



Dorset Menopause Support Safeguarding Policy & Procedures Concerning Children, Young People & Adults at Risk

1. Introduction

Dorset Menopause Support (DMS) makes a positive contribution to a strong and safe community and recognises the right of every individual to be safe and secure. We will ensure that our activities are safe for our members, volunteers and clients. Unfortunately, people may pose a risk to children or adults at risk and may wish to harm or abuse them. Also, accidents can happen unless steps are taken to minimise them. Therefore, safeguarding children, young people and adults is everybody's business. Also, there are various laws that protect individuals from harm or abuse including the Human Rights Act 1998, Childrens Act 1989 and 2004 and Care Act 2014.

DMS has put in place safeguards to protect those who work and volunteer for us and our users including children, young people and adults at risk. **DMS** has also put in place safeguards to avoid putting their members and volunteers in positions where harm or abuse might be alleged, and to ensure that all members and volunteers know exactly what to do should harm or abuse be suspected. **DMS** believes it is important to not only protect the vulnerable from harm and abuse but to actively promote the welfare of children, young people and adults at risk - not just to protect, but to safeguard. Therefore, we also have a responsibility to take action if we know, or suspect, that a child or adult at risk is at risk of harm or abuse.

A strong safeguarding culture at **DMS** means:

- We will protect people.
- We will minimise the risks of any harm or abuse.
- Everyone in **DMS** has confidence their concerns will be dealt with appropriately.
- Everyone at **DMS** understands their role.

2. Definitions

- **A child/young person** is defined as anyone under 18.
- **An adult at risk** anyone aged 18 or over who:
 - has needs for care and support (whether or not the local authority is meeting any of those needs), and
 - is experiencing, or is 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.

3. DMS Values for Safeguarding Children, Young People and Adults at Risk



- All users including children, young people and adults at risk have the right to a friendly, secure, caring and safe environment whilst with **DMS**.
- The needs of the child/adult at risk are paramount and should underpin all safeguarding work. Any action taken is prompt and proportionate working to the policy and procedures agreed by the Pan-Dorset Safeguarding Children Partnership and the Dorset or Bournemouth, Christchurch and Poole Safeguarding Adults Board.
- Any action respects the voice of the adult concerned as set out in the Care Act, respecting the rights and dignity of all those involved and be proportionate to the risk of harm.
- The primary duty of members and volunteers, whatever their nominated role, and organisations contracted by **DMS** is to protect children, young people and adults at risk from significant harm.
- It is not **DMS's** responsibility to investigate suspected abuse but to report concerns to the local contacts (see Section 8).
- Responsibility for safeguarding children, young people and adults at risk must be shared as they can only be protected effectively when all the relevant agencies and individuals accept responsibility and co-operate with one another.
- **DMS** has a responsibility to inform children and young people, and adults at risk, and their parents and/or carers as appropriate, of its duty to follow up any safeguarding concerns and report suspected cases of harm or abuse when disclosed or observed.

4.1 Preventing Opportunities for Harm

DMS aims to:

- Ensure we practice safe recruitment (see [NSPCC](#)) in checking the suitability of appropriate staff and volunteers who will have contact with children, young people and adults at risk. Including:
 - Recruitment Checks e.g. clear job/role description, person specification, roles and responsibilities.
 - Checking gaps in work history
 - Minimum of two references
 - Criminal record checks (DBS) were permitted to do so.
- Ensure that our activities are safe for those who work and volunteer for us and those who use our services.
- Provide appropriate safeguarding training to our members and volunteers.
- Develop appropriate codes of conduct for members and volunteers.
- Develop and then implement procedures for identifying and reporting cases, or suspected cases of harm and abuse.
- Make our Safeguarding Policy available.
- Designate an appropriately trained and informed individual/s to be the person/s with whom safeguarding concerns are discussed initially i.e. Nominated Safeguarding Officer (NSO)



4.2. Safer Practice in Direct Work

- No **DMS** member of staff or volunteer will be alone with a child or adult at risk without alerting others to the reason.
- Members of staff or volunteers must not use inappropriate language or behaviour.
- Any concerns of harm or abuse, or disclosure, will be acted on **IMMEDIATELY**.
- All allegations of harm or abuse against a worker/volunteer, however minor, are reported to the NSO and the procedure to be followed will be in line with the Pan-Dorset Safeguarding Children Partnership Bournemouth or the Bournemouth, Christchurch and Poole Safeguarding Adults Board.
- Safeguarding also means reducing the risk of injury. Therefore, we will carry out appropriate risk assessments before undertaking events/activities. This will include balancing the danger of injury against the benefits for participants.
- When undertaking events/activities we will arrange for appropriate first aid cover and other health and safety measures e.g. fire fighting.

5. Types of Harm

There are various forms of harm and abuse that can be evidenced by physical and behavioral indicators:

- Physical abuse
- Domestic violence and Domestic abuse
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self-neglect
- Radicalisation

Further information is available from [Pan-Dorset Safeguarding Children Partnership](#) or [Bournemouth, Christchurch and Poole Safeguarding Adults Board](#) and www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse

6. How to Report Suspected Harm

Those working for **DMS** may suspect someone is being harmed, or is in danger of being harmed, by observing their appearance and/or behaviour or be told directly (i.e. a disclosure). If anyone involved with **DMS** has a suspicion or receives a disclosure then they **MUST** act.

