



Safeguarding Adults & Children Policy

Policy Name	Safeguarding Adults & Children
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Summary	This policy sets out the key principles that all staff, trustees, volunteers and students at MIN should comply with within their role in relation to safeguarding at-risk adults, children and young people at risk of harm or abuse.
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Section	Title	Page
1.0	Introduction	2
1.1	Policy Statement	2
2.0	Scope	4
3.0	Duties & Responsibilities	4
4.0	Raising Safeguarding Concerns	6
4.1	Raising Safeguarding Concerns - Children	6
4.2	Disclosure of Abuse	6
4.3	Disclosure of Historical Abuse	7
4.4	The Local Authority Designated Officer (LADO)	7
4.5	Incident Reporting	7
4.6	Disclosure & Barring Service (DBS)	8
4.7	Speak up! Whistleblowing	8

4.8	Information Sharing & Supporting Enquiries	8
4.9	Implementation	10
5.0	Training Requirements	10
6.0	Definitions	11
7.0	Associated Documents & References	12

1.0 Introduction

Please see the summary above in the title page.

1.1 Policy Statement

Mums In Need (MIN) has a duty to ensure that it has arrangements in place to safeguard at risk adults, young people and children against any risk of harm or abuse and to promote their welfare.

a) Adults at risk

b) Children (for the purpose of this policy a child is anyone who has not reached their 18th birthday). It includes children who live with our service users or have contact with our service users. These procedures apply to all children and young people under 18, as well as to unborn children when there is a concern that they may be at risk of harm in-utero or after birth. The legislation and guidance relevant to this policy includes:

- The Children and Social Work Act (2017), Working together to Safeguard Children (2015), The Care Act (2014).
- The Children Act 1989 Home | The Governance App
- The Health and Social Act (2008), The Children Act 1989 and 2004, No Secrets (2000) and The Crime and Disorder Act (1998),
- The policy is also underpinned by the Sheffield Safeguarding Children Board Child Protection and Safeguarding Procedures.
- Our Procedures are in line with Local Authority Safeguarding procedures.
- [Sheffield Children Safeguarding Partnership Child Protection and Safeguarding Procedures Manual](#)
- [Sheffield Safeguarding Adults partnership procedures.](#)

All staff, trustees, volunteers and students/interns on placement must promote the wellbeing of everyone and their carers who use MIN services, act positively to prevent harm, abuse or neglect (including self harm and neglect); and respond effectively and promptly if concerns are raised.

MIN is committed to an organisational culture which prevents abuse and neglect and has a zero tolerance of practice that harms mums in need (Mins) and their children. To ensure MIN provides a robust and clear governance framework within which service delivery and operational activity can occur, MIN considers that all its staff, trustees, volunteers and students/interns should be aware of why and how at-risk adults, children and young people may require protection.

This policy sets out:

- the collective and individual expectations for MIN staff, trustees, volunteers and students/interns to comply with legislation, code of conduct and behaviours required as a member of MIN.
- the definitions of abuse for both at risk adults and children
- how staff, trustees, volunteers and students/interns should report suspected abuse.

All staff, trustees, volunteers and students/interns need to be aware of the local framework for supporting and protecting at-risk adults, children and young people. MIN recognises that safeguarding adults, children and young people at risk of harm or abuse is a shared responsibility, requiring effective joint working between statutory and non-statutory agencies, and professionals with different roles and expertise. In order to achieve effective joint working, there must be constructive relationships at all levels.

Please use following links and resources on how to recognise abuse:

- [Domestic Abuse Leaflet](#)
- [Sheffield Safeguarding children partnership](#) (information and resources)
- [Sheffield Safeguarding adults \(what is safeguarding\)](#)

MIN will ensure:

- strong executive lead at Board level for MIN in respect to its statutory duties, with all Board members being accountable for safeguarding at risk adults children and young people.
- clear lines of accountability for safeguarding within MIN.
- robust communication and escalation processes that compliment and are in line with the Local Authority Safeguarding Adult and Children procedures.
- all staff, trustees, volunteers and students/interns receive training at induction and continuing update so that all are competent to undertake their own roles and responsibilities, and understand the roles and responsibilities of other professionals and organisations in relation to safeguarding at-risk adults, children and young people.
- Adhere to safer working practices, with regard to recruitment and vetting. DBS checks will be considered where applicable to the role. Mums In Need will be available for interagency information sharing when required.
- A designated safeguarding lead is in place. The lead / designated person will be responsible for provision of support and supervision to caseworker staff and safeguarding lead will be supervised by (designated person) MIN's Chair of Trustees.

