

SAFE WORKING GUIDELINES (Public Site)

Safeguarding involves thinking about not only keeping our children and adults at risk (formerly termed - vulnerable adults) safe, but also keeping ourselves safe – when for example we are interviewing applicants, latihan with sick, testing etc. There are certain actions everyone can take to keep themselves safe, especially as we welcome new members and their families who may not be well known to us. Below are safe working practice, guidelines and procedures that it is important that everyone is aware of so that you can look after yourselves and others.

SAFE WORKING PRACTICE

- If you are offering a child or young person or adult at risk a private space to talk and receive support you should have clear safeguarding policies and procedures
- A child is a person who is under the age of 18 years.
- An adult is normally defined as anyone aged 18 or over.
- All of us could be defined as 'vulnerable' (at risk) at certain times. For example when undergoing medical treatment.
- From a safeguarding point of view, the term adult at risk applies to those who have health or social care needs (irrespective of whether or not those needs are being met by social care) and who are unable to safeguard themselves at all times as a result. There are also adults who are at risk due to a specific circumstance they may find themselves in, for example: domestic abuse, forced marriage, sexual or commercial or financial exploitation.

BEST PRACTICE FOR SAFE WORKING – GUIDELINES

- Have another adult nearby, within sight and hearing whenever you are working with young people or adults at risk. In situations where having another adult nearby would be inappropriate or intrusive you can make use of other safeguards by making sure that:
- Someone else always knows the time and place when you are alone with a child or adult at risk.
- The young person, parent or carer and the person in charge know the reason for the one-to-one and agrees for it to take place
- If you are not able to inform the parent or carer and the person in charge in advance that you will be alone with the young person or vulnerable adult, you should do so as soon as possible afterwards.
- You and the young person or adult at risk know what to do in an emergency, how to contact their parent or carer
- You have access to a phone or can summon help from a colleague by calling out
- The young person or adult at risk knows they can stop the one-to-one contact at any time and knows how to complain or to get help if they need it
- If you are alone with a child or adult at risk, physical touching is normally best avoided
- You know when to stop the session should you become aware that the young person is uncomfortable about being alone with you
- You make a record of the fact that you were alone with the young person, giving the reason for this and describing what happened
- If you are not able to put these safeguards in place, consider limiting your service to those who are 18 years and older
- Don't take a vulnerable person (child, young person or adult at risk) alone in a car, however short the journey, unless you are certain that the individual has the capacity to decide to accept a lift or unless you have the full knowledge and consent of someone in charge of the organisation or the person's carer

- Don't take a vulnerable person to your home as part of your organisation's activity unless you have the full knowledge and consent of someone in charge of the organisation or the person's carers.
- Obtain consent of parents and/or carers to publishing photographs of children, young people and adults at risk.
- **Always bear in mind that if you don't know somebody, or know very little about them or their family – even if they seem OK – safe working practice will safeguard you too**

SAFEGUARDING PROCEDURES

- Be aware of and work safely
- If you have concerns about a situation, write down factual records including as much information as possible, dates and times and contact the Designated Safeguarding Lead immediately
- If you are worried about a child or vulnerable adult in immediate danger – contact the Police – 999 or NSPCC (children and young people) help@nspcc.org.uk, 0808 800 5000
- Don't share information inappropriately – if in doubt about who else needs to know, check with the Designated Safeguarding Lead, NSPCC or Police

Know where to access Subud Britain Safeguarding Policy <https://www.subud.org.uk/Practices>

How to listen to and record information when you are concerned –

- Stay calm
- Believe the person
- Reassure the person they have done the right thing by talking to you
- Never promise confidentiality where abuse may have occurred
- Make a factual record of the event or conversation, e.g. Jamie was crying (not – it looked like Jamie was upset)
- Record date and time of incident
- Don't ask leading questions, e.g. that must have been really upsetting. You can ask – how did that make you feel?
- Don't confront the abuser
- Contact the Designated Safeguarding Lead, or if person is in immediate danger, the Police or NSPCC
- Remember it's not your job to investigate, only to listen, believe, record and pass to the Designated Safeguarding Lead, NSPCC or Police
- Be aware of confidentiality and who needs to know about it – contact the Designated Safeguarding Lead if unsure
- Don't worry about 'getting it wrong'. If you have concerns it is better to have checked with the Designated Safeguarding Lead /NSPCC/Police to look after someone, than to do nothing and potential harm come to someone, or harm continue.
- Contact the Designated Safeguarding Lead

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