

Salford Safeguarding Standards for the Voluntary & Community Sector

Guidance Notes

Updated June 2014

Salford City Council

NHS
Salford Clinical Commissioning Group



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Salford Safeguarding Standards for the Voluntary & Community Sector

The Salford Safeguarding Children Board are committed to working with Salford 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

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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.

How your organisation can demonstrate that it meets the Standards:

To complete the Standards an organisation needs to complete an initial self-assessment.

To help you do this you are provided with four documents:

1. The Salford Safeguarding Standards for the Voluntary & Community Sector
2. Guidance to the Standards (this document): helps to explain the standards and suggests resources and evidence that your organisation may use.
3. An evidence record for your organisation to complete: this identifies the evidence that your organisation already has in place to demonstrate how you meet the Standards and where this evidence can be found.
4. An action plan for your organisation to complete: this identifies the actions that your organisation needs to take to fully comply with the Standards. Your action plan will identify what specific action will be taken, by who and when.

If your organisation provides a service commissioned by Salford City Council or NHS Salford you will be asked to submit your action plan and evidence record to your commissioner. Once your evidence record and action plan have been received your commissioner will be in touch to discuss the actions you need to take to be fully compliant. They may also arrange a monitoring visit at a mutually convenient time to verify the evidence that you have identified.

If your organisation does not provide any commissioned services to Salford City Council, NHS Salford Clinical Commissioning Group or other SSCB partners, you can still complete the evidence record and action plan. Salford CVS can help you to do this

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and, if you agree, can report that you have done so to Salford Safeguarding Children Board. We know that many groups are keen to demonstrate how they keep children and young people safe – the Standards can provide you with an opportunity to do this.

Support for your organisation to meet the Standards:

Support for voluntary and community organisations is available at every stage from Salford CVS. We can help you to:

- Identify how your group would benefit from the standards
- Signpost you to resources nationally and locally
- Provide pro forma documents and model policies
- Identify how you will engage all your staff and volunteers in putting the standard into practice
- Help you to complete your evidence record and action plan
- Provide feedback on your evidence record and action plan

We hope you will find the Standards a helpful tool to develop and improve your organisation and to keep Salford's children and young people safe. We welcome feedback on the Standards, this guidance and the action plan and evidence record. We will use this feedback to review the Standards with Salford's Safeguarding Children Board partners.

For support or to provide feedback on these Standards please contact:

Salford CVS (Community and Voluntary Services)
The Old Town Hall
5 Irwell Place
Eccles
M30 0FN
Tel: 0161 787 7795

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www.salfordcvs.co.uk

Salford Safeguarding Children Board (SSCB)

Tel: 0161 603 4322

<http://www.partnersinsalford.org/sscb/>

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<p>Accountability & sharing information Good arrangements for safeguarding children mean that everyone has to be clear about their responsibilities. This is simply so that your management committee/trustees, staff and volunteers all know their responsibilities and who they are accountable to. It is also important that you are clear how and when you work with other organisations to safeguard children.</p>	
<p>Standard One</p>	<p>Has a clear written accountability framework and/or flowchart, which covers individual, professional, organisational and interagency accountability</p>
<p>Guidance</p>	<p>Suggested Evidence</p>
<p>An accountability framework outlines what each person in the organisation is responsible for doing in terms of safeguarding and who they should report to. A frontline worker, such as a youth worker, should remember that the welfare of the child is paramount and draw to the attention of line management and/or designated safeguarding leads any concerns they may have for the welfare of a child. They must report and record any concerns they may have using case recording templates. Supervision and appraisals are used to reflect on practice in relation to safeguarding. The organisation should also regularly review cases where there are safeguarding concerns for children and young people. The organisation should ensure all trustees, staff and volunteers receive appropriate safeguarding/child protection training.</p> <p>Accountability relies on good governance within your organisation. Salford CVS can support you to ensure you have the right structures in place and provide training on roles and responsibilities for trustees. For more information call Salford CVS on 0161 787 7795.</p> <p>In order to keep abreast of safeguarding issues in the city your organisation should consider engaging with VOCAL, which provides representation of the interests and views of voluntary and community organisations working with children, young people and families in Salford. VOCAL representatives from the voluntary sector can help you to understand your links with the SSCB.</p>	<p>Accountability framework</p> <p>Organisational Chart</p> <p>Job descriptions / role descriptions</p> <p>Case recording templates</p> <p>Flowcharts outlining procedures for reporting allegations within the organisation and externally to the Multi Agency Safeguarding Hub (MASH) and LADO</p> <p>Minutes of management committee/board meetings regarding safeguarding/accountability and information sharing</p>

