

Sutton Voluntary Sector
Trustee's Safeguarding Induction Handbook
2017-2018



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Sutton LSCB
Local Safeguarding
Children Board



SSAB
Sutton Safeguarding Adults Board



Suttoncentre
for the voluntary sector

1. Introduction

The purpose

Are you a Trustee, Director, Board member, Governor or Committee member of a Charity, Trust or Association that works with children or vulnerable adults either exclusively or as part of your wider role? If the answer yes then you the guide is for you.

This guide sets out the responsibilities for safeguarding and protecting children and vulnerable adults. It enables you to think about your strategic responsibilities as well as your operational delivery. This guide outlines:

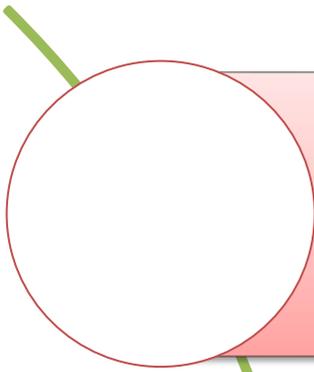
- Your responsibility as a trustee
- Designated trustee role and what to expect
- Sutton's local procedures and policies

2. Trustee's Responsibilities

The Charity Commission's policy paper on the strategies that Charities must develop for dealing with safeguarding vulnerable groups clearly highlights the key role of Trustees and in particular those that work with vulnerable groups and children. They have a duty of care to take the necessary steps to safeguard and take responsibility for those children and vulnerable adults. They must always act in their best interests and ensure they take all reasonable steps to prevent any harm to them. Trustees also have duties to manage and protect the reputation and assets of the charity.

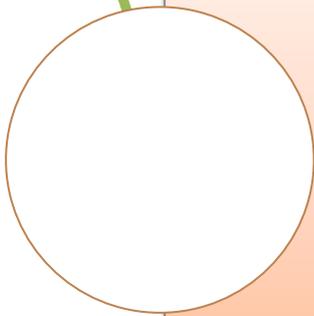
It is therefore vital that Trustees assess the risks that arise from the charity's activities and operations involving children and vulnerable people and develop and put in place appropriate safeguarding policies and procedures to protect them. They must also undertake on-going monitoring activity to ensure that these safeguards are being effectively implemented in practice. The Charity Commission may consider any failure to do so as misconduct or mismanagement, or both in the administration of the charity.

The Commission's aim is to ensure charities properly safeguard their beneficiaries from harm. The Commission's strategy has a four strand strategic approach as detailed on the following page:



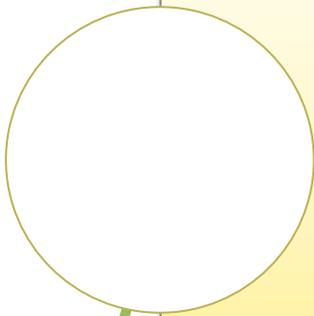
1. Awareness and Prevention

This strand places an emphasis on preventing problems arising in the first place. Prevention is primarily the responsibility of Trustees, and the commission expects those who run the activities for vulnerable beneficiaries to have the expertise, knowledge and skills to do so properly and to take very seriously their safeguarding responsibilities.



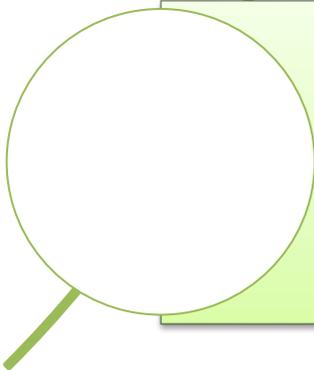
2. Oversight and supervision

The Commission is kept informed and monitor abuse and safeguarding failings in a number of ways including through the Commission's serious incident reporting regime. Reporting serious incidents by charities is extremely important because it demonstrates that trustees have identified a serious risk to their charity and are taking appropriate action to deal with it. At registration, where an applicant declares the organisation works with children and vulnerable adults, they are required to confirm that the Trustees jointly and individually declare they have carried out all trustee eligibility checks that are required by the law.