The first priority for all those working for **DMS** (Directors, members, volunteers, contractors, etc.) should be to ensure the safety and protection of any child or adult at risk. Therefore, if there is any concern it is an individual's responsibility to act in a timely manner, if necessary immediately where there is an urgent need for medical treatment or immediate risk of harm.



Where a worker or volunteer suspects a child or adult at risk has, or is being harmed, they will follow the process below:

1. Person has concerns about a child or adult at risk's welfare. If the child or adult at risk disclosed information you should:

- Stay calm, treat them seriously, offer them support and listen to them but not press for more details.
- Explain that you cannot guarantee confidentiality and that you have a duty to report to the NSO and inform their parent/carer unless it would increase risk of harm.
- Write down what they tell you using their own words as soon as possible.
- If over 16 ask them what they want to happen and permission to make a referral.
- Keep any evidence safe.
- Do not attempt to discuss this with the person alleged to have caused the harm.



2. If the person believes the child or adult at risk is in immediate danger - call the police and /or an ambulance on 999. If not go to 3.



3. Person discusses with NSO as soon as possible and within the same working day and a decision is taken whether to take further action. If the child/adult at risk is over 16 consider their views, if permission has been given to make a referral or you consider they do not have mental capacity to understand the risk they are in. If the person is unable to discuss with another member or Director, they should decide whether to take further action. If you are unsure whether or not to make a referral you can ask for advice by contacting the Local Authority Safeguarding Adults Team and discuss the situation with them without disclosing the identity of the adult or the person who may be causing harm. If yes, then go to 4.



4. NSO records concerns using as much information as possible such as what was said, what was observed, when, where and who else was there, date, time and place of disclosure/concerns.





5. NSO makes appropriate referral (see **Contacts**) within 24 hours of disclosure or concern raised.



6. Followed up in writing within 48 hours with copy kept in **DMS** Incidents file.

All information will be gathered, recorded and stored in accordance with current data protection law and **DMS's** policies (e.g. **Data Protection Policy**)

7. Whistleblowing

DMS is dedicated to the highest standards of operation, probity and accountability. In line with this commitment, members, volunteers and others with serious concerns about any aspect of our work are encouraged to come forward and voice those concerns. In the first instance if you have safeguarding concerns or want to complain about a lack of action on a safeguarding concern, speak to the NSO or to the Lead Director. However, if you have continuing concerns, e.g. your concerns are not acted on, you are encouraged to contact the appropriate authorities (the local safeguarding boards and/or Police). Advice is available from Protect - free confidential advice for people who witnessed wrongdoing in their workplace but are not sure how to raise their concerns (<https://protect-advice.org.uk> 020 3117 2520) and NSPCC National Whistleblowing Advice Line on 0800 028 0285.

8. Contacts

DMS Nominated Safeguarding Officer: **Miss Rowan Chambers**

For concerns about an immediate risk or harm to a child/young person or adult at risk ring the Police on 999

If the child or adult lives in BCP

If you suspect that a child/young person is being abused or neglected then contact the [BCP First Response Hub](#) to request support, or to report a concern about a child or young person. Call **01202 123334** from 8.30am to 5.15pm, Monday to Thursday and 8.30am to 4.45pm on a Friday. Or e-mail childrensfirstresponse@bcpcouncil.gov.uk

Out Of Hours – 5pm to 9am from Monday to Friday, all day Saturdays and Sundays and all bank holidays, including Christmas Day and New Year's Day: **01202 738256**
ChildrensOOHS@bcpcouncil.gov.uk

If you suspect that an adult is being abused or neglected, then contact BCP Council

Email: asc.contactcentre@bcpcouncil.gov.uk

For Bournemouth, Christchurch and Poole: Telephone **01202 123654**

Or Dorset Police: Tel 101

Out of Hours Service: Tel. **0300 1239895** Evenings and weekends, including Bank Holidays



If the child or adult lives in the Dorset Council area

If you suspect that a child/young person is being abused or neglected then contact Children's Advice and Duty Service: Professional's Telephone Number: **01305 228558** Daytime service is available Monday to Friday between 8am and 10pm, Saturday and Sunday 9am to 10pm and On-Call Out of Hours Service 24/7. This is a professionals-only number to discuss your concerns, you will no longer complete a referral form. Families and Members of the Public Number: **01305 228866**

If you suspect that an adult is being abused or neglected, then contact Dorset Council

- on **01305 221 016** during office hours
- on **01305 858 250** for the Out of Hours Service

Concerns about over 16s

If you are unsure if the safeguarding concerns override consent, you can discuss the situation, without providing names, with the local adult teams:

BCP Council: 01202 123654

Dorset Council: Adult Access Team 01305 221016

9. Other organisations that could help

- Pan-Dorset Safeguarding Children Partnership <https://pdscp.co.uk> , West Team: 01305 221196. East Team: 01202 127465
- Keeping children and young people safe in the voluntary and community sector ([NSPCC](#))
- [Bournemouth, Christchurch and Poole Safeguarding Adults Board](#), 01202 794300.
- [Dorset Safeguarding Adults Board](#), 01305 221016
- Ann Craft Trust www.anncrafttrust.org
- NCVO Safeguarding <https://knowhow.ncvo.org.uk/safeguarding/>