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Standard Two	Has in place arrangements to work effectively with other organisations to safeguard and promote the welfare of children, including arrangements for sharing information.	
Guidance	Suggested Evidence	
<p>Information sharing is a regular feature of Serious Case Reviews in England; this is also reflected in Salford. For example, the Child H Serious Case Review is critical of the information sharing and communication systems within and between agencies.</p> <p>“There were numerous examples where information should have been routinely shared between agencies but was not. This effectively meant that there was only a partial understanding by many agencies about the full extent of problems within the family”</p> <p>It is vital that all organisations understand how, when and with whom to share information. There is information about information sharing on the GM Safeguarding Policies and Procedures website: 1.4 Information Sharing and Confidentiality</p> <p>The National document “Information Sharing Guidance for Practitioners and Managers” published in 2008 still provides useful and relevant guidance: www.education.gov.uk/publications/standard/publicationdetail/page1/DC_SF-00807-2008</p> <p>Staff may be invited to attend a Team Around the Child (TAC) meeting and It may be appropriate to use the Common Assessment Framework (CAF). Further information about CAF and TAC is available on Salford City Council website: www.salford.gov.uk/caf.htm</p>	<p>Information Sharing Policy & Procedure</p> <p>Evidence that Staff/Volunteers are trained in completing the CAF</p> <p>Records of completed CAFs</p> <p>Records of attendance at relevant meetings for example, TAC, Child Protection or Child in Need meetings</p>	

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Standard Three	Appoints two people as designated safeguarding lead persons who are named on the safeguarding policy and procedures and are responsible for sharing information.	
Guidance	Suggested Evidence	
<p>Designated safeguarding leads are the named people in the policy or those who take the lead on safeguarding within the organisation including;</p> <ul style="list-style-type: none"> • Implement policy and procedures • Ensure the voice of the child is heard throughout the organisation • 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 <p>They should also review how the organisation has responded to any incidents and ensuring that any learning is shared and support and guidance is sought where needed. This may include learning from involvement in a serious case review. Support may come from Salford CVS, SSCB and Salford Safeguarding Unit.</p> <p>There is information regarding Serious Case Reviews and the SSCB Case Review Subgroup on the SSCB website: Case reviews - Salford Safeguarding Children Board</p>	<p>The two members of staff who are the Safeguarding Leads are named in the organisation's Safeguarding Policy and Procedure.</p> <p>If/when there are issues/concerns/incidents around Safeguarding these are logged/recorded and stored securely.</p> <p>Evidence that information regarding safeguarding is communicated across the organisation. Through meetings, emails or internal websites.</p> <p>Minutes from meetings or one to one sessions that demonstrate that safeguarding issues/concerns are discussed and that learning including learning from Serious Case Review/s is shared and best practice is promoted.</p>	

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Standard Four	Are aware of the Salford Safeguarding Children Board’s current priorities and campaigns and can provide evidence of how they respond to these.	
Guidance	Suggested Evidence	
<p>The current priorities of the Salford Safeguarding Board can be found in the SSCB Strategic Plan. It includes a section called “Making it Happen” which describes priority areas where we all need to work together to make an impact to safeguard children in Salford: www.partnersinsalford.org/sscb/documents/SSS-2012-2015.pdf</p> <p>Priority 14: Make an impact in the reduction of harm to children in the following areas:</p> <ul style="list-style-type: none"> • Child Sexual Exploitation • Safe Sleeping • Positive Behaviour Support • Families at Risk • Private Fostering • E-Safety • Safe recruitment • Children with Disability <p>Priority 15: Work with violent and troubled families to address domestic abuse, neglect and parenting issues</p> <p>Priority 16: Address unintentional injuries from a safeguarding and public health perspective</p> <p>Priority 17: Work together to improve emotional wellbeing</p> <p>Priority 18: Work together to reduce teenage conceptions</p> <p>Priority 19: Work together to reduce incidents of bullying</p> <p>Priority 20: Work together to reduce drugs and alcohol abuse</p>	<p>Evidence of any work to support the promotion of the SSCB campaigns for example displaying Safe Sleeping Information or participation in Private Fostering Week.</p> <p>Evidence of staff/volunteers attending training linked to SSCB priorities.</p> <p>Evidence that as an organisation you respond to the safeguarding issues impacting on your service users or community.</p> <p>For example work with service users that highlights or impacts on issues such as Domestic Abuse, Child Sexual Exploitation or Bullying.</p>	