3. Co-operation

The aim of this strand is to strengthen the Commission's liaison with other agencies to better disrupt the activities of those who seek to exploit charities to abuse children and vulnerable adults. Because the Commission's role in vulnerable beneficiary abuse cases is very specific, it places great importance on developing effective relationships with other government regulators, law enforcement agencies and local authorities which are responsible for investigating the actual abuse and dealing with specialist safeguarding issues.



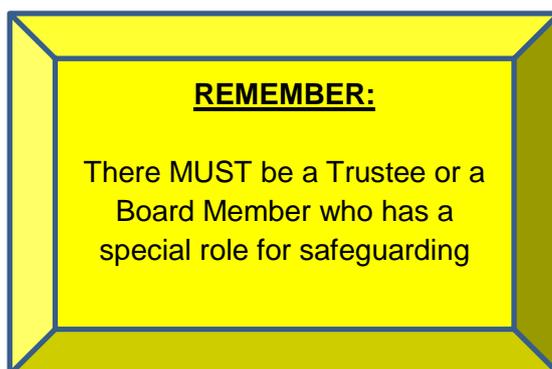
4. Intervention

The Commission will intervene in serious cases, or where there has been non-compliance or abuse, and it will not intervene where there is action that others can take that will have a greater impact.

The Commission also highlight that it is the Trustees responsibility to ensure they deal with allegations of abuse and take steps to ensure they and the people working in the charity know how to deal with incidents of abuse if they arise

Trustees must put systems in place to make the necessary checks to ensure individuals who are Trustees, staff (including contractors) and volunteers are legally able to act in positions involving vulnerable beneficiaries. (For example DBS checks and references). Charities need to ensure they have the appropriate safeguarding policies in place.

3. Designated Trustee Role



Ideally the designated trustee will be someone with the relevant background and experience in this field but if this is not possible then the board needs to think about how it can help them to acquire the knowledge and skills that are needed. It is important to note that safeguarding children and adults should be discussed and taken seriously at every level of the organisation, from front line staff, volunteers, managers and trustees.

If staff and volunteers can see that the organisation's commitment to keeping children, young people and adults safe begins with a lead provided by someone at the most senior level, then it will do much to increase confidence that the organisations means what it says. The named person or designated lead for child and adult protection within the staff group will also feel supported, as their role can otherwise be marginalised and undermined.

Another reason for having a board level lead for safeguarding is that such a role enables the board not only to support the management and staff team in the organisation, but also to provide an important mechanism for critically evaluating the information presented to it by the management team, and where necessary, challenging and checking it out.

As mentioned it is important that the designated Trustee for safeguarding is supported by fellow trustees. As with all trustees roles the board needs to have a person specification and a role description specifically for the safeguarding lead. Remember the whole board holds ultimate legal responsibility, not just the safeguarding lead. It is also important that the Trustees are able to protect their responsibilities beyond child protection and provide leadership to their organisation to ensure that it has a culture that has overall safety and

wellbeing of children, young people and vulnerable adults. The lead designated person for your board should attend basic level one child protection training (see section 6).

4. Sutton Local Safeguarding Boards



Sutton LSCB
Local Safeguarding
Children Board

Sutton Local Safeguarding Children Board (LSCB)

LSCBs are a statutory requirement in each Local Authority area (*Working Together 2015*).

The core objectives of the Sutton Safeguarding Children Board are:

- to co-ordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in Sutton; and
- to ensure the effectiveness of what is done by each such person or body for that purpose.

Serious Case Reviews

One of the LSCB's roles is to commission and co-ordinate Serious Case Review (SCR's), which are undertaken when a child dies and abuse and/or neglect is known to be a factor. The Board then has the responsibility to disseminate learning to improve, change and inform local and national practice. This is monitored in the Case Review subgroup, to improve outcomes for children and young people in Sutton.

Sutton LSCB consider that safeguarding children is everyone's business and it is the LSCBs role to gain assurance that all agencies providing services to children are complying with legislation and local policy.

The LSCB brings together representatives of each of the main agencies responsible for promoting children's welfare and helping to protect children from abuse and neglect in Sutton.

