up to date with national developments relating to preventing abuse and welfare of adults
- will ensure that the Designated Named Person understands his/her responsibility to refer incidents of adult abuse to the relevant statutory agencies (Police)

The Designated Named Person for Safeguarding in Ford Forward is:

Andy Kerr

Email: [andy@fordforward.org.uk](mailto:andy@fordforward.org.uk)

Tel: 07889 490000

They should be contacted for support and advice on implementing this policy and procedures (see procedures attached for more information).

#### **5 DISSEMINATING/REVIEWING POLICY AND PROCEDURES**

This Safeguarding Policy and Procedures will be reviewed annually by the trustees. Any changes will be clearly communicated. It may be appropriate to involve clients in the review and clients need to be informed of any significant changes.



## Procedures

### 1. INTRODUCTION

Ford Forward recognises that abuse can be a difficult subject for those representing Ford Forward to deal with. Ford Forward is committed to the belief that the protection of vulnerable adults from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that trustees and anyone representing Ford Forward act appropriately in response to any concern around adult abuse.

### 2. PREVENTING ABUSE

Ford Forward is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within Ford Forward will be treated with respect.

Therefore, this policy needs to be read in conjunction with the following policies:

- Data Protection

Ford Forward is committed to safer recruitment policies and practices for trustees and anyone representing Ford Forward. This may include HMP vetting, DBS disclosures, ensuring references are taken up and adequate training on Safeguarding Adults is provided.

The organisation will work within the current legal framework for reporting trustees and anyone representing Ford Forward that are abusers.

### 3. RECOGNISING THE SIGNS AND SYMPTOMS OF ABUSE

Ford Forward is committed to ensuring that trustees and anyone representing Ford Forward undertake training to gain a basic awareness of signs and symptoms of abuse and safeguarding adults.

"Abuse is a violation of an individual's human and civil rights by any other person or persons" (see No Secrets: Department of Health, 2000)



Abuse includes:

- physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions, or benefits
- neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- discriminatory abuse: including racist, sexist, that based on a person's disability and other forms of harassment, slurs, or similar treatment
- institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centered care or treatment

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, contractors, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

#### **4. DESIGNATED NAMED PERSON FOR SAFEGUARDING**

Ford Forward has an appointed individual who is responsible for dealing with any Safeguarding concerns. In their absence, a deputy will be available for those representing Ford Forward to consult with. The details of the Designated Named Person(s) are:

Andy Kerr  
Email: [andy@fordforward.org.uk](mailto:andy@fordforward.org.uk)  
Tel: 07889 490000

Name of deputy person:

Tony Oehring  
Email: [tony@fordforward.org.uk](mailto:tony@fordforward.org.uk)  
Tel: 07847 307475

The roles and responsibilities of the named person(s) are:

- to ensure that trustees and anyone representing Ford Forward are aware of what they should do and who they should go to if they have concerns that a vulnerable adult may be experiencing or has experienced abuse or neglect.
- to ensure that concerns are acted on.
- to follow up any referrals and ensure the issues have been addressed.



- consider any recommendations from the Safeguarding process
- to reinforce the utmost need for confidentiality and to ensure that trustees and anyone representing Ford Forward are adhering to good practice with regard to confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest.
- to ensure that trustees and anyone representing Ford Forward working directly with clients who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.
- if appropriate trustees and anyone representing Ford Forward will be given support and afforded protection if necessary, under the Public Interest Disclosure Act 1998: they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and its outcome

## **5. RESPONDING TO PEOPLE WHO HAVE EXPERIENCED OR ARE EXPERIENCING ABUSE**

Ford Forward recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, contractors, volunteers and clients safe
- To inform the Designated Named Person in your organisation
- To record what happened in the form appended hereto

All situations of abuse or alleged abuse will be discussed with the Designated Named Person or their deputy. The alleged victim will be told that this will happen. This stage is called the alert.

The Designated Named Person:

1. may take advice at the above stage from other advice giving organisations such as police or probation service.
2. will then decide if other support/services are appropriate. Feedback will be given to the person who raised the safeguarding alert.

Information should be provided to the individual. This could be about other sources of help or information that could enable them to decide what to do about their experience, enable them to recover from their experience and enable them to seek justice.