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Standard Five	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.	
Guidance	Suggested Evidence	
<p>Serious Case Reviews frequently identify failures to listen to the “voice of the child”. For example the Serious Case Review into the death of Daniel Pelka found;</p> <p>“Of particular note was that without English as his first language and because of his lack of confidence Daniel’s voice was not heard throughout this case. Whilst some school staff were able to give helpful descriptions of Daniel in their observations of him in class, overall there is no record of any conversation held with him by any professional about his home life, his experiences outside of school, his wishes and feelings and of his relationships with his siblings, mother and her male partners”</p> <p>The Munroe Report into Child Protection also highlights the importance of listening to and hearing children:</p> <p>www.gov.uk/government/uploads/system/uploads/attachment_data/file/175391/Munro-Review.pdf</p> <p>A safe organisation is likely to be one where children’s voices are heard throughout the organisation and children and young people are able to participate in decisions that affect them in line with the UN Convention on the Rights of a Child.</p> <ul style="list-style-type: none"> • www.unicef.org/crc/files/Rights_overview.pdf • Hear by Right Self-Assessment Tool Participation Works • www.partnersinsalford.org/documents/documents/Salford_Children_and_Young_Peoples_Participation_Strategy_2013-18.pdf 	<p>Resources used with children and young people to capture their views, thoughts or feelings.</p> <p>My Star, All About Me Activities or resources used to engage children with a CAF. For example, direct quotes from children and young people included in any reports.</p> <p>Examples of consultations undertaken with children or young people and evidence of how your organisation has responded to these consultations.</p> <p>Minutes or notes from any children’s or young people’s forums supported by your organisation. Evidence of your organisation’s involvement in Youth Day.</p> <p>Evidence of any changes to procedures, policy or practices made as a direct response to listening to children/young people.</p>	

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<p>Organisation's policies and procedures need to be updated and reviewed regularly. They should be easily understood and accessible to everyone in the organisation including through an induction process.</p>	
<p>Standard Six</p>	<p>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</p>
<p>Guidance</p>	<p>Suggested Evidence</p>
<p>Your organisation will need to have agreed with its management committee or Board of Trustees a general safeguarding policy. It is also important that all staff and volunteers are aware of and follow this policy.</p> <p>The Policy should cover:</p> <ul style="list-style-type: none"> • Child Protection • Safe recruitment and selection • Management and support of paid staff and volunteers • Providing safe activities and trips • Ground rules / Code of Conduct • Bullying • Comments, Compliments and Complaints • What to do if children talk to you about abuse or neglect • Consult about your concern • Make a referral • Allegations against adults who work with children • Confidentiality • Useful Salford contact numbers 	<p>Copy of the Child Protection/Safeguarding Policy</p> <p>Evidence that the policy is annually reviewed, for example minutes of trustee meetings</p> <p>Equality and Diversity Policy</p> <p>Other organisation specific safeguarding policies</p> <p>Evidence of accessing the Greater Manchester Safeguarding Procedures Site</p>

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<p>There is an SSCB safeguarding policy template that has been designed specifically for voluntary and community organisations. Follow this link for the voluntary and community organisations template.</p> <p>Organisations may also have other policies or procedures to cover children in specific circumstances that are of particular relevance to that organisation for example; a Domestic Abuse and Violence Policy or a Policy on Working with Sexually Active Young People under the age of 18.</p> <p>Organisations should be aware of The Greater Manchester Safeguarding Procedures site, which contains a wealth of multi-agency safeguarding guidance, policy and procedures all organisations can make use of and refer to.</p>		
Standard Seven	Clearly sets ground rules for appropriate behavior 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	
Guidance	Suggested Evidence	
<p>Children and young people should be involved in setting ground rules. See the Safe Network Code of Behavior templates on the “Are they Safe Section” on the Safe Network website.</p> <p>Visit the Safe Network website for more information: www.safenetwork.org.uk/resources/are_they_safe/Pages/are_they_safe_guide.aspx</p>	<p>Guidance for staff/volunteer around appropriate behaviour</p> <p>Code of conduct</p> <p>Information provided to parents/carers</p> <p>Children/young people’s ground rules</p> <p>Evidence of children/young peoples’ involvement in setting ground rules</p>	

