



Kanlungan Filipino Consortium

Safeguarding Children & Vulnerable People Policy & Practice

5 June 2023

Approval date: 5 June 2023

Date of next review: 5 June 2024

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Introduction and context

Kanlungan Filipino Consortium (hereafter Kanlungan) is a Charitable Incorporated Organisation registered in the United Kingdom. We work to promote civic education and social responsibilities among Britain's new citizens, who include migrants and refugees, including those with insecure and precarious immigration status. We seek to elevate the status and visibility of immigrants and enable them to be equal players in the UK's socioeconomic, political, educational and cultural development.

Kanlungan is committed to safeguarding the welfare of children and vulnerable people. Safeguarding means taking all reasonable measures to ensure that the risks of harm to children and vulnerable people's welfare are minimised. We recognise our responsibility to promote the right of every individual to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

Meeting our safeguarding obligations involves putting into place a number of measures to create a safe environment for our service users (both young people and adults), volunteers and staff.

Definitions and Purpose

Children's Act 2004 defines a child as anyone who has not yet reached their 18th birthday. In this context, safeguarding is defined as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and acting to enable all children to have the best outcomes.

Safeguarding duties also apply to those who are vulnerable adults as defined in the Safeguarding Vulnerable Groups Act 2009. An adult is considered 'vulnerable' if they receive a health, personal or social care service from a professional. Personal services would include, for example, help with financial matters, feeding, washing or dressing. Therefore, a Vulnerable Adult is a person over 18 years old who is or may need community care services by reason of disability, age or illness; and is or may be unable to take care of or unable to protect him or herself against significant harm or

exploitation.

In this respect, Kanlungan acknowledges its responsibility as a service provider delivering workshops to children and vulnerable people, many of whom may have social, emotional, and behavioural difficulties or physical disabilities.

The Policy

As Kanlungan works with children and vulnerable people on a daily basis, we have developed this policy to primarily protect children and vulnerable people in our care. It is designed to reassure service users, their parents/carers/advocates and the contracting and commissioning bodies for whom we provide services. It also establishes the roles and responsibilities of everyone who works for Kanlungan in relation to safeguarding the children and vulnerable people with whom we work. It does this by setting out clear guidance, so staff, volunteers and management committee members are able to act appropriately in any given situation.

This policy is based on and reflects the principles of both UK legislation and guidance (including the Children Act, Working Together to Safeguard Children and the Care Act) and other relevant Kanlungan policies and procedures. The approach has been developed in such a way as to be consistent with 'Best Practice' within the field of safeguarding children and vulnerable people.

This policy is for all staff and volunteers working at Kanlungan and should be read in conjunction with:

- DBS Policy & Risk Assessment Guide
- Recruitment and Selection
- Staff Induction Policy
- Data Protection and GDPR policy
- Reporting incidents procedure and Incident Reporting Form
- Lone workers policy

Forms of Abuse

Abuse can take many forms. These include:

- Physical Abuse
- Sexual Abuse and exploitation
- Domestic Abuse

- Psychological Abuse
- Financial and Material Abuse (adults)
- Slavery
- Discriminatory Abuse
- Organisational Abuse
- Bullying and online abuse
- Grooming
- Neglect and Acts of Omission
- Self-neglect
- Digital abuse

Significant Harm: some vulnerable people may be in need because they are suffering or likely to suffer significant harm. The Children Act V section 47 (1) introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interest of the young person.

Protection from Harm or Abuse

It is everyone at Kanlungan's responsibility to promote the safety of the children and vulnerable people we work with. Staff, volunteers and management committee members are always expected to maintain a sense of proportion, apply common sense to situations and protect the child' or the vulnerable person's welfare as the key priority.

It is also Kanlungan's duty to ensure that staff, volunteers and management committee members are never placed in situations where abuse might be alleged. It is not intended that the policy should restrict staff, volunteers and management committee members from normal ways of working, but they always need to consider how an action or activity may be perceived as opposed to how it is intended.

Principles of Good Practice

Kanlungan considers that:

- All children and vulnerable people, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity have a right to be treated with care, respect and dignity

- The welfare of the child or vulnerable person is the paramount consideration
- That those working for Kanlungan will be perceived by children and vulnerable people as trusted representatives of Kanlungan
- It is important to ensure communication with children and vulnerable people is open and clear
- It is essential to assess the risks to children and vulnerable people of its activities through comprehensive risk assessment (please see Kanlungan's Risk Assessment Policy and Practice for further information)
- It is important for staff, volunteers and management committee members to avoid physical contact with children and vulnerable people except for that which is clearly outlined in the service user's risk assessment and the duties outlined in job descriptions and role profiles.

