

The Mary Ward Settlement



Safeguarding & Prevent Policy

Please note that all supporting documents referred to in this policy can be accessed on Moodle

1. Context

The Mary Ward Centre and the Mary Ward Legal Centre (the Settlement) do not carry out regulated activities relating to children or adults. All students at the Mary Ward Centre are 18 years or older. Regulated activity is defined in the Protection and Freedoms Act 2012 (Part 5 Safeguarding Vulnerable Groups) as:

- Providing health care
- Providing personal care
- Providing social work
- Assisting with general household matters
- Assisting in the conduct of a person's own affairs
- Conveying
- Day to day management or supervision of any person engaging in the above

Notwithstanding, the Settlement acknowledges a general duty of care in respect of students, clients, employees.

Blackfriars Settlement (Community Services) does carry out regulated activity. All relevant staff and volunteers are DBS checked to enhanced level. (see Recruitment section)

At induction all staff across the Settlement Group are made aware of this policy and the related Safeguarding and Prevent Materials and Guidance.

2. Purpose

The purpose of this policy is to promote the welfare of adults by protecting them from and preventing abuse and neglect including the risk of radicalization within the context of Safeguarding and prevent

3. Scope

This policy covers the welfare of all students, clients and service users. Within this policy the term Mary Ward Group staff refers to any employee or volunteer including tutors, assessors, interpreters and volunteers. It identifies the responsibilities of Mary Ward staff, trustees, subcontractors who deliver our core services and partners; necessary to support the policy.

4. Responsibilities

Institution

The institution is responsible for:

- Protecting students and clients from the risk of abuse / neglect within the context of Safeguarding
- Promoting safety and British values within the context of the governments Prevent strategy

How?

- To provide a clear process of referral internally and onwards
- To provide accessible information and guidance, training and support materials to raise awareness of safeguarding, safety and British Values e.g. posters, student / client charter, leaflets

Trustees

It is the responsibility of the Board of trustees to:

- Protect students and clients from the risk of abuse / neglect within the context of Safeguarding
- Promote safety and British values within the context of the governments Prevent strategy
- Ensure compliance with their legal duties including the Prevent duty
- Ensure that there are robust policies and procedures in place to safeguard students including for internally and externally sharing information about vulnerable students
- Ensure that policies are implemented effectively

How?

- Undertake relevant training
- Scrutinise and monitor policies at board level
- Monitor issues / concerns raised

Designated Individuals / Senior Management Team

The **Designated Individuals** are:

Sue Craggs - Head of Adult and Community Education

Paula Twigg - Director Legal Centre

Liz Ranger – Director of Service

Tina Johnston – Coordinator for Positive Ageing

Adonis Christodoulou – Coordinator for Mental Health & Wellbeing

In their absence other members of the **Senior Management Team**

Suzanna Jackson – Warden

Allister Duncan – Deputy CEO

Juliet Woodford – Director of Finance and Resources

It is the responsibility of the Designated Individuals to:

- Act as a single point of contact for Prevent and Safeguarding
- Undertake appropriate training for the role
- Carry out regular risk assessment using a Student / Client Welfare Risk Assessment Action Plan
- Operate a Prevent recording system and report to the board
- Maintain contact with the Local Authority Safeguarding Boards and FE/HE Prevent Coordinators.
- Organise the delivery of appropriate training and support and guidance materials

It is the responsibility of the Senior Management Team to:

- Investigate concerns and make appropriate referrals, advise staff, and offer support when needed. It is not their responsibility to investigate concerns or allegations but in parallel with confidentiality a decision can be made to contact Adult Social Care, the Metropolitan police or any other appropriate authority against a client's or a student's wishes, where we think that the person is significantly at risk.
- Make judgements about issues and concerns raised and what action to take

How?

- Where appropriate refer to local authority safeguarding team or Channel Panel or other appropriate agencies.

- Review the implementation of the policy and reporting to the board

Mary Ward Group Staff and Subcontractors of learning and core services

It is the responsibility of Mary Ward staff:

- To sign into and out of the building and to wear an ID badge
- To know who the Designated person is to raise concerns with
- To be vigilant / be able to spot signs of abuse and neglect including the risk of radicalisation
- To raise / report any concerns or suspicions, including concerns of people in danger of radicalisation and extremism immediately with the Designated Person
- Share information about vulnerable individuals within the organisation
- Where appropriate raise awareness of British Values
- To complete a risk assessment when using a visiting speaker or substitute tutor

How?