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Standard Eight	Demonstrates a commitment to anti-bullying and has a system in place for managing and responding to incidents of bullying.	
Guidance	Suggested Evidence	
<p>The Safe Network has supporting materials which contain written examples of anti-bullying policies you can copy and adapt, as well as tips, ideas and checklists that will help ensure you are achieving the recommended minimum standards for your group or organisation. For more information visit:</p> <p>www.safenetwork.org.uk/help_and_advice/Pages/antibullying_policies.aspx</p> <p>When developing your anti-bullying policy please refer to Salford's anti bullying strategy found at: www.salford.gov.uk/childsafety.htm</p>	<p>Anti-bullying policy and procedure</p> <p>Records of actions taken following bullying incidents*</p> <p><i>*Tell us if you keep these. Do not provide confidential documents as evidence.</i></p>	
Standard Nine	Outlines a written complaints policy and procedure so that children and young people, and staff and Volunteers can make any necessary complaint.	
Guidance	Suggested Evidence	
<p>Salford CVS can support you to develop a written compliments, comments and complaints policy. Please call Salford CVS on 0161 787 7795. You may also want to develop a suggestions box that children, young people and adults can use to give ideas of improvement for your service.</p>	<p>Compliments, comments, and complaints policy</p> <p>Records of actions taken following a complaint*</p> <p>Suggestion box</p> <p><i>*Tell us if you keep these. Do not provide confidential documents as evidence.</i></p>	

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<p>Responding to and reporting concerns, suspicions and allegations are vital to ensuring that children and young people are safe. Standards 8, 9, and 10 are at the heart of keeping children safe in our work and communities. The procedures referred to should be included in your organisations general safeguarding policy (Standard 4).</p>	
<p>Standard Ten</p>	<p>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</p>
<p>Guidance</p>	<p>Suggested Evidence</p>
<p>The SSCB safeguarding policy template for voluntary and community organisations has specific sections on how to respond to a disclosure from a child or a young person i.e. section 3.4 <i>What to do if children talk to you about abuse or neglect</i>.</p> <p>Guidance on information sharing can be found at section 3.3 <i>When you must not discuss your concerns with parents/carers</i>, 3.5 <i>Consult about your concern</i>, 3.6 <i>Make a referral</i>, and 3.7 <i>Allegations against adults who work with children</i>. Guidance on confidentiality and consent can be found at section 3.8 <i>Confidentiality</i>.</p> <p>It is important that you are familiar with the Greater Manchester and national guidance on information sharing. Details listed above in standard two.</p>	<p>Sections within your Safeguarding & Child Protection Policy on responding to a disclosure from a child or young person including guidance on information sharing and confidentiality and consent</p>

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Standard Eleven	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	
Guidance		Suggested Evidence
<p>It is important to monitor to ensure that your concerns are being addressed and that you are aware of the situation as it changes for the child or young person. Reviewing helps you think about if you are responding to the child/young person's needs in the right way. It is important to create a written record as this may be required as evidence for a response to concerns about a child or young person. Salford CVS has case recording templates that you can use. Please call 0161 787 7795 or visit: www.salfordcvs.co.uk/salford-cvs/children-and-young-people</p>		<p>Written records of regular reviews*</p> <p>Case recording template*</p> <p><i>*Tell us if you keep these. Do not provide confidential documents as evidence</i></p>

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Standard Twelve	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	
Guidance	Suggested Evidence	
<p>Advice and support to report, in confidence, any suspicions concerning the conduct of others or the organisation itself (sometimes referred to as whistle blowing) can be gained from the Local Authority Designated Officer (LADO) on 0161 603 4350.</p> <p>The SSCB provide regular seminars for managers on managing allegations against professionals and volunteers. For further details please contact SSCB training on: 0161-603 4322/4350 or email SSCBTraining@salford.gov.uk</p> <p>In addition, please refer to the Greater Manchester Safeguarding Partnership.</p> <p>Managing Allegations of Abuse Made Against Adults Who Work with Children and Young People: 5.1 Managing Allegations of Abuse made against Adults who Work with Children and Young People</p>	<p>Section within your Safeguarding & Child Protection Policy on how to report any suspicions concerning the conduct of others within your organisation or the organisation itself.</p>	