Providing a Safe Learning Environment

1. Kanlungan is committed to ensuring that we provide a safe learning environment for our service users and staff.

Kanlungan will achieve this by:

- a. Operating safe recruitment of staff ensuring all necessary checks are made.
- b. Maintaining and reviewing a central record of DBS checks ensuring staff are trained and kept up to date raising awareness amongst staff and service users of issues relating to the welfare of young or vulnerable people.
- c. Briefing service users about safeguarding issues and encouraging them to take responsibility for their own safety and welfare.
- d. Establishing a learning environment in which service users feel safe to express themselves and encouraging appropriate behaviours through our code of conduct and relevant policies and training sessions (Anti-bullying, Prevent, Malpractice).
- e. Ensuring that working environments have a health & safety and safeguarding check
- f. Ensuring service users and staff know how to report safeguarding concerns and who to report those concerns to.
- g. Identifying and assessing potential problems and providing early interventions.

- h. Identifying young or vulnerable people who are suffering, or likely to suffer significant harm, and taking appropriate action to ensure that they are kept safe, including referral to an appropriate agency.

2. ICT

- a. Kanlungan recognises that technology and the use of ICT equipment is part of everyday life, even more so since the Covid-19 pandemic, and that it is an essential part of learning and employment. ICT systems are one of the fastest and most effective ways of finding information, sharing ideas and working with other people but, while effective, there is also the opportunity for risks to occur.
- b. As part of our safeguarding responsibility, we aim to protect all service users against risks associated with the internet and other technology aids such as mobile phones. We will induct them in the safe use of the internet and technology devices to avoid potential risks. The risks to users can include data that is inaccurate, dangerous, illegal and offensive.

3. Ensuring safeguarding concerns are handled effectively

Through our embedded health and safety policies and procedures, we ensure a workplace and learning environment that is as healthy, safe and supportive as is reasonably practicable.

In addition, we promote a 'culture' of safety and wellbeing by ensuring that:

- a. Health and safety and safeguarding are a primary focus for all service user recruitment, including thorough screening of all candidates to identify individuals' needs.
- b. The Designated Officer for Safeguarding is clearly identified and staff completely understand the process for raising concerns.
- c. Through learning that is regularly refreshed, staff are alert to the signs and indicators that may suggest a safeguarding concern.
- d. Safeguarding is a discussion point at all team meetings across the organisation.
- e. Specialist learning is provided for the Designated Safeguarding Officers.
- f. Relevant information is cascaded throughout the company both face-to-face and virtually.
- g. Safeguarding concerns and actions are recorded in a timely, appropriate and secure way and, where necessary, are shared with the relevant local authority/partner agency.

4. Reporting Concerns

Central to Kanlungan's approach is that staff know how to raise concerns.

This is achieved by:

- a. Providing guidance to all relevant staff on how to handle safeguarding disclosures sensitively, professionally and appropriately.
- b. Ensuring staff are alert to the signs of a potential safeguarding issue and understand their responsibility for referring any concerns to the Designated Safeguarding Officer.
- c. Ensuring all staff understand and promote the Prevent policy and engage in preventing radicalisation and extremism in accordance with the Government's Prevent strategy.
- d. Ensuring appropriate safeguarding action plans are developed to assess, handle and monitor any safeguarding or welfare concerns effectively.
- e. Ensuring any records of safeguarding or welfare concerns are kept in accordance with data protection requirements.
- f. Establishing appropriate procedures for reporting and dealing with allegations of abuse against members of staff.
- g. Developing effective links with relevant agencies and cooperating as required with their enquiries regarding child protection matters.
- h. Ensuring that we have robust processes for evaluating the effectiveness of our safeguarding practices and procedures.

Incorporating "Prevent" into Safeguarding

The Prevent strategy, published by the Government in 2011, is part of the overall counter-terrorism strategy, CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people from becoming terrorists or supporting terrorism. In the Act, this has simply been expressed as the need to "prevent people from being drawn into terrorism."

