

# **TRANSLEEDS SAFEGUARDING POLICY**

## **1. Purpose of the Policy**

1.1 This policy sets out TransLeeds' approach to the safeguarding and protection of all service users. The needs and equal protection of service users is always paramount.

1.2 This policy applies to all aspects of our work including, but not limited to, support groups, advocacy, social events, social media groups and the website. The policy applies to everyone working for TransLeeds, including trustees, staff, permanent/temporary employees, contractors and volunteers.

1.3 This policy has been drawn up on the basis of legislation, policy and guidance in in England, Northern Ireland, Scotland and Wales.

## **2. Definitions**

2.1 TransLeeds uses definitions of the term 'safeguarding' from statutory guidance.

2.2 Safeguarding vulnerable adults is defined in the **Care and support statutory guidance** issued under the Care Act 2014 as:

- protecting the rights of adults to live in safety, free from abuse and neglect
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
- people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being.

## **3. TransLeeds' Context**

3.1 The welfare of service users is paramount in all the work TransLeeds does and in all the decisions we take all service users, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse

3.2 We recognise the serious issue of the abuse of young people and vulnerable adults and understand that this may take the form of physical, emotional, sexual, or financial abuse, or neglect.

3.3 We believe that our service users should never experience abuse of any kind. We have a responsibility to promote the welfare of these individuals, to keep them safe and to practise in a way that protects them.

3.4 We recognise that some individuals are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs and gender identity.

3.5 All concerns and allegations will be taken seriously and investigated thoroughly. TransLeeds recognises that whilst some incidents and allegations will require the support and/or intervention of external agencies, others may be supported through existing internal support mechanisms.

#### **4. Responsibility**

4.1 TransLeeds is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our staff and volunteers have a duty to protect and promote the welfare of service users. Due to the many hours of services we are providing, staff may sometimes be the first people to identify that there may be a problem. They may well be the first people in whom service users confide information that may suggest abuse or to spot changes in a person's behaviour which may indicate abuse.

4.2 TransLeeds believes that the safeguarding responsibility is shared by everyone working and volunteering with us, but with a clear leadership and accountability structure running through the organisation.

4.3 It is the overall responsibility of the Chairperson to ensure that all necessary measures are in place to safeguard service users.

4.4 TransLeeds' Safeguarding Lead (SL) has the responsibility of overseeing and ensuring that our safeguarding policy is fully implemented. They can be contacted on [coordinator@transleeds.org](mailto:coordinator@transleeds.org)

4.5 In the SL's absence the Chairperson can be contacted on [socialmedia@transleeds.org](mailto:socialmedia@transleeds.org)

4.6 The welfare of the service user is paramount and will always be the priority of the SL.

The SL's role includes:

- Promote safeguarding best practice within the organisation with the support of the Trustees.
- Liaising with other agencies and services as appropriate.
- Talking to carers about concerns (where appropriate).
- Providing support, advice and guidance to all staff and ensuring that they are aware of the Safeguarding policy.

- Seeking advice and support for staff from relevant agencies where appropriate.
- Provide support and advice to all trustees, staff and volunteers
- Provide a point of reference to advise on safeguarding issues

4.7 It is not the responsibility of the staff, volunteers or trustees to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff and trustees, however, have a duty to recognize concerns and remain impartial. All concerns regarding the welfare of service users at TransLeeds must be recorded and discussed with a trustee prior to any discussion with other individuals or organisations.

## **5. TransLeeds' Commitments**

1. We will have a commitment to safeguarding at all levels of the organisation
2. We will have robust and clearly communicated procedures for safeguarding service users
3. We will have procedures for dealing with allegations against, and concerns about, staff & volunteers
4. We will treat all service users with respect and dignity as we celebrate their individuality, diversity and achievements.
5. We will respond without delay, and appropriately, to any allegation or cause for concern that a service user may have been harmed, whether at one of our activities or in another context. We also commit ourselves to challenging the abuse of power by anyone in a position of trust.
6. We will promote a culture of listening to service users
7. We will commit ourselves to the provision of support, advice and mandatory induction training for all workers, whether they are paid or voluntary, that will ensure that people are clear and confident about their roles and in so doing enable each person to fully understand their responsibilities and accountability.
8. We will ensure positive ways of safeguarding and promoting welfare of young people and adults who may be vulnerable.
9. We will always follow legislation, guidance and recognised good practice.

## **6. Induction & Training**

6.1 We have a clear induction and training strategy. All new trustees and staff will have clear training outlining their safeguarding responsibilities. This training will also be given to any volunteers providing advocacy or running support groups.

## **7. Confidentiality**

7.1 We have a confidentiality agreement that all trustees, staff and volunteers must sign upon appointment.

7.2 We fully endorse the principle that the welfare of service users may override any obligations of confidence we may hold to others. Individual cases will only be shared or discussed on a “need to know” basis.

## **8. Handling Disclosures of Abuse**

8.1 We ensure and emphasise that everyone in our organisation understands and knows how to share any concerns immediately with the SL or the chairperson.

## **9. Responsibilities of the TransLeeds team**

9.1 All staff, volunteers and trustees will follow TransLeeds policies including this safeguarding policy.

9.2 It is not the responsibility of the staff, trustees or volunteers to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and remain impartial. All concerns regarding the welfare of service users at TransLeeds will be recorded and discussed with the SL or a trustee prior to any discussion with other individuals.

## **10. Allegations against a TransLeeds service user or a member of the TransLeeds Team**

10.1 Any risk to service users by other service users or staff, trustees or volunteers will be dealt with in line with the Grievance Procedure. Unlike allegations against others, allegations against service users, trustees, staff, volunteers or others acting on behalf of TransLeeds must be investigated, and appropriate action will be taken in response to any wrongdoing.

10.2 Any trustee, staff member or volunteer who believes a service user or trustee, staff member or volunteer is a safeguarding risk for our service users must report this to the SL or chairperson immediately. They must also immediately report any such allegations received from service users or other individuals or organisations.

## **11. Safeguarding Book**

11.1 The SL or their delegate records all safeguarding issues in the online Safeguarding Book. This includes allegations that were found to be false, or issues which did not warrant any further action. In the book, the following must be recorded:

- Date
- Name of person entering the record
- The specific issue and important details
- Action being taken by staff

The entry will be signed by all staff members present.