

PURPOSE OF LIFE – UK Charity No.: 1165627

SAFEGUARDING POLICY - ADULTS

1. INTRODUCTION

The name of the organisation is Purpose of Life.

As part of holding dinners to feed the needy and homeless we have a number of children who will also attend with their parents.

Purpose of Life also does events which include fundraising dinners and fun days and sporting days which involve children participating

We as a charity is committed to the welfare and the safeguarding of children and/or young people within all the activities that we undertake.

2. A NAMED PERSON(S) FOR SAFEGUARDING

Name of Safeguarding Lead: Mohammad Sajad Hussain

Name of Deputy Safeguarding lead: Yahya Seedat

Telephone number: N/A

Mobile Number: 07810272029

Emergency Contact No: 07825618433

Telephone number of Children's Social Work Service (including out of hours number):

During Office hours (Monday to Friday, 10am to 5pm) - 07810272029

3. RECOGNISING THE SIGNS AND SYMPTOMS OF ABUSE

It is important that all staff and volunteers understand the different forms of abuse that some adults may experience and the signs and symptoms of such abuse. The charity recommends that all staff that work with adults' access training to help them not only identify but also act upon any form of abuse that they may identify.

There are a number of abuses which can cause long term damage to a person. These are defined below and can be used within your policy.

Physical

This includes assault, hitting, slapping, pushing, giving the wrong (or no) medication, restraining someone or only letting them do certain things at certain times.

Domestic

This includes psychological, physical, sexual, financial or emotional abuse. It also covers so-called 'honour' based violence.

Sexual

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, taking sexual photographs, making someone look at pornography or watch sexual acts, sexual assault or sexual acts the adult didn't consent to or was pressured into consenting.

Psychological

This includes emotional abuse, threats of harm or abandonment, depriving someone of contact with someone else, humiliation, blaming, controlling, intimidation, putting pressure on someone to do something, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or support networks

Financial or material

This includes theft, fraud, internet scamming, putting pressure on someone about their financial arrangements (including wills, property, inheritance or financial transactions) of the misuse or stealing of property, possessions or benefits.

Modern slavery

This covers slavery (including domestic slavery), human trafficking and forced labour. Traffickers and slave masters use whatever they can to pressurise, deceive and force individuals into a life of abuse and inhumane treatment.

Discriminatory

This includes types of harassment or insults because of someone's race, gender or gender identity, age, disability, sexual orientation or religion.

Neglect and acts of omission

This includes ignoring medical, emotional or physical needs, failure to provide access to appropriate health, care and support or educational services, or not giving someone what they

need to help them live, such as medication, enough nutrition and heating.

Self-neglect

This covers a wide range of behaviour which shows that someone isn't caring for their own personal hygiene, health or surroundings. It includes behaviour such as hoarding

4. BECOMING AWARE OF A SAFEGUARDING ISSUE

It is important that procedures provide some detail about how you become aware about an adult's safety.

If you become aware of a person's safety as detailed above, then a report should be made to either the Safeguarding Lead or the Deputy Safeguarding Lead.

5. WHAT TO DO IF YOU ARE CONCERNED ABOUT AN ADULT

It is important that you treat any allegations extremely seriously. Never think that someone else may be dealing with it. If you receive information that an adult may be at risk of, or experiencing harm make sure your organisation and staff know how to respond appropriately.

Stage 1

- Initially talk to the person about what you are observing. It is okay to ask questions, *for example: "I've noticed that you don't appear yourself today, is everything okay?"* But never use leading questions
- Listen carefully to what the person has to say and take it seriously. Act at all times towards the person as if you believe what they are saying.
- It is not the responsibility of individuals to investigate incidences of suspected abuse but to gather information and refer only.
- Always explain to people that any information they have given will have to be shared with others, if this indicates they are at risk of harm;
- Notify the organisation's Named Person for safeguarding (above)
- Record what was said as soon as possible after any disclosure; the person who receives the allegation or has the concern, should complete a pro-forma and ensure it is signed and dated. The contents of the pro-forma should include:
 - Date and time of notification
 - Person's name
 - What was said
 - Actions to be taken (both internal and external actions - based on the issues raised in the

allegation.

- Respect confidentiality and file documents securely;

Stage 2

- The Named person(s) should take immediate action if there is a suspicion that a person has been abused or likely to be abused. In this situation the Named Person should contact the police and/or the Duty and Advice Team. If a referral is made direct to the Duty and Advice team this should be followed up in writing within 24 hrs.

6. SAFE RECRUITMENT

Not applicable

7. MANAGEMENT AND SUPERVISION OF STAFF/VOLUNTEERS

It is important that all staff have an opportunity to discuss with the trustees any safeguarding matter giving them concern and this is best done by providing regular supervision. Your procedures should indicate the supervision arrangements in place for your staff.

All the new volunteers and trustees will be briefed on the safeguarding policy as part of the induction, with regular ongoing supervision

9. RECORDING AND MANAGING CONFIDENTIAL INFORMATION

This section should include:

- A form for recording concerns/allegations of abuse, harm and neglect should be attached to the guidelines. This can be a very simple form outlining name of the person, date of birth, date and details of incident. The person who receives the allegation or has the concern should complete and sign this form.
- A summary of the organisation's commitment to manage confidential information safely, how information is stored for example, how secure is your computer where the details may be kept, do you keep confidential information locked away.
- A statement about the rights to confidentiality unless the organisation considers they could be at risk of abuse and/or harm.

10. DISTRIBUTING/ REVIEWING POLICIES AND PROCEDURES

The charity should have in place a system for distributing, displaying and reviewing their overall policies and procedures.

They should be reviewed annually and signed by the Management Committee.

Policies and Procedures should be displayed on a prominent notice board and on your web site and a copy should be given or be made easily available to all individuals.

Please list the areas where you will display your policies and how you will make staff and users of your service aware of them.

Policy will be sent either via email or social media such as WhatsApp.

Hard copy is also displayed at the charity office. Please contact Sajad Hussain on 07810272029 to view.

The policy will also be uploaded on the website once complete.

11. RESPONSIBILITIES OF MANAGEMENT COMMITTEES

All individuals need to make sure that their policies and procedures are approved by their Management Committees. These Committees need to understand that they are ultimately accountable for all that happens within their establishment and that includes the implementation of effective safeguarding procedures

Some of the ways which this can be achieved:

- Provide written guidance to all staff and committee members
- Ensure everyone understands their legal duties and responsibilities

Management committees should also:

- Develop a clear framework for behaviour management towards people
- Provide information about procedures to follow if an allegation is made
- Ensure all volunteers have training to recognise the signs and symptoms of abuse
- Ensure that all relevant staff have DBS checks.
- Have correct policies in place covering your activities eg: health and safety, lone working, etc.
- Understand what is good safeguarding practice and take responsibility for ensuring this is undertaken by all staff within your organisation
- Ensure all volunteers understand that physical punishment or threat of physical punishment must never be used
- Ensure that volunteers understand that verbal humiliation of anyone is unacceptable

This policy has been approved by Sajad Hussain & Yahya Seedat. Both are trustees of the charity.

REVISION - 12. CONSENT TO THE USE OF PICTURES/VIDEOS

All pictures taken by the volunteers (on behalf of the charity) will be taken with the consent of the individuals concerned and in the case of children will be taken with the consent of the parents or those with parental responsibility.

The copyright and ownership of the pictures/videos taken by the volunteers on behalf of the charity will belong to the charity.