

1. Purpose

This Policy sets out Project Possible's best practice expectations of all its partners, and in particular the Brighter Futures Children's Homes, to ensure that children and young people (CYP) and vulnerable adults are protected from harm and abuse. The term 'Brighter Futures Children's Homes' refers to the partnership between Project Possible and the children's homes supported by the Charity. The term 'Children and Young People and vulnerable adults' relates to those at risk of abuse or neglect as defined by the international safeguarding convention. Where harm and abuse are recognised or suspected, Project Possible expects its partner's staff, volunteers and partners to respond and refer in accordance with this Policy.

We recognise that each of our partners needs to adapt these expectations of best practice to their local situations, activities and in accordance with the level of risk of abuse or neglect faced by the participants. We will endeavour to engage with our partners to discuss our expectations and keep an up-to-date copy of the partners' own safeguarding policy and/or code of conduct, checking that we are satisfied with the standards therein and raising concerns if necessary. We will request a safeguarding statement from each of our partners at least twice a year, as follows:

Safeguarding report (for [name of Project Possible partner]) for the period [Date to date]

1. *Have you had any safeguarding incidents (actual cases or complaints of abuse of children, young people or vulnerable adults)? Yes/No*
2. *If the answer to 1 is yes, please give the details below and explain the actions that have been taken as a response to the situation:*
 - 1) *State the nature of the problem*
 - 2) *Who did the problem involve?*
 - 3) *How was this problem discovered?*
 - 4) *How was this problem addressed?*
 - 5) *What was/were the actions taken and by who?*
 - 6) *How have you changed your practice to ensure this does not happen again?*
3. *Have any staff, staff family members living on site or volunteers been trained according to your policy and code of conduct during this reporting period? Yes/No*
4. *If YES, please give names and dates of training.*
5. *Are there any staff who have not received Safeguarding training within the last 12 months?*
6. *Please provide an update on how you are making sure your policy and code of conduct are being followed.*

2. Scope

This Policy applies to all Project Possible partners including:

- 2.1. The Project Possible partner employees, workers (this includes sessional workers), apprentices, students, secondees, volunteers, Trustees and Directors
- 2.2. All other persons supporting, providing or delivering services for or on behalf of the Project Possible partners including the Project Possible Trustees, staff and volunteers.

All to whom this policy applies are referred to as 'partners' in the rest of this policy.

3. General Principles

Project Possible

- 3.1. recognises the importance of its work with CYP and vulnerable adults and its responsibility to protect and safeguard their welfare.

Project Possible, 3 Manor Courtyard, Hughenden Avenue, High Wycombe HP13 5RE

01494 433170 / www.projectpossible.org.uk / office@projectpossible.org.uk

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- 3.2. seeks to serve the needs of CYP and vulnerable adults promoting holistic development. In doing so, Project Possible takes seriously the welfare of all CYP and vulnerable adults who come onto its partners' premises or who are involved in any of its activities.
- 3.3. aims to ensure that all CYP and vulnerable adults are welcomed by our partners into a safe and caring environment with a safe, positive, and friendly atmosphere.
- 3.4. recognises the responsibility of our partners to check the suitability of all those who work with CYP and vulnerable adults and anyone else covered under the scope of this Policy.
- 3.5. recognises that it is the responsibility of everyone covered under the scope of this Policy to prevent all forms of abuse and neglect as defined in relevant local legislation and to report to the designated safeguarding office, or equivalent, any abuse discovered or suspected.
- 3.6. recognises the importance of implementing, maintaining and regularly reviewing procedures, which are designed to recognise, respond to, and refer such abuse.
- 3.7. is committed to supporting, resourcing, and training those who work with CYP and vulnerable adults.