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Safe recruitment and selection It is essential to the safety and wellbeing of children and young people that you are using Procedures that help you to recruit staff and volunteers that are safe to work with children and young people.	
Standard Thirteen	Sets out a policy and procedure which ensures that all potential paid staff and volunteers are subject to a safe recruitment and selection process.
Guidance	Suggested Evidence
<p>Please refer to the: www.partnersinsalford.org/sscb/documents/Safe_Recruitment_2011.pdf for details on safely recruiting staff and volunteers and ensure that the minimum standards below are met:</p> <ul style="list-style-type: none"> • Complete an application form or a letter of application. This should include: address, evidence of relevant qualifications, the reasons why they want to work with children and young people, paid work and voluntary work experience and all criminal convictions or convictions pending. This should also include “spent” convictions. • Provide two pieces of identification which should confirm both identity and address. • Undergo an interview (formal or informal) involving at least two interviewers. • Provide at least two references which are followed up before a post is offered. One reference should be from the last employer or an organisation that has knowledge of the applicant’s work or volunteering with children or young people. • If the applicant has not worked with children or young people before, then they should confirm this and give an alternative referee. • Consent to a Disclosure and Barring Service (formally CRB check) check at 	<p>Recruitment policy and procedure Application form/letter of application Self-disclosure form template</p> <p>Records of identification*</p> <p>Records of interviews*</p> <p>Records of references*</p> <p>Table of staff/volunteer CRB/DBS checks including date completed and date for renewal</p> <p><i>*Tell us if you keep these. Do not provide confidential documents as evidence.</i></p>

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The organisation needs a system in place to ensure DBS's are updated either through the Update Service or through reapplying for a DBS check. At minimum DBS must be updated / renewed every three years.

Details on accessing DBS checks for your staff and volunteers can be obtained from the Home Office. Visit their website for more details: www.homeoffice.gov.uk/agencies-public-bodies/crb/

Salford CVS can process your DBS checks please call 0161 787 7795 or email dbs@salfordcvs.co.uk.

The NSPCC has a four module distance learning Educate programmes on safe recruitment. Visit their website for more information: www.nspcc.org.uk/Inform/trainingandconsultancy/EduCare/educaresaferr ecruitmentandselection_wda50451.htm

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<p>Management and support of paid staff and volunteers Once your organisation has safely recruited staff and volunteers it is essential that they are effectively managed and supported to keep children and young people in their care safe and well.</p>	
<p>Standard Fourteen</p>	<p>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 procedure and ground rules for appropriate behavior.</p>
<p>Guidance</p>	<p>Suggested Evidence</p>
<p>Salford CVS can support you with the development of job descriptions for staff and role profiles for volunteers. Please call 0161 787 7795.</p> <p>Volunteering England has a wide variety of resources and templates that can be used. Visit their website: www.volunteering.org.uk/goodpractice/core-themes</p>	<p>Job descriptions (staff)</p> <p>Role profiles (volunteers including trustees)</p> <p>Volunteer Policy/Handbook</p>

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Standard Fifteen	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 period before individuals are confirmed in post	
Guidance		Suggested Evidence
<p>The length of the induction period should be appropriate to the role and should also include reference to the accountability framework (refer to standard 1) and the training requirements for the role.</p> <p>The Safe Network also has information on induction and probationary periods. Visit their website for more details: www.safenetwork.org.uk/help_and_advice/employing_the_right_people/Pages/Induction_and_probationary_periods.aspx</p>		<p>Induction programmes for staff and volunteers.</p> <p>Evidence that new staff have received and read policies and procedures.</p> <p>Induction checklist.</p> <p>Role review templates including suitability to work with children and young people.</p>

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<p>Standard Sixteen</p>	<p>Ensures all paid staff are given supervision by their line manager or trustee. Provides all volunteers with regular support sessions, this could include one to one or group support, mentoring or shadowing opportunities.</p>	
<p>Guidance</p>	<p>Suggested Evidence</p>	
<p>How often staff and volunteers should receive supervision and the format of supervision will vary, however, once every six weeks is seen as good practice within Social Care. It also important to remember that dealing with Child Protection issues is very stressful for staff/volunteers and it is essential that they are adequately supported when dealing with a Child Protection Concern.</p> <p>Volunteering England has a variety of research, examples, samples and templates on support and supervision for volunteers.</p> <p>Visit: www.volunteering.org.uk/component/gpb/supportandsupervision</p> <p>Salford CVS can support you with developing supervision templates.</p> <p>Please call: 0161 787 7795</p>	<p>Supervision/support session timetables</p> <p>Supervision records (staff)*</p> <p>Support session records (volunteers)*</p> <p><i>*Tell us if you keep these. Do not provide confidential documents as evidence.</i></p>	

