



## **Safeguarding Policy for Children, Young People and Vulnerable Adults Including managing allegations of abuse against a member of staff**

### **Policy Statement**

**'Fundatia FARA Romania is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff, volunteers, students and visitors to share this commitment'**

### **The aim of this Policy is to:**

- To ensure every child who attends services provided by Fundatia FARA Romania is safe and protected from harm.
- To ensure all staff, volunteers, students and visitors have a clear understanding of the legal responsibility to safeguard and promote the welfare of all children and young people.
- To ensure parents/carers have a clear understanding of the legal responsibilities relating to safeguarding and promote the welfare of all children and young people
- To prevent impairment of health or development.
- To enable children and young people to have optimum life chances and enter adulthood successfully.

### **Everyone at Fundatia FARA Romania has the shared objective to help keep children and young people safe by:**

- Providing a safe and secure environment for children, young people and vulnerable adults, to ensure their rights and safety are met and to give them the very best start to life.
- Identifying children, young people or vulnerable adults who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe at home and at home/ centres provided by Fundatia FARA Romania.
- Working with families, building up positive, trusting and supportive relationships between parents and staff in the setting.
- Where abuse at home is suspected, the child and family will continue to be welcomed while investigations proceed.
- Ensuring the safety and care of the child will always be paramount.

## **We will achieve these objectives by:**

- Ensuring all staff, volunteers, students and visitors undertake their roles in a professional manner enabling children and young people to have optimum life chances.
- Preventing unsuitable people working with the children, young people and vulnerable adults.
- Providing all new staff, volunteers, students and regular visitors an induction which will include Fundatia FARA Romania's Safeguarding Policies and Procedures.
- Promoting safe practices and challenging poor and unsafe practice.
- Identifying instances in which there are grounds for concern about a child's or adult's welfare and initiating/taking appropriate action to keep them safe.
- Contributing to effective partnership working between all those involved with providing services for children and adults.
- By ensuring all staff, volunteers, students and visitors are familiar with Fundatia FARA Romania's Safeguarding Policies and Procedures for reporting concerns.
- Holding regular staff meetings and supervision where there is a safeguarding element discussed by a trained safeguarding practitioner.

## **Acknowledging and Understanding Abuse**

It is understood that the majority of injuries to children, young people and vulnerable adults happen in understandable and accidental ways. There are however many occasions when something happens which is particularly worrying.

### **Examples when child abuse may become apparent:**

- A child is unwilling to talk about an injury or gives an unsatisfactory explanation.
- A child discloses what has happened.
- A child has a series of unexplained injuries.
- Behaviour is witnessed which is consistent with abuse.
- A child's mood changes and he/she becomes withdrawn or tearful, or seems fearful of going home.
- A disclosure has been made by a third party – other parents, relations or anonymous sources.
- Changes in a Child's behavior which causes concern and is different from usual.

All the above may have innocent explanations but they may indicate that a child is being harmed in some way e.g. from neglect, physical abuse, sexual abuse or emotional abuse.

## **Preventing Abuse**

Fundatia FARA Romania will:

- a) Establish and maintain an ethos where children, young people and adults feel secure and safe, are encouraged to talk, and are listened to.
- b) Ensure children's, young people and vulnerable adults welfare is central and are supported by safe and effective care.
- c) Ensure children and adults are aware that there are adults at Fundatia FARA Romania who they can approach if they are worried or in difficulty.
- d) Ensure all adults are well trained and knowledgeable about safeguarding issues and know Fundatia FARA Romania's referral procedures.
- e) Provide adequate and appropriate staffing resources to meet the needs of the children.

## **Vetting procedures**

When employing staff that will have contact with the children, young people or vulnerable adults, Fundatia FARA Romania ensures that FARA projects follow a vigorous recruitment procedure, and undertakes a thorough vetting procedure through a series of checks.

These checks include;

- A thorough interview process with the management.
- Enhanced criminal records bureau disclosure (CRB). - Where applicants are rejected because of information that has been disclosed, applicants have the right to know and challenge incorrect information.
- References from at least 2 suitable sources such as previous employers and/or people with relevant professional competence.
- Any other investigations the management deems necessary to satisfy the person's suitability for the job.

These checks are taken to minimise the risk that no disqualified person or unsuitable person works at the setting or has access to the children/young people with disabilities.