4. Application of these principles

Project Possible will seek to apply the above principles by ensuring that partners have an awareness and understanding of the problem of child abuse and the risks to children,

- 4.1. ensuring that partners, through training and abiding by their code of conduct and best practice standards required, minimise the risks to CYP and vulnerable adults.
- 4.2. operating with a safeguarding strategy, which ensures partners are clear what action to take where concerns arise regarding the safety of CYP and vulnerable adults.
- 4.3. operating clear and transparent recruitment procedures ensuring all the necessary background checks are undertaken and new recruits sign up to abide by the partner's code of conduct.
- 4.4. ensuring induction, training and refresher training in safeguarding is provided by partners.
- 4.5. ensuring that positions for staff and partners who will be working with CYP and vulnerable adults at risk are assessed to identify risks; people with a prior conviction for any crime against CYP and vulnerable adults or confirmed report of sexual exploitation or abuse of CYP and vulnerable adults will not be appointed as staff of partners.
- 4.6. ensuring that it has procedures and systems in place to secure information held about individuals covered by the scope of this Policy in compliance with local data protection rules.
- 4.7. having in place a safeguarding allegations and complaints procedure to ensure that there is a consistent and effective response to any concerns, allegations or disclosures of abuse.
- 4.8. supporting staff in reporting and investigating incidents of abuse.
- 4.9. taking steps to ensure CYP and vulnerable adults understand how to raise a concern.
- 4.10. taking concerns seriously when they are raised.
- 4.11. establishing that it is imperative that any such concern or incident should be reported immediately to Project Possible (as well as to the local authorities as applicable).
- 4.12. taking steps to support/protect children, staff or other adults who raise a concern.
- 4.13. encouraging partners, where possible, to establish local multi-agency relationships and approaches to counteracting abuse.

In summary:

- enabling all those covered under this Policy to follow best practice in preventing abuse from occurring within Brighter Future Children's Homes and all Project Possible supported projects,
- ensuring partners have a knowledge and understanding of protection of CYP and vulnerable adults and that they receive appropriate training on adhering to this policy and accompanying procedures and guidance,
- and ensuring that action is taken to support and protect CYP and vulnerable adults where concerns arise about possible abuse.

5. Policy Monitoring and Review

This Policy will be reviewed annually by Project Possible and sent to the director of each of our partners along with their annual grant agreement reminding them to review and update their policy as necessary. The review of this Policy may be prompted by our partners raising awareness of changes in local legislation.



6. Disclosure Reviews

Copies of all Disclosure Forms (or local equivalent) will be retained securely and in compliance with the local Data Protection rules. Safeguarding activity will be reviewed quarterly by the Designated Safeguarding Officer(s) and/or Director to check the Policy is being followed correctly, to identify any areas of practice improvement and/or training needs for staff, and to monitor the outcomes of concerns raised.

7. Management and Operational Responsibilities

- 7.1. The Project Possible Board of Trustees will ensure that the organisation has appropriate structures, processes and resources to ensure safeguarding is in place for all that the organisation does, and for monitoring compliance. The Board of Trustees will receive an annual safeguarding report and, additionally, review any concerns identified through the chief executive officer's risk management review process.
- 7.2. Project Possible Chief Executive Officer (CEO) will ensure all aspects of safeguarding are implemented across the organisation, including ensuring that there is a clear structure of line management accountability for safeguarding in place and identifying risks and concerns through the Project Possible risk management process.
- 7.3. Project Possible's designated safeguarding lead will be responsible to ensure that Brighter Futures Children's Homes and all other partners are supported to implement their agreed safeguarding policies and procedures will conduct ongoing reviews and provide an annual safeguarding report to the Project Possible CEO and Board of Trustees.
- 7.4. The Directors of the Brighter Futures Children's Home and other Project Possible partners will
 - 7.4.1. complete the risk assessment template.
 - 7.4.2. manage, operate and supervise their services with appropriately experienced and qualified staff, meeting the appropriate local regulatory requirements.
 - 7.4.3. undertake reviews for each department/activity addressing safeguarding as well as other safety issues.
 - 7.4.4. establish a system whereby CYP and vulnerable adults may talk with an independent person; this is very important.
 - 7.4.5. report cases where an allegation is made against The Brighter Future Children's Homes or other Project Possible partner employee to the local designated officer within one working day of the allegation being made and keep Project Possible updated on the process of investigating the allegation and actions taken.
 - 7.4.6. be responsible for ensuring that their colleagues and partner organisations adhere to this Policy.
 - 7.4.7. appoint (a) local designated Safeguarding Officer(s).
 - 7.4.8. ensure that all necessary training has been taken so that such appointees are effective in any duties that flow from this Policy and local regulations.
 - 7.4.9. undertake regular reviews to ensure compliance and adherence.
- 7.5. The Staff and volunteers of the Brighter Future Children's Homes and other Project Possible partners have a responsibility to ensure that:
 - 7.5.1. Service users, clients, contractors, and designated partnership workers adhere to this Policy.
 - 7.5.2. They inform their Designated Safeguarding Officer and Project Possible of any new offences, charges, cautions, reprimands, or warnings against them.