The following agencies are represented on the Board, which meets six times a year:



Further information on Sutton LSCB can be found by visiting their website www.suttonlscb.org.uk

Sutton LSCB have a three year business plan for 2015-2018. The aims and objectives in this plan are intended to set the strategic direction for the LSCB over the next three years. It has year-by-year priorities that are reviewed in the annual assessment of the Board's effectiveness, and priorities for the following year are based on this assessment and other policy and practice drivers. The plan is underpinned by subgroup delivery plans containing SMART objectives, outcomes and timescales. The plan is a 'living document' and will be updated to respond to emerging and changing policy and business priorities during each business year.

Reviewing the business plan and the annual reports is an excellent way of understanding the current safeguarding challenges facing Sutton's children and young people and ongoing activities to protect them from harm.

You can read all up to date LSCB publications, including local policies and procedures, by [clicking here](#)

Sutton Safeguarding Adults Board (SSAB)

Safeguarding Adult Boards are a statutory requirement in each Local Authority area (Care Act 2014).



The Sutton Safeguarding Adults Board (SSAB) is a multi-agency partnership and was established in 2009 to promote, inform and support multi agency safeguarding adults work in Sutton. The following agencies are represented on the Board, which meets 4 times a year:



In Sutton the aim is to safeguard and protect adults at risk so that they live a life free from abuse and neglect. Safeguarding adults means helping adults at risk who need support from community care services to keep their independence, remain safe and exercise choice in their life.

The SSAB works within the framework of the law (Care Act 2014), the Statutory guidance (2016) and the PAN London Multi agency Adult Safeguarding Policy and Procedures, 2016, to strategically assure itself that local safeguarding arrangements and partners act to help and protect adults in Sutton who have or may have care and support needs and who are experiencing, or are at risk of, abuse or neglect. This means tackling the causes of abuse, improving the processes that are undertaken to respond to abuse and promoting the prevention of abuse.

The Sutton Safeguarding Adults Board follows the 6 key principles as outlined by the Care Act 2014 -

- Empowerment: Presumption of person led decisions and informed consent.
- Prevention: It is better to take action before harm occurs.
- Proportionality: The least intrusive response appropriate to the risk presented
- Protection: Support and representation for those in greatest need.
- Partnership: Local Solutions through services working with communities
- Accountability: Accountability and transparency in delivering safeguarding

In order to uphold the principles, the Sutton Safeguarding Adults Board needs to lead efficient safeguarding adults' practice and to ensure that the involvement of people who use services; their representatives and relatives, and of the community as a whole, including charitable and voluntary sector organisations, is increased. In order to do this, the following strategic objectives have been identified:

1. To deal swiftly and conclusively with any reported abuse and share lessons learnt from investigations and reviews;
2. To prevent abuse by training and awareness raising and information sharing between agencies; and To ensure that the workforce across all agencies is fit for purpose and competent
3. To involve adults at risk of harm or abuse, their families and carers, in improving the safeguarding of adults at risk of harm or abuse.

Safeguarding Adult Reviews

One of the SSAB's roles is to commission and co-ordinate Safeguarding Adult Reviews (SAR's), which are undertaken when an adult dies or is seriously harmed and abuse and/or neglect is known to have been a factor. The Board then has the responsibility to disseminate learning to improve, change and inform local and national practice. This is monitored by the Safeguarding Adult Review subgroup, to improve outcomes for vulnerable adults in Sutton.

SSAB have a three year strategy and business plan for 2015-2018. The aims and objectives in this plan are intended to set the strategic direction for the SSAB over the next three years. It has year-by-year priorities which form the annual work plan. The work plan is reviewed annually as part of the annual assessment of the Board's effectiveness, and priorities for the following year are set based on this assessment and other policy and practice drivers. The plan is underpinned by subgroup delivery plans containing SMART objectives, outcomes and timescales. The plan is a 'living document' and will be updated to respond to emerging and changing policy and business priorities during each business year.

You can get more information about Safeguarding Adults and the SSAB by accessing the SSAB website on www.suttonsab.gov.uk

5. Reporting Concerns



CHILDREN:

Are you worried that a child is at risk of being abused? Please contact:

Multi-Agency Safeguarding Hub (MASH)

Tel: **020 8770 6001**
(Out of hours: **020 8770 5000**)

You do not have to give your name and your conversation will be treated confidentially.
In an emergency contact the Police by telephone on **999**

Email: mash@sutton.gov.uk

Secure Email: mash@sutton.gov.uk.cjism.net

ADULTS:

If you think that an adult is being abused there are ways in which you can get help for them.