- Undertake training and update their knowledge annually
- Exemplify British values such as tolerance and mutual respect for faiths and beliefs where appropriate
- implement the teaching of British values when opportunities arise within the curriculum
- challenge extremist ideas as they arise in their work

Substitute Tutors

It is the responsibility of substitute tutors to:

- On arrival report to reception and sign in
- Wear an ID badge which must be visible at all times
- Know who the designated person is to raise concerns with
- Raise / report any concerns or suspicions, including concerns of people in danger of radicalisation and extremism immediately with the Designated Person
- To be vigilant / be able to spot signs of abuse and neglect including the risk of radicalisation

How?

- Read the Information for Substitute Tutors' sheet issued by reception or the department

Subcontractors of learning and core services

Subcontractors of core services are responsible for:

- Protecting students and clients from the risk of abuse / neglect within the context of Safeguarding
- Promoting safety and British values within the context of the governments Prevent strategy

How?

- Comply with the Welfare Policy of Students and Clients of the organisation
- Undertake the same training as MWC staff and have their own policy in place

- Raise / report any concerns or suspicions, including concerns of people in danger of radicalisation and extremism immediately with the Designated Person

Partners

When working with partner organisations which carry out regulated activity relating to children or adults, as defined by the Protection and Freedoms Act 2012, we shall comply with the policies of the partner in respect of Safeguarding and Prevent. Where the partner does not carry out regulated activity the partner will comply with the policies of the Mary Ward Centre.

It is the responsibility of partners to:

- Comply with the relevant legal duties

How?

- To agree to a partner agreement which clearly defines the lead organisation policy in respect of Safeguarding and Prevent
- To communicate the policy and process to Mary Ward staff working on the partnership project and provide appropriate training

Visitors (including visiting speakers / volunteers and contractors e.g. electrician)

It is the responsibility of visitors to:

- On arrival report to reception and sign in to the Visitors book
- Read the 'Information for Visitors' sheet issued upon arrival
- Wear a visitors / contractors badge which must be visible at all times
- Report any concerns you might have to the class tutor or a member of the reception team who will contact our Designated Individual
- Sign out of the visitors book and return the visitors badge when leaving the centre

5. Recruitment

The Mary Ward Education Centre and the Mary Ward Legal Centre does not carry out regulated activity relating to children or adults as defined by the Protection and Freedoms Act 2012.

The 'Safeguarding Vulnerable Groups Act 2006 p.66 Part 2 and The Police Act 1997 page 2/8, 3/8' states that in order to be able to carry out any standard or enhanced DBS check; training, teaching, instruction, assistance or advice or guidance, would need to be provided wholly or mainly for adults who receive a health or social care service within the meaning of para 9 or a specified activity within para 10.

For the purpose of this policy we have checked the guidance on the following website:

<https://www.gov.uk/find-out-dbs-check>

Blackfriars Settlement and Community Services does carry out regulated activity and posts working specifically with older people or mental health service users will be DBS checked to an enhanced level.

HR will use safeguarding best practice criteria to evaluate all new job roles for assessment by the DBS and in line with guidance from DBS.

6. Work Placements

When there is provision offered relating to working with children or vulnerable adults the organisation and students will comply with the requirements of the organisation providing the placement.

7. Room Hire

MWS reserves the right to refuse room hire for any activity, or to any person or organisation which have stated views, that it considers to be in contradiction of its own principles and values, interferes with the delivery of its mission or is in competition with the services it provides.

In particular, room hire will not be given:

- For any purpose deemed to be illegal, or for the purpose of inciting illegal acts;
- To any person or organisation banned by law;
- Where the activities of the hirer, or the nature of the event, may be detrimental to the reputation or status of the MWS;
- Where the activities of the hirer, or the nature of the event, may in any way raise concerns about safeguarding or the Settlement's responsibilities under the Prevent agenda;
- Where the purpose is the advancement of any particular political party and/or where entry is limited to membership and/or affiliation to one particular political party;
- Where the purpose is the advancement of any particular religion and/or where entry is limited to membership and/or affiliation to any one religion; and
- Where the educational or other benefits attributed to the activity are generally thought to be questionable at best.

The final decision on whether to offer a room hire lies with the MWS Senior Management Team (SMT). Decisions will be made by the Warden or by the agreement of two other members of SMT.

Policy Owner: Sue Craggs

Approval: The Board of Trustees

Last approval October 2019

Next Review October 2021