Best practice recommendations

When organising activities the following are considered best practice, recognising adaptations may be needed in the local context. Staff will not plan to be alone with CYP or vulnerable adults in an environment where activities cannot be observed by others. This may mean leaving a door open or staying in a public area.

- 7.6. Those covered under the scope of this Policy should not meet CYP outside of The Brighter Future Children's Homes' services or premises without a parent/carer or other member of staff being present; where this is not possible the meeting must take place in a public area with the prior consent of the line manager.
- 7.7. There will be occasions when employees will engage with CYP outside of The Brighter Future



Children's Homes premises, e.g. on outings arranged by the Brighter Future Children's Homes, to professional appointments etc. In such instances, there will be appropriate departmental procedures covering these events and a risk assessment will be in place.

- 7.8. Ratios of staff to children/young people will be adhered to for appropriate age range, gender and/or specific need. A minimum of two adults are to be present with a group particularly when it is the only activity taking place on The Brighter Future Children's Homes' premises. A group of solely under 18's must never be taken off the premises with fewer than two adults* [See footnote]¹.
- 7.9. Unsupervised routes to and from premises must be appropriate for the safety of children and young people* [See footnote].
- 7.10. A diary or daily log of activities, register of attendees (where practicable), staff present, and any significant incidents must be kept for each service delivered.
- 7.11. Children or young people being transported by car must wear seat belts and should not normally be seated in the front seats. In minibuses, children/young people can sit in front seats and staff escorts should be seated in the rear if any rear seats are occupied. Where possible, there should be more than one child/young person on board at any one time.
- 7.12. Children under the age of 11 cannot be allowed to leave services unless in the presence of adults with identifiable permission to collect them* [See footnote].
- 7.13. Staff will consult with their line manager if they are unsure of the correct protocol
- 7.14. International visitors to Brighter Future children's homes are to be pre-arranged and pre-approved.
- 7.15. Two or more adults must supervise all international visitor activities where Brighter Future Homes children are involved. At least two adults must always be present.

8. The Role of the Safeguarding Officer (Local person)

The local designated Safeguarding Officer(s) shall be appointed by the Director of the partner, and she/he/they will be responsible for overseeing the Safeguarding Policy and the way it is put into practice. She/he/they will be responsible for ensuring that CYP issues are reported to the relevant authorities and for maintaining a proper record of any child protection/adult at risk referral, complaint or concern.

The Designated Safeguarding Officer(s) will they have appropriate experience and training in safeguarding procedures and in working with CYP. They will have a key duty to take lead responsibility for raising awareness with the staff on issues relating to the welfare of CYP and the promotion of a safe environment for CYP within The Brighter Future Children's Homes.

The Designated Safeguarding Officer(s) will be accountable to the director. They will be trained in child protection issues and will be required to keep up to date with developments in child protection and safeguarding issues.

Where a safeguarding concern is raised, the Designated Safeguarding Officer(s) must ensure the case is reported in confidence to the Director in order for the necessary support and advice to be made available.

The Designated Safeguarding Officer(s) shall ensure that their contact details are easily available to everyone who may need to report an incident.

Reporting concerns

If any Brighter Future Children's Home or other Project Possible partner staff or partner becomes aware of any signs and indicators of abuse, suspects, or is told that a child or young person is being, has been, or is likely to be abused or neglected, they must take action by contacting the local designated safeguarding officer as soon as possible dependent on the perceived risk of harm and at most within one day. Any concerns must be raised according to this Policy and accompanying Procedures and Guidance.

Further Information

Further information and advice can be obtained from Project Possible.

Origin date:	Last update date: July 2024	Next review date: July 2025
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¹ *This policy recognises that these points may need to be modified depending on local culture and legal requirements which will differ from country to country.