You can call after 5pm or at the weekend - do not wait until the next working day.

Calls at these times are dealt with by the Emergency Duty Team.

To report a concern contact

Sutton Council's Adults and Safeguarding Referral Point

Ground Floor

Civic Offices, St.Nicholas Way,

SM1 1EA

Sutton

SM1 4RF

Tel: **020 8770 5000**

(Out of hours: **020 8770 5000**)

Email - referralpoint@sutton.gov.uk.

You do not have to give your name and your conversation will be treated confidentially. In an emergency contact the Police by telephone on **999**

Please click on the following link to find out how to report concerns:
https://www.sutton.gov.uk/info/200337/staying_safe/1075/safeguarding/6

6. Sutton Safeguarding Learning & Development



Children's Training

The LSCB offers free learning and development courses to all staff and volunteers working with children and young people in Sutton. Training includes classroom based events that can be viewed and booked by visiting: www.sutton.gov.uk/childrenstraining

Level 1 and Level 2 Child Protection e-learning is available and ALL staff and volunteers working with children and families in Sutton MUST complete this training.

To register for e-learning please click here <http://suttonscb.virtual-college.co.uk/>



Adults Training

For staff and volunteers working with vulnerable adults in Sutton, there are some trainings that can be accessed by visiting: www.sutton.gov.uk/childrenstraining

For more details about additional safeguarding adults training opportunities not listed on the above booking site please email adultstraining@sutton.gov.uk.

Staff and volunteers working with vulnerable adults can undertake a series of online learning modules which are available via the Adult Social Care suite of modules through www.kwango.com.

Please contact adultstraining@sutton.gov.uk if your organisation does not have the relevant password to access.

Some trainings is applicable for both the children and adult's workforce. Your organisation will also be invited to attend relevant courses, workshops and learning events. We would encourage you to attend so that you can experience multi-agency joint training where you will be able to learn and share your knowledge and experience.

7. Some questions for your organisations:

Has your safeguarding policy been endorsed by all of your board?

Do you have in place Safer Recruitment procedures? (Ensuring all the relevant DBS checks are made and references in place.) If in doubt you conduct further checks?

Do you have an up to date safeguarding policy for children and vulnerable adults? Does it include clear written procedures?

Are all board members, staff and volunteers familiar with your organisations safeguarding policies and practices?



Do your procedures include induction process, probation periods, regular supervision, training & development and appraisals?

Do you have a complaints policy and procedure for your service users?

Ensure your safeguarding policy is in line with other policies in particular written code of behaviour for everyone involved in your organisation: Is there a whistleblowing procedure for anyone who feels that the code of behaviour has been broken?

8. Further information & Support:

Children

Gov.uk safeguarding children publications including Working Together to Safeguard Children 2015

<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>

Safeguarding Children and Young People 2014 – The Charity Commission

<https://www.gov.uk/government/publications/safeguarding-children-and-young-people>

Information sharing advice for safeguarding practitioners March 2015

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

What to do if you're worried a child is being abused March 2015

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Keeping children safe in education: for schools and colleges July 2015

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Online procedures manual for children's social care, and that this can be accessed by all professionals to learn about referral, assessment and care planning

<http://suttoncs.proceduresonline.com/index.htm>

Adults

Care Act, 2014

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Care and Support Statutory Guidance, 2016

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

PAN London Multi agency Adult Safeguarding Policy and Procedures, 2016

<http://londonadass.org.uk/wp-content/uploads/2015/02/Pan-London-Updated-August-2016.pdf>

FURTHER SUPPORT

To discuss any of the points raised in this document or for further support please contact:

Sutton Centre for Voluntary Sector (SCVS)

Tel: 020 8644 2867

Email: enquiries@suttoncvs.org.uk

Website: <http://www.suttoncvs.org.uk/>



Sutton Centre for the Voluntary Sector (SCVS) is a membership organisation that supports, develops and promotes the voluntary sector in the London borough of Sutton.

Please note that this document will be updated regularly and will be on the following websites:

- Sutton CVS
- Sutton's Local Safeguarding Board
- Sutton Safeguarding Adults Board