## **Volunteers Students and Visitors:**

A volunteer, student or parent helper who is coming into Fundatia FARA Romania centres/ homes on a regular basis will need to have an enhanced criminal records bureau disclosure (CRB) and references where appropriate. Students will show their College CRB and a record will be taken. All volunteers, students or regular visitors will receive a full induction including safeguarding, they will receive a copy of Fundatia FARA Romania's Safeguarding Policy and will sign to say they read and fully understand the policy.

Visitors are expected to show identification and this is checked thoroughly, they also sign in and out of our visitor's book, held in the Office.

Occasional and regular visitors such as work experience students, parents or other professionals will be supervised when in contact with the children at all times.

### **Training and awareness**

- Every member of staff, paid or unpaid, will undertake appropriate training in line with their role.
- Every member of staff, paid or unpaid will have opportunities to talk about safeguarding procedures/policy during staff meetings, these meetings will be minuted.
- All staff will have regular supervision with which contains a safeguarding element carried out by a trained supervisor. Supervisions will be documented and signed by both parties.
- All staff will have an annual appraisal.
- Regular safeguarding updates will be shared with all members of staff, paid or unpaid, by the Safeguarding Lead Practitioner or Deputy.
- Safeguarding will be included in the induction of new staff, volunteers and students; they will receive a copy of Fundatia FARA Romania Safeguarding Policy, which they will sign to say they have read and fully understood.

Having read Fundatia FARA Romania Safeguarding Policy, received appropriate training and with regular safeguarding discussion staff will be able to:

- Have an understanding of abuse, the circumstances within which it occurs, its signs and symptoms and strategies for preventing abuse.
- Have an understanding of their role and responsibility in safeguarding children and young people from abuse and how to refer concerns.
- Be aware that all disclosures of abuse must be immediately reported to the designated people for safeguarding.
- Be aware of their right regarding the reporting of any suspicions even if the management disagrees.
- Understand that if management or Safeguarding Lead Practitioners are unavailable it is their responsibility to record and report cases as necessary.
- If Safeguarding Lead Practitioners are not present in the setting and it is necessary to contact them, they can do so by contacting on their mobile.

## Working Practices

### Roles and responsibilities

All staff, volunteers, students and visitors have a duty of care towards all children, young people and vulnerable adults.

This means that everyone at Fundatia FARA Romania have a duty to:

- ❖ Keep children and young people safe and protect them from sexual, physical and emotional harm and neglect.
- ❖ Treat children and young people with dignity and respect at all times.
- ❖ Take reasonable steps to ensure children's and young people's safety and wellbeing. Failure to do so may be regarded as neglect.
- ❖ Ensure that confidential information about children is only shared when it is in the child's/ young person's interests to do so. The information shared must be proportionate to the perceived risk, and consideration should always be given to gaining informed consent from parents (where doing so will not expose a child to risk of harm or further harm). Information should never be used to intimidate, humiliate or embarrass a child or young person.

These duties are fulfilled by:

- ❖ Developing respectful and caring relationships between children, young people and adults.
- ❖ Consistently behaving as a professional adult in ways that demonstrate integrity, maturity and good judgment.

Main Roles and Responsibilities for Safeguarding including:

- a. Registered Person: This is the person in charge of Fundatia FARA Romania (Operations Director) who ultimately bears the responsibility of proper implementation and use of the safeguarding policy.
- b. Manager/Supervisor: This is the person in charge of each Fundatia FARA Romania project (Project Manager) who follows the safeguarding policy and ensures that all staff and volunteers working in his/ her project understand and adhere to the safeguarding policy.
- c. Safeguarding Lead Practitioner: This is one of the Programme Directors who oversees directly the implementation of the safeguarding policy, keeps the policy up-to-date, ensures that all staff are trained and reports on safeguarding issues to the SMT of Fundatia FARA Romania
- d. Deputy Safeguarding Lead Practitioner: This is one of the Programme Directors who supports and deputize when needed the Safeguarding Lead Practitioner

- e. Staff Member/Key Person: this is the individual staff member who works in one of Fundatia FARA Romania's projects and who is the key person of the child/ young person.
- f. Students/Volunteers and Visitors.

All adults have a duty to report child protection or welfare concerns to Children's Services or the Police

## **Code of Practice**

### Purpose of FARA Code of Practice

This Code of Practice seeks to guard our standards of behaviour being a member of the FARA family and outlines our responsibilities. It is not about operational details. It creates an environment in which all staff are happy, feel valued and respected and are able to do their job to the best of their ability and therefore providing the best possible care for the children and young people in FARA's care.

