

Lee Abbey London Safeguarding Policy

The member of the Lee Abbey London Board of Trustees with responsibility for Safeguarding is Fiona Nouri.

The Director (Peter Williams) and HR Manager (Chris Barry) have responsibility for the implementation of this policy.

Purpose

Lee Abbey London's safeguarding policy applies to all employees as well as agency workers and charity workers.

Lee Abbey London complies with all the legal obligations placed upon it by the Safeguarding Vulnerable Groups Act 2006 (England and Wales).

The purpose of the policy is to protect children and service users from harm and to provide all employees, agency workers and charity workers with information about the safeguarding policy adopted by Lee Abbey London.

The following applies to services and activities provided by Lee Abbey London:

- Lee Abbey London operates a policy of not accepting guests under the age of 18 unless they are accompanied by and supervised at all times by a parent or legal guardian who takes responsibility for their care. This policy is made known to all guests at the time of booking.
- Lee Abbey London does not provide any regulated activities for children.
- Lee Abbey London does not provide any regulated activities or services for vulnerable adults.

As part of our ongoing commitment to safeguarding, it is expected that all senior staff appointments be subject to a basic DBS check.

Lee Abbey London has a responsibility to promote the welfare of children and service users and to keep them safe.

The policy covers the arrangements for safeguarding during the recruitment and selection process and safeguarding issues that arise during employment in circumstances where children or service users are placed at risk, or where they could have been placed at risk.

The policy also sets out the reporting obligations for all employees and the procedure that should be followed to report abuse if this occurs to one of Lee Abbey London's service users.

Recruitment process

At the moment no employee or charity worker roles at Lee Abbey London involve regulated activities with children or vulnerable adults. However, should this change

at any point, advertisements will specify clearly that the work involves regulated activity/work together with the basis of that work.

Offers of employment will be made conditional on the receipt of a satisfactory basic disclosure check. These will be conducted by the Disclosure and Barring Service in England and Wales and Disclosure Scotland in Scotland.

The check will confirm that the applicant is suitable to carry out the role and has not been barred from performing this work.

If the background check reveals that an applicant is not suitable, the offer of employment will be withdrawn by Lee Abbey London and the applicant will not be employed.

Existing employees

Existing employees or charity workers may be required to provide a satisfactory standard or enhanced disclosure check where their work becomes a regulated activity/work or Lee Abbey London requires them to start carrying out regulated activity/work. Existing employees or charity workers cannot conduct any regulated activity/work until they have undertaken a satisfactory disclosure check.

The disclosure check will be conducted by the Disclosure and Barring Service in England.

The check will confirm that the employee is suitable to carry out the work and has not been barred from performing this.

If employees or charity workers are unable to provide a satisfactory disclosure check, or refuse to undertake a disclosure check, Lee Abbey London will consider the options for redeployment into any available job roles that do not involve regulated activity/work.

If existing employees or charity workers become added to the children and adults barred lists by either disclosure body, Lee Abbey London will consider the options for redeployment into any available job roles that do not involve regulated activity/work.

In both cases, if this is not possible Lee Abbey London may need to consider dismissal of the employee on the basis of the statutory ban imposed by the disclosure. Lee Abbey London may be unable to continue to employ the employee or charity worker in any capacity if the continued association with the employee or charity worker cannot be maintained, causes reputational damage to the employer or other reasons that harm its position in the marketplace.

What is abuse?

Given the risk of abuse to children and service users, all employees and charity workers are to be alert aware at all times of the possibility of abuse towards children or service users.

Abuse may be a single incident or something that occurs over a long period of time. It can take many forms including, but not limited to:

- financial or material abuse
- physical abuse
- mental abuse
- neglect and failures to act
- sexual abuse
- threats of abuse or harm
- controlling or intimidating conduct
- self-neglect
- domestic abuse
- poor practices within an organisation providing care
- modern slavery.

The abuse may come from employees, personal assistants, service users, relatives, neighbours, social workers, providers of support services etc.

Reporting and investigating abuse

Employees or charity workers that suspect abuse is occurring should refer the matter to their line manager immediately, with as much detail as possible. The line manager will need to be informed of the names of the people involved (if known), what type of abuse is or may be occurring and the dates and times. The allegations will be investigated and all such reports are taken seriously. The police will be involved if necessary.

Employees suspected of abuse will be suspended on full pay pending a full investigation of the complaints.

Lee Abbey London may be under a duty to disclose allegations of abuse to the Disclosure and Barring Service or Disclosure Scotland as appropriate. The organisation may also consider it necessary to inform the police of allegations under investigation.

Disciplinary action

If the investigation reveals that abuse has happened, or is happening, Lee Abbey London will set up a disciplinary hearing for the employee or charity worker concerned. Abuse of service users is regarded by Lee Abbey London as an act of gross misconduct and the allegation could result in summary dismissal, in line with Lee Abbey London's disciplinary procedure.

Duty of disclosure

Lee Abbey London is legally required to send information to the Disclosure and Barring Service if a decision is taken to dismiss an employee or charity worker or remove them from working in regulated activity/work.

Lee Abbey London may also be required to inform the Disclosure and Barring Service if Lee Abbey London suspends an employee or charity worker, or an employee or charity worker resigns in suspicious circumstances, as the referral duty criteria may already be met at that stage.