The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

The Designated Named Person will liaise other services, as appropriate, to discuss the best course of action.

Ford Forward has a whistle blowing policy and those representing Ford Forward are aware of this policy and will be supported by the trustees to use this policy.


## 6 RECORDING AND MANAGING CONFIDENTIAL INFORMATION

Ford Forward is committed to maintaining confidentiality wherever possible and information around Safeguarding issues should be shared only with those who need to know. For further information, please see our data protection policy.

The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate.

The information that is recorded will be kept secure and will comply with data protection.

Access to this information will be restricted to the Designated Named Person and other trustees.

<b>Signed on behalf of the Trustees:</b>	
<b>Name of Trustee:</b>	<b>Mike Peachey</b>
<b>Name of Trustee:</b>	<b>J E Ball Reviewer</b>
<b>Date of approval by the Trustees:</b>	<b>March 2021</b>
<b>Date of First Review</b>	<b>September 2019</b>
<b>Date of Second Review</b>	<b>January 2020</b>
<b>Date of Next Review</b>	<b>March 2022</b>



## Appendix

### Safeguarding Alert Form

This form is to be used to notify any suspected or actual instances of abuse.

Person completing the form:

Organisation Name:

Phone contact details:

Date of Notification:

Details of incident/suspected or actual abuse

To be completed by the team member first notified of the abuse

Date of alleged incident/harm:

Area where incident/harm took place:

Time of alleged incident/harm:

Who reported the alert:

Date:

Who was involved:

Details of Alleged Victim  
Name:

Name and address of GP:

Address:

Nature of alleged victims' vulnerability:

Any other details (e.g. communication needs):

Date of Birth:

Phone:

Details of Alleged Perpetrator  
Name:

Relationship to Victim:

Address:

Are they a vulnerable adult? Yes/No

Alleged perpetrators vulnerability (if applicable):

Date of Birth:

Any other details:

Phone Contact:

**If the alleged perpetrator is a team member  
please provide details (E.g. role, address)**

**Have you made the victim aware that details of the incident are being recorded and will be investigated:**

**Yes/No**

**If not, why not?**

**Type of Abuse (Please tick one or more)**

<b>Sexual</b>		<b>Physical</b>	
<b>Emotional</b>		<b>Neglect or omission</b>	
<b>Psychological</b>		<b>Financial/Material</b>	
<b>Discriminatory Abuse</b>		<b>Institutional</b>	
<b>Other i.e. suspicious death of a client</b>			

**Description of alleged incident / alleged harm, detailing all people involved including witnesses**

On this page please give a detailed description of the incident (please include times) and any other comments you feel are relevant. If necessary, attach further pages.





<b>What action did you take immediately after the incident/allegation of harm</b> (E.g. administered first aid, asked perpetrator to leave, took victim to secure area)	
<b>Were the Police called: Yes / No</b>	<b>Were any other emergency services called: If yes, which service(s)? Yes / No</b>
<b>Names and badge numbers of Police:</b>	<b>Outcome:</b> (Response time, taken to hospital etc)
<b>Are there any other Agencies involved? Yes/No</b>	<b>Please provide details of agencies:</b>
<b>Has the victim made any previous referrals/alerts? Yes/No</b>	<b>Please provide details</b> (e.g. dates, type of abuse):
<b>Is the victim in immediate danger of further abuse? Yes/No</b>	<b>Have any immediate actions been identified to reduce the potential for further abuse? Yes/No</b>
<b>Has an initial assessment been made to determine further potential risk to the victim? Yes/No</b>	<b>What actions have been taken to reduce the potential for further abuse?</b>



<b>Are there any risks to others? Yes/No</b> (Vulnerable adults, children)	<b>Please provide details</b> (include who this information has been shared with – e.g., Police):
<b>Signed:</b>	<b>Date:</b>  <b>Time:</b>
<b>This form must be sent to the Designated Person within 24 hours of the suspected or actual abuse, or as soon as possible after being made aware.</b> <b>This must be accompanied by a phone call to the Designated Person advising alert is being sent.</b>	

**This is a confidential document and should be stored securely according to Ford Forward’s data protection policy. It is your responsibility to ensure this is done.**

<b>Decision by Designated Person    Safeguarding Alert Yes / No</b>  <b>If No – please give reasons for decision:</b>
---