### The FARA Code of Practice

1. Children and Young People in FARA's care ALWAYS come first.
2. Support to children and young people is given regardless their race, creed or nationality and without adverse distinction of any kind. Priorities are made on the basis of need alone.
3. We shall respect local culture and custom of all FARA staff, children and young people in our care. Every member of staff member in FARA shall treat others with respect and value their opinions and ideas.
4. We shall never use fear or any form of violence (physical or verbal) against FARA's children, young people and a member of staff.
5. In case it comes to our notice that fear or violence has been used against a FARA child, young person or member of staff, we have the duty to report this immediately, following the procedures mentioned in the FARA Code of Practice which is signed by ALL FARA staff members and volunteers.
6. We shall attempt to build on local capacities and work closely together with other FARA staff, government and other organizations. This will enable us to strengthen FARA's programmes and provide the best support for as many children and young people as possible.
7. Ways shall be found to always act in the best interest of children, young people and their families and to involve them in our programmes; any decision taken should reflect the best interest of the child or young person. Where and when possible we seek the opinions of the child, young person and or the family.

8. We hold ourselves accountable to both those children and young people in our care and those from whom we accept resources (donors, governments and FARA UK). Our programmes will be based upon high standards of professionalism and expertise in order to minimize the wasting of valuable resources.

The Code of Practice of Fundatia FARA Romania is written to ensure compliance with this guidance.

## **Confidentiality**

Confidentiality is of paramount importance when working with children, and all staff, volunteers, students and visitors of Fundatia FARA Romania will have regard to the following:

- We recognise that all matters relating to safeguarding children and young people are confidential and staff is informed on a need to know basis.
- All staff to be aware that they keep concerns confidential and only share them with those that need to know in order to protect children and young people in line with the referral process.
- All staff to be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and young people.
- Confidential records kept on a child/ young person are shared with the child's parents or those who have parental responsibility for the child only if appropriate.
- Children's and young people's records are kept secure and accessible only to those who need to know in order to protect children.
- All staff must be aware that they cannot compromise child/ young person confidentiality.
- All staff will sign the Safeguarding Policy which will show they fully understand the Fundatia FARA Romania Policy and Procedures which includes the requirement of confidentiality.

Fundatia FARA Romania also has a separate Confidential Policy and must be read in conjunction with this section of our Safeguarding policy.

## **E-safety**

Fundatia FARA Romania recognize the increased use of electronic equipment in society and the need to protect our staff, families and children from the misuse of such equipment and the safeguarding issues they cause.

Fundatia FARA Romania has a separate policies providing information on the use of:

- Photography and videos
- Social media sites

These policies must be read in conjunction with this section of our Safeguarding Policy.

## **Accidents and injuries received at home or at Fundatia FARA Romania**

If a child has an accident at home and/or comes to the setting with a physical injury the parent/carer must share this information with the child's key person. The child's key person will complete an injury awareness form detailing the parent's/carer's explanation of how the accident/injury occurred and the parent/carer will ask to sign it. This form will be kept in the child's personal file, held in a locked filing cabinet in the office which only authorised people have access to. If the explanation that the parent/carer does not fit the injury occurred then a safeguarding concern may arise, if this is the case the completed form will be used in the best interest of the safety of the child. If over a period of time a pattern arises in the injuries the child has received or there is a high number of injuries not common with the age and stage of the child, this may also raise cause for concern and the information gather will be used in the best interest of the safety of the child.

This procedure also ensures the staff knows if the injury happened at home or whilst the child was at Fundatia FARA Romania, so the appropriate first aid treatment and care can be given.

If a child has an accident at Fundatia FARA Romania, the member of staff dealing with the accident will complete and sign an accident form; this form will also be signed by another member of staff who witnessed the accident. If the accident happened in one of Fundatia FARA's non-residential centres, the form will be handed to the parent to sign upon collection of their child and a copy will be given to them. The signed form will be kept in a file held in the setting. The Project Manager regularly reviews these forms to ensure there is no recurrent injury to any child whilst at Fundatia FARA Romania or if a further risk assessment needs to be carried out.

## **Working with other agencies**

- Fundatia FARA Romania works closely with a range of other agencies. While respecting confidentiality we do share pertinent information regarding children's wellbeing within a process of safeguarding the children in our care.