All staff, trustees, volunteers, and students/interns must follow policies, procedures and guidelines agreed by MIN.

Here are some easy steps to follow:

- There is a "safeguarding training card" in the casework Trello board
- Safeguarding person and lead will have monthly supervision meetings

- Any safeguarding incidents will be recorded and reported as necessary
- Any safeguarding issues will be filtered into the the quarterly service delivery and data sub committee meetings
- They will also be fed into the quarterly board meetings.

Occasional ad hoc training will be delivered by the designated safeguarding person when available.

2.0 Scope

This policy sets out the key principles that all staff, trustees, volunteers and students/interns at MIN should be complying with in their safeguarding of at-risk adults, children and young people.

All working in MIN are responsible for reading and complying with and maintaining up to date awareness of this policy and associated procedures relevant to their role (this includes local authority procedures, links included in this policy); accessing training and developing competencies to enable them to comply with the processes relevant to their role and identify any training needs.

Safeguarding duties apply when:

1. A person's right to live in safety is threatened, and/or they are unable to protect themselves from abuse or neglect because of their care and support needs: in these circumstances, safeguarding procedures exist to ensure that they are offered protection they are entitled to.
2. The Local Authority, under their legal duty, facilitates enquiries to establish whether abuse or neglect is occurring and makes decisions about the protection to be offered.
3. In line with the Care Act 2014, any **adult** (any person over the age of 18) has needs for care and support:
 - a. as a result of those needs is unable to protect him or herself against risk or abuse or the risk of it.
 - b. is experiencing, or is at risk of, abuse or neglect.
4. Any **child** is affected by combinations of maltreatment and abuse including physical, emotional and sexual abuse, and neglect, which can be impacted upon, for example, by witnessing and being exposed to Domestic Violence and abuse within the household or a cluster of problems faced by adults caring for them. This may not always be evident, and the possibility should always be explored.

3.0 Duties and Responsibilities

Board of Trustees has an overall responsibility for ensuring that:

1. A Safeguarding policy sits within the wider organisational culture committed to preventing abuse and neglect and has a zero tolerance of practice that harms Mums in need (Mins) and their children.

The named Safeguarding Trustee at Mums In Need is Rebecca Simpson, Rebecca can be contacted on rebecca.s@mumsinneed.com.

The named Safeguarding Person/lead at Mums In Need is Laura Riley Chief Executive Officer laurariley@mumsinneed.com.

2. A safeguarding at-risk adults, children and young people is set within MIN's strategic objectives.
3. There is an overall policy, with associated procedures, in place with an organisational culture that places Mins and their wellbeing at the centre of safeguarding policy all specific duties under safeguarding legislation are compiled with robust processes are in place for learning from cases where children or adults are seriously harmed, or die and abuse or neglect is suspected.
4. Reviews: MIN will undertake an annual review of the Safeguarding policy, procedures. Safeguarding incidents will be included as a regular agenda item at quarterly board meetings.
5. Ensuring that MIN works with local partners including but not limited to. The Sheffield VAWG, WAVES, Sheffield Safeguarding Hub (Children's Services) and Sheffield Adult Safeguarding Partnership.

Designated Safeguarding Lead is Rebecca Simpson (Trustee) and the designated person is Laura Riley (Chief Executive Officer).

- Provides leadership and works to improve safeguarding practice.
- Ensures that the safeguarding policy and associated procedures, is in place, implemented and is communicated to all staff, trustees, volunteers and students.
- Ensures robust processes are in place for learning from cases, and reviews these processes regularly.
- Ensures any key findings are reported to the Board.
- Enables staff to access the most up-to-date safeguarding policies and associated procedures.
- Monitors adherence to safeguarding policies and associated procedures.
- Ensures that relevant training is in place.
- Enables all those working in MIN access to training as required enabling successful implementation and adherence of policies and procedures.
- Provides support, responsive supervision, leadership and practice advice.
- Determines when formal escalation to an external agency is needed, i.e. local authority, Police, GP etc.
- Acts upon any concerns raised about staff, trustee, volunteer and student practices in relation to safeguarding.
- Reviews all safeguarding incidents.

In the absence of the Safeguarding Lead the Designated Person (appointed by the Safeguarding Lead) assumes the role of Safeguarding Lead.

All staff, trustees and volunteers

- are required to familiarise themselves with their roles and responsibilities under this policy, and adhere to safeguarding policies and procedures.
- report to Safeguarding Lead or Designated Person any concerns about safeguarding practice of a member staff, trustee, volunteer or student on placement.