The Prevent strategy seeks to:

- Respond to the ideological challenge of terrorism and aspects of extremism and the threat we face from those who promote these views.

- Provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support.
- Work with a wide range of sectors where there are risks of radicalisation which need to be addressed, including education, criminal justice, faith, charities, the internet and health.

With their wide-ranging responsibilities and democratic accountability to their electorate, local authorities are vital to Prevent work. Local authorities will be working with their local partners to protect the public, prevent crime and promote strong, integrated communities.

Kanlungan must ensure that we understand the Prevent Strategy as implemented by our Local Authority partners and provide awareness learning to the frontline staff so that they are aware of the risk factors and indicators.

Frontline staff who engage with the public should understand what radicalisation means and why people may be vulnerable to being drawn into terrorism as a consequence of it. They need to be aware of what we mean by the term “extremism” and the relationship between extremism and terrorism. They must also know how to report and document it. Reporting concerns that a young or vulnerable person is being ‘drawn into terrorism’ should follow the reporting procedure of the Local Safeguarding Partnership, as outlined in the ‘Reporting Safeguarding Incidents’ procedure.

Responsibility for Safeguarding Children and Vulnerable People

Noel Reyes with overall responsibility for Safeguarding Children and Vulnerable People. He is the Kanlungan Board of Trustees Chairperson.

The role of the Designated Safeguarding Lead is to

- Liaise with social services/schools/day centres and MASH, LADO and police on child protection and safeguarding matters, both formally and informally.
- Ensure there are adequate and appropriate induction and training for all staff, volunteers and management committee on safeguarding matters.
- Ensure that all activities carried out by the organisation satisfy safeguarding requirements with regard to personnel, practices and premises.

- Check and countersign all incident reports made by staff making such reference to outside agencies as is appropriate.
- Ensure secure and confidential record-keeping on safeguarding matters, that a "need to know" confidentiality policy is preserved on such matters and that all staff, volunteers and management committee members apply themselves fully to the Data Protection Act, 1998

The role of all managerial staff in safeguarding children and vulnerable people is to:

- Ensure that all new and existing staff, volunteers and volunteers working with children and vulnerable people undergo a Disclosure and Barring Check (DBS) at the appropriate level
- Ensure that the Safeguarding Children and Vulnerable People Policy is implemented throughout the organisation

Lorie Halliday, Director, and Victoria Scott, Programme Manager, at Kanlungan, will take on the role of **Designated Safeguarding Officers**. They are responsible for supporting the Designated Safeguarding Lead in implementing the Safeguarding Policy and acting in the capacity of the Lead in the absence of the Designated Lead.

Their role is to:

- Ensure all staff, volunteers and volunteers working with children and vulnerable people have an up-to-date and complete DBS.
- Carry out all necessary child protection/safeguarding-related enquiries, procedures, investigations and monitoring.
- Report allegations and suspicions of abuse to the organisation's Designated Safeguarding Lead.

If abuse of a child or young adult is suspected or takes place, the Local Authority Designated Officer (LADO) must be contacted by the Designated Safeguarding Lead or Designated Safeguarding Officer. As Kanlungan works with people throughout the UK, they should make inquiries with the LADO who is most local to where the individual

lives. As Kanlungan's Head Office is in Hackney, the LADO for Hackney's contact details are: 0208 356 4569 / LADO@hackney.gov.uk

Training

Management & Designated Safeguarding Lead Training

- This training program covers the areas of safeguarding that the manager is responsible for. This includes training of all staff; reporting procedures, record keeping and vetting of staff prior to appointment.
- This training program will be evaluated against relevant local authority safeguarding policies and where applicable amended to meet the client's requirements.
- Safeguarding leads must access Local Safeguarding Partnership training at L3 or equivalent. They must update this learning every 2 years.

Staff Training (Operational)

- This training program covers how the employee should undertake their work activities in accordance with Best Practices and Safeguarding.
- Reporting procedures.
- frontline staff are encouraged to undertake Local Safeguarding Partnership training.

Staff Training (Trainers)

- This training program covers how the employee should undertake their work activities in accordance with Best Practices and Safeguarding.
- Reporting procedures.
- Training staff undertake Safeguarding training programs annually.

Staffing Issues and Disclosure

Please see our DBS Policy and Recruitment and Selection Policy for information on DBS arrangements.

Flowchart: Safeguarding Adults and Children Procedure

