

# Salford Safeguarding Standards for the Voluntary & Community Sector

Updated June 2014

Salford City Council

  
*Salford Clinical Commissioning Group*



## **Salford Safeguarding Standards for the Voluntary & Community Sector**

The Salford Safeguarding Children Board are committed to working with CVS to continuously improve services provided. As part of this the Salford Safeguarding Standards for the Voluntary & Community Sector have been updated in 2014 by Salford Community and Voluntary Services (Salford CVS) in partnership with Salford Safeguarding Children Board (SSCB) and representatives from Salford City Council and NHS Salford Clinical Commissioning Group.

The voluntary and community sector has an important role to play in supporting and safeguarding children. In Salford there is a large and very diverse range of community and voluntary organisations, from small local groups to larger national bodies. Every organisation involved with children and families has a responsibility when it comes to safeguarding children. All organisations need to ensure that their staff and volunteers have access to good advice, support and information and that safe recruitment standards are applied.

The Salford Safeguarding Standards for the Voluntary & Community Sector provide voluntary and community organisations with an accessible tool to show that they have the right arrangements in place to deliver their activities safely, with a clear focus on safeguarding children and young people. They also enable organisations to show that they comply with:

- The Section 11 (Children Act 2004) audit carried out every 2 years by the SSCB.
- The quality assurance requirements for services in respect of services commissioned from voluntary organisations by NHS Salford Clinical Commissioning Group and other NHS bodies
- The quality assurance requirements for services commissioned from voluntary organisations by Salford City Council

There are 20 standards set out in the Salford Safeguarding Standards for the Voluntary & Community Sector and there is accompanying guidance to assist organisations to understand the standards and identify evidence to meet them so that you can report on your achievement. The Salford Safeguarding Standards for the Voluntary & Community Sector are a helpful tool whether you are just starting out in working with children and young people or an established service. The standards offer an opportunity to self-assess safeguarding practice and identify areas for improvement. Both Salford CVS and the SSCB are happy to provide further advice and assistance to you in completing the audit based on the standards and in developing your safeguarding practice.

Chris Fox, Chair of Salford CVS

Simon West, Independent Chair of Salford Safeguarding Children Board

## 20 Salford Safeguarding Standards

<b>The standards require that the organisation:</b>	
<b>Accountability &amp; sharing information</b>	
1	Has a clear written statement that sets out the safeguarding responsibilities and duties of the organisation and individual Trustees, staff and volunteers.
2	Has in place arrangements to work effectively with other organisations to safeguard and promote the welfare of children, including arrangements for sharing information.
3	<p>Appoints two people as designated safeguarding lead persons who are named on the safeguarding policy and procedures and are responsible for, and appropriately trained to:</p> <ul style="list-style-type: none"> <li>• Implement policy and procedures</li> <li>• Ensure the voice of the child is heard throughout the organisation</li> <li>• Promote safeguarding across the organisation and keep trustees, staff and volunteers informed of good practice, new legislation and guidance including learning from Serious Case Reviews</li> </ul>
4	Is aware of the SSCB's current priorities and campaigns and can provide evidence of how they respond to these.
5	Is committed to the participation of children and young people and can demonstrate that the organisation's services are shaped by the views of children and young people.
<b>Organisations policies and procedures</b>	
6	Has access to and uses safeguarding policies and procedures. This demonstrates the organisation's commitment (including senior management commitment) to keeping all children and young people in their care safe including demonstrating that they value all children, young people and families and actively promote equality and diversity.

7	Clearly sets ground rules for appropriate behaviour for children and young people, staff and volunteers, and parents/ carers if applicable. Systems should be in place and implemented if the ground rules are broken.
8	Demonstrates a commitment to anti-bullying and has a system in place for managing and responding to incidents of bullying.
9	Has a written complaints policy and procedure so that children and young people, and staff and volunteers can make any necessary complaint.
<b>Reporting concerns, suspicions and allegations</b>	
10	Sets out guidance on how to respond to a disclosure from a child or a young person, including guidance on information sharing, confidentiality and consent.
11	Sets out clear procedures for recording, monitoring and reviewing concerns, suspicions and allegations of abuse or harm, and reporting these to designated safeguarding lead persons and external agencies.
12	Ensures clear procedures and support systems are in place to enable all paid staff and volunteers to report, in confidence, any suspicions concerning the conduct of others or the organisation itself.
<b>Safe recruitment and selection</b>	
13	Sets out a policy and procedure which ensures that all potential paid staff and volunteers are subject to a safe recruitment and selection process.
<b>Management and support of paid staff and volunteers</b>	
14	Provides all staff and volunteers with a job description (paid staff) or a role profile (volunteers) outlining their main responsibilities. This should include a requirement to comply with the organisation's safeguarding policy and procedures and ground rules for appropriate behaviour.
15	Provides an induction programme for all paid staff and volunteers, which includes information on all the organisation's policies and procedures which are mandatory and completes a role review at the end of the induction and probationary period before individuals are confirmed in post.

16	Ensures all paid staff are given regular supervision by their line manager or a Trustee of the organisation. Provides all volunteers with regular support sessions. This could include one to one or group support, mentoring or shadowing opportunities.
17	Implements disciplinary and grievance procedures for all paid staff which comply with the ACAS <sup>1</sup> Code of Practice and has a system in place to enable volunteers to raise concerns regarding the organisation and for the organisation to address any concerns regarding volunteers.
18	Ensures that all paid staff and volunteers attend regular ongoing safeguarding training appropriate to their role.
<b>Providing safer services and activities</b>	
19	Ensures all services and activities being provided are properly planned, organised and risk assessed to ensure that all reasonable steps are taken to prevent children and young people being harmed whilst participating in the organisation's activities.
20	Actively promotes children and young people's safety including personal and online safety.

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<sup>1</sup> ACAS – Advisory, Conciliation and Arbitration Service.