4.0 Raising Safeguarding Concerns

If any employee, trustee, volunteer or student/intern suspects or becomes aware of an incident or allegations of harm, abuse or neglect, including self harm, they should notify the Safeguarding Lead, or Designated Person in their absence.

If the individual is considered in imminent danger then the Police must be contacted: if necessary 999 should be dialled.

Where Safeguarding concerns relate to an at-risk adult, these concerns should generally be raised with the consent of the adult in keeping with the first principle of Safeguarding, Empowerment (i.e. people should be supported and encouraged to make their own decisions and informed consent) (Department of Health 2014).

Where the person refuses to give consent it may be justifiable in some circumstances to override confidentiality to share information due to risks posed to themselves or others. If unsure, seek support from the Safeguarding Lead, or Designated Person in their absence.

4.1 Raising Safeguarding Concerns - Children

- If any employee, Trustee, volunteer or student/intern suspects or consultant worker becomes aware of an incident or allegations of harm, abuse or neglect, including self harm, they should notify the Safeguarding Lead, or Designated Person in their absence, who will contact the Sheffield Safeguarding Children Hub or relevant local authority. **If you are working directly with Mins' Children then you need to call directly Tel: 0114 273 4855.**
- If the child is considered in imminent danger then the Police must be contacted, if necessary by dialling 999.

All staff, trustees, volunteers and students/interns are expected to work proactively to ascertain any risks to children or young people. Staff are reminded and expected to be alert to any link between Domestic Violence and Safeguarding Children.

4.2 Disclosure of Abuse

In the event of a disclosure, respond sensitively and appropriately to support the adult and preserve the integrity of evidence. To do so:

- Listen calmly and patiently.
- Reassure the person they are doing the right thing sharing with you.
- Ask what the person would like to happen.
- Explain the safeguarding process, what you are going to do, who you are going to tell and when.
- Report to the Safeguarding Lead, or Designated Person in their absence.
- If there are concerns that the adult making the disclosure is at risk, consider referral to adult social services and the Police.

- Advise and support the adult so that they are able to make a formal complaint to the Police.
- Consider whether a Domestic Abuse, Stalking Harassment and Honour Based Abuse ([DASH](#)) form is required. Also consider whether [referral to MARAC](#) or outreach services is required. Discuss with safeguarding lead if required.
- Record any concerns relating to current services users on MIN Case Management system. MIN uses a [DACCA](#) for our core assessment. Any concerns relating to individuals who are not active service users of MIN should be recorded on the incident form and forward to the Safeguarding Lead. Please follow the [process for logging incidents](#) on how to do this.

4.3 Disclosure of Historical Abuse

'Historical abuse' is commonly used to refer to disclosures of abuse that were perpetrated in the past and may relate to abuse experience in childhood. Cases may be complex and consideration must be given to whether the alleged perpetrator presents a current risk, i.e. are they still working with, caring for, or having contact with children or adults with care and support needs.

Any disclosures of historical abuse safeguarding procedures should be followed and concerns discussed with safeguarding lead.

In cases of historical abuse:

- Clarify whether there are any children or adults who may currently be at risk from the alleged perpetrator.
- If it is confirmed that the alleged perpetrator has or may have contact with a child/children make a referral to Children's Services.
- If the name(s) of the child/children cannot be identified, the Police should be contacted. If there are concerns that the adult making the disclosure is at risk, consider referral to adult social services and the Police.
- Advise and support the adult so that they are able to make a formal complaint to the Police.

4.4 The Local Authority Designated Officer (LADO)

All allegations made against staff (including volunteers) that call into question their suitability to work with or be in a position of trust with children and vulnerable adults, whether made about events in their private or professional life, need to be formally recorded on the relevant Sheffield Safeguarding Children's Partnership Agency Reporting Form and sent to the LADO. The up-to-date form can be found on the [Sheffield Safeguarding Partnership website](#)

4.5 Incident Reporting

- All disclosures or suspicions of abuse involving a Min **must** be documented and recorded in the MIN case management system.
 - All incidents must be recorded using the MIN [Incident Reporting](#)

[process](#), whether escalated or not. All incident reports are stored confidentially with access only for a small number of designated staff members.

- Where a Min is at immediate risk, there is a [process](#) for external practitioners and MIN staff to follow.
- If the concern or incident involves allegations against a member of MIN staff, trustee, volunteer or student/intern, a full internal review should also take place alongside the safeguarding investigation. This review will be led by the CEO and/or Chair of Trustees.

4.6 Disclosure and Barring Service (DBS)

MIN participates in the DBS scheme.