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<p>Standard Seventeen</p>	<p>Implements disciplinary and grievance procedures for all paid staff which comply with the ACAS¹ Code of Practice and have a system in place to enable volunteers to raise concerns regarding the organisation and for the organisation to address any concerns regarding volunteers.</p>	
<p><u>Guidance</u></p>		<p>Suggested Evidence</p>
<p>Details of the ACAS code of practice on disciplinary and grievance procedures can be found at: www.acas.org.uk/index.aspx?articleid=2174</p> <p>CVS can support you with developing a disciplinary and grievance policy and procedure. Please call: 0161 787 7795</p>		<p>Disciplinary and grievance procedure</p> <p>Volunteer Handbook</p> <p>Volunteer Code of Conduct</p>

¹ ACAS – Advisory, conciliation and Arbitration Service

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Standard Eighteen	Ensures that all paid staff and volunteers attend regular ongoing safeguarding training appropriate to their role.	
Guidance		Suggested Evidence
<p>Paid staff and volunteers are trained and alert to the potential indicators of abuse and know how to act on those concerns in line with local guidance. General child protection and safeguarding awareness training can be accessed via Salford CVS and SSCB training seminars and courses.</p> <p>For more details visit: http://www.salfordcvs.co.uk/</p> <p>SSCB Training - Salford Safeguarding Children Board</p>		<p>Child Protection & Safeguarding Awareness training certificates</p> <p>Table which details course content and attendance and date of staff and volunteer safeguarding training</p>

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<p>Providing safer activities and trips means that you are able to spot hazards, identify risks and understand what causes accidents. Your organisation should take appropriate measures to prevent them.</p>	
<p>Standard Nineteen</p>	<p>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.</p>
<p>Guidance</p>	<p>Suggested Evidence</p>
<p>An organisation can demonstrate a strong commitment to promoting Health and Safety. For example:</p> <ul style="list-style-type: none"> • Takes out employer’s liability and public liability insurance to ensure that all activities and services and all people taking part, are covered. • Checks transport for appropriate insurance cover, and that the driver holds the correct driving license, the vehicle has the correct insurance, tax, MOT, seats and seatbelts and a first aid box. • Provides all paid staff and volunteers undertaking specialist roles, (e.g. taking children and young people off site on trips) with appropriate training. • Planning should ensure that the activities are: age-appropriate, appropriately supervised, take account of staff ratio and use qualified instructors. <p>The Safe Network has guidance on adult to children ratios which vary according to age. These are partially based on OFSTED guidelines. For more information please visit: www.safenetwork.org.uk/help_and_advice/best_safeguarding_practice/Pages/adult_children_ratios.aspx</p>	<p>Health and Safety Policy</p> <p>Risk assessments</p> <p>Employer’s liability insurance Certificate</p> <p>Public liability insurance certificate, specialist training certificates (such as First Aid, MIDAS)</p> <p>Checklist for using transport safely</p> <p>Written records of planning</p> <p>Evidence of qualifications of activity providers</p>

Salford Safeguarding Standards - Guidance Notes for Voluntary and Community Organisations

Standard Twenty	Actively promote children and young people’s safety including personal and online safety.	
Guidance		Suggested Evidence
<p>Children are made aware of their right to be safe from abuse. This may be achieved through information being made available for children and young people, through activity sessions or advice.</p> <p>All computers used by children and young people should be equipped with “Parent controls”. Children and young people should never be left alone whilst using the internet or a webcam.</p> <p>Please visit the Greater Manchester Policies and Procedures website: 4.2 Safeguarding Children and Young People Online</p> <p>The Safe Network also has a wide range of information and resources around online safety. Visit their website and use the Quick Start drop-down menu choosing online safety: www.safenetwork.org.uk/Pages/default.aspx</p> <p>Salford CVS also have internet agreements that you can use within your organisation for children and young people. Please call 0161 787 7795 or visit: www.salfordcvs.co.uk/salford-cvs/children-and-young-people</p>		<p>Information and resources used to promote personal children’s safety</p> <p>Internet and/or mobile phone agreements</p> <p>E-safety training certificates</p> <p>E-safety policy/statement</p>