## **Dealing with abuse**

### **Procedure for dealing with disclosures**

Fundatia FARA Romania acknowledges that disclosures are sensitive and serious situations the procedure for dealing with disclosures is as follows:

- The person hearing the disclosure will listen carefully to what is said.
- They will not comment or lead the conversation.
- They will take every step possible to ensure privacy during disclosure without halting the process of disclosure by disruption.
- They will not judge the disclosure or offer an opinion.
- They will ask only open ended questions sufficient to understand what is being said.
- Ensure the child or adult is reassured and feels secure.

- Will not make promises that cannot be kept and will make it known to the child that they will have to share the information with other adults in order to help. This should be accompanied by reassurance and allowing the child to know who will be told.

The referral flow chart, is clearly displayed for all staff in the staff room and staff has their own copy of resources about referral and the procedure for what to do if they are worried a child is being abused. These are updated where necessary and offered to volunteers and students as well, depending on their role and responsibilities within the group.

Disclosures/concerns are recorded ensuring the following details are noted;

- A record of the child's name, address, date of birth, the room that the child receives care in.
- Date and time of the observations or disclosure and the name of the person the disclosure was made to.
- Details of the disclosure/concern in full using child's exact own words wherever possible.
- Details of any apparent injuries. Body map to be completed if appropriate.
- The name of the person who was notified of the allegation being made, the time they were made aware of it, the date and their location.
- Name of any other person who was present during the allegation coming to light.

This information is recorded by the person who is raising the concern or witnesses the incident, on Fundatia FARA Romania Child protection record of concern forms. This form is then be given to the Safeguarding Lead Practitioner.

## **Record Keeping**

Detailed and accurate dated and signed records must be written as soon as a concern has arisen and reported immediately to the Safeguarding Lead Practitioner. These records are kept in a separate file in a locked filing cabinet and only available to authorised personnel.

The Safeguarding Lead Practitioner will then;

- Ensure all necessary details are present, signed and dated and kept in a separate confidential file. All records will be kept in a locked filing cabinet and only available to authorised personnel.
- If a referral is made the Chair or the Fundatia FARA Romania SMT is informed that a referral has been made.
- Advice given by Child Protection/ Social Services will be followed.
- Fundatia FARA Romania will fully co-operate in any subsequent investigations, in some cases this may mean the police or another agency.

# Procedure for Dealing with Allegations

## Allegations against staff

*If an allegation of abuse is made against a person who works with children and young people*

Fundatia FARA Romania is committed to ensuring all staff, volunteers, students and visitors are committed to safeguarding children and young people in our care by implementing our Safeguarding Policy. All staff is aware of the Fundatia FARA Romania policies and procedures and staff sign to say they are clear that they have a duty of care to share concerns about staff and the procedures that they must follow.

If a member of staff is accused of an allegation of abuse they will be suspended on full pay until the allegation is fully investigated by all the relevant persons. The Fundatia FARA Romania Operations Director will then decide what further action needs to be taken.

- Fundatia FARA Romania ensure that all parents know how to complain about the behavior or actions of staff or volunteers within the setting, which may include an allegation of abuse.
- All allegations of abuse are treated seriously and with due sensitivity. Reports of actual or suspected abuse should be immediately brought to the attention of the Safeguarding Lead Practitioner. If an allegation against a member of staff or volunteer working in Fundatia FARA Romania is made, the Local Authority will be contacted.

### Disciplinary action

- Fundatia FARA Romania abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.

This policy will be revised annually or when there are any changes in circumstances.

This Policy was adopted at a SMT meeting of Fundatia FARA Romania on \_\_\_\_\_

**Signed on behalf of the Fundatia FARA Romania Senior Management Team (SMT)**

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Regina Bulai  
Director of Fundatia FARA SMT/ Operations Director

**Safeguarding Lead Practitioner (SLP)**

Explanation – The Safeguarding Lead Practitioner has a lead operational role for safeguarding within the voluntary sector. They receive concerns about the safety and welfare of children and young people. They make decisions about what action needs to be taken, contacting and liaising with other agencies involved in safeguarding children.

**SLP for Fundatia FARA Romania:**

Signed:                      Date:

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Regina Bulai  
Director

**Deputy SLP for Fundatia FARA Romania:**

Signed:                      Date:

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Ioana Giurisici  
Programme Director Children with Complex Needs Services