The DBS is responsible for carrying out pre-employment checks. The DBS has the power to bar individuals from regulated activity with children and adults at risk. The DBS makes decisions about who should be barred and will hold a central register of those barred from working with at-risk adults, children and young people. It is a criminal offence for individuals barred by the DBS to work or apply to work with at-risk adults, children and young people in a wide range of areas. It is also a criminal offence to employ a barred individual.

At least one worker who works with Mins and has direct contact with Mins is required to have a relevant DBS and will supervise any other workers. DBS checks will be reviewed every 3 years.

4.7 Speak Up! Whistleblowing

The core values of MIN include acting with 'honesty and integrity.' MIN encourages openness and transparency with staff, trustees, volunteers, students/interns, Mins and all those we interact with outside of MIN. MIN staff, trustees, volunteers and students/interns on placement are encouraged to speak to their Manager, Team Leader, or Safeguarding Lead or Designated Person in their absence, if they have any concerns. Proof is not required, an individual only needs to have a genuine belief that something may be wrong and require further investigation.

Whistleblowing is relevant to safeguarding when there are concerns of harm or abuse due to the actions/omissions of MIN personnel. Please refer to Whistleblowing Policy

4.8 Information Sharing and Supporting Enquiries

Statutory guidance states that although the Local Authority is the lead agency for making enquiries, it may require others to undertake them. Circumstances will determine who is the person best placed to make the enquiry. It is likely to be a professional who already knows the at-risk adult, child or young person, e.g. social worker, GP.

The Safeguarding Lead or Designated Person will be the person to undertake or contribute to enquiries.

It is important that clients remain confident that their personal information is kept safe and secure. However, MIN staff must be confident to share

information appropriately when safeguarding an at-risk adult, child or young person. Keeping people safe is more achievable when organisations work together and share relevant and necessary information.

At the same time care should be taken to maintain the privacy and dignity of all involved and where possible they should be kept informed at all stages of the process. It is important to be honest and open at the outset about why, what, how and with whom information is being shared or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

Sharing of information must be set within a risk assessment framework where the specific safety issues connected with Domestic Violence are fully explored including whether appropriate disclosure may lead to increased risk.

Before information is shared the following should be considered:

- Is the sharing necessary, proportionate, relevant, accurate, timely and secure? Is the at-risk adult, child or young person at risk of significant harm?
- If the information is not shared is the welfare of the at-risk adult, child or young person potentially jeopardised?
- If a child or young person, should the consent of the legally responsible parent, guardian or carer be obtained?

MIN must balance its duty to protect with the need for information sharing and where there are concerns regarding wellbeing and safety, the overriding objective must be to safeguard the at risk adult, child or young person.

In all cases where safeguarding concerns are raised the Safeguarding Lead / Designated Person must be informed and they will be responsible for ensuring information is shared. If it is decided that the concern does not need to be escalated (ie: referred to social care) the safeguarding lead must detail the reasons in the safeguarding report / case record.

NB: Where there is any doubt concerns must be discussed with local safeguarding authority.

MIN provides services across the whole of Sheffield and will follow Sheffield City Council information sharing protocol. This can be found here by following the link ([information sharing](#)). MIN also provides services across the wider South Yorkshire area and 'S' postcodes within Derbyshire. For referrals in areas outside Sheffield, please follow the information sharing protocol for that council.

Sometimes safeguarding issues may attract media attention. Any media enquiries should be directed to the Chair of the Board and/or CEO.

4.9 Implementation

The CEO is responsible for ensuring that all staff, trustees, volunteers, students on placement and interns are aware of this policy, and how to access it.

All staff, trustees, volunteer students and interns will be informed of this policy via email and team meetings and via the intranet.

5.0 Training Requirements

The Safeguarding Lead, or Designated Person supported by the CEO must ensure that all staff have completed the required training.

Training Available	Staff group (includes all volunteers and students)	Frequency / Responsible person for monitoring compliance
CPD Online Safeguarding Adults Level 1 - Online Safeguarding Children-Level 3 Online	Safeguarding Lead, Designated Person, Trustees, All Caseworker staff, Admin Service	Induction and CEO/Safeguarding Lead, then annual reviews.

Safeguarding Children Refresher yearly	Safeguarding Lead, Designated Person, Trustees, All Caseworkers staff, Admin Service	In case of the absence of Safeguarding Lead delivering this training there is a children's safeguarding refresher available below: https://www.safeguardingsheffieldchildren.org/events/event/e-learning
Suicide Prevention online Online courses and Factsheet	Delivery Team, Counsellors, and Team Leaders	Yearly - then refreshers

Training Records will be on the MIN HR Breathe system. These must be reviewed at least annually, but can be requested for review at any time by the Board of Trustees.

6.0 Definitions

