

Safeguarding Policy (interim)

Personal Information and Record Keeping Guidelines

Adopted: Feb 2012 v1, Updated 13/2/2020 v2

Review date: 30/6/2020

The Bridge Collective is undertaking a thorough review of its safeguarding policy and practices during 2020, and this interim policy is expected to be updated as a result of this.

We will be undertaking consultation with members of the collective over the coming months to ensure that this is a collaborative policy and procedure that reflects the aims of the collective.

1. Introduction

The Bridge Collective recognises that any person can at times be vulnerable to abuse, exploitation or harm caused by the actions of another person or people. The Bridge will keep in place and regularly review (at least annually) procedures to minimise the risk of this happening within the Bridge, and to guide our response if we are aware that it is or may be happening within or outside the Bridge.

The intention of this policy is to set out how this will be done in a way that is clear, sensitive, fair, and respectful.

The Bridge Collective recognises that as an organisation we have a 'duty of care' towards the people we work with, i.e. to do everything reasonable within our power to protect others from harm.

The Bridge Collective recognises that anyone attending is as likely as anyone else to have ideas, skills, knowledge, experience and qualities that contribute to making a safe, welcoming and supportive environment.

See: ['How the Bridge Collective works'](#)

2a. Who do safeguarding duties apply to?

The law identifies adults to whom safeguarding duties apply.

Safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

From 14.2 of 'Care and Support Statutory Guidance' (Oct 2018)

Other individuals may also be at risk and the collective will endeavour to support people through sensitive and appropriate support and signposting in other situations.

b. Definition and self-definition

The Bridge Collective recognises that people attending the Bridge collective may or may not self-define as an adult to whom safeguarding duties apply or as an adult unable to protect themselves. There is no assessment/ referral process to take part in Bridge activities: people decide for themselves if activities are something they would benefit from. No personal/ health details are asked for (except for attending Greenwood Camps). People at the collective may have multiple roles including: director, employee, facilitator, keyholder, volunteer, member, participant, attendee, visitor; and people take part as both providers and beneficiaries of the collective's activities.

c. Person in a responsible position

The phrase "Person in a responsible position" is used in this policy to refer to anyone who is doing work (paid or unpaid) on behalf of the Bridge Collective which puts them in a position where they may be in a supervisory role in relation to adults to whom safeguarding duties apply. This will include: directors; company secretary; keyholders, group and project facilitators, including facilitators of Experts by Experience workshop teams; complaints team members; safeguarding officer(s); communications team; any other role involving this kind of responsibility as determined by the Community Meeting.

d. What constitutes abuse and neglect?

From [chapter 14 of 'Care and Support Statutory Guidance'](#) (14.16 & 14.17)

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

1. Physical abuse
2. Domestic violence and abuse
3. Sexual abuse
4. Psychological abuse
5. Financial or material abuse
6. Modern slavery
7. Discriminatory abuse
8. Organisational abuse
9. Neglect and acts of omission
10. Self-neglect

3. Principles

From [chapter 14 of 'Care and Support Statutory Guidance'](#) (14.13) *Six key principles underpin all adult safeguarding work*

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

These are important principles that enshrine the concept of self-determination and personalised responses in law and make safeguarding 'personal'

4. Guidance and support when there is a safeguarding allegation or concern

The people within the organisation, who will deal with a safeguarding allegation or concern are Sarah, Nicola and Andrew.

We respect people's right to share information in confidence. There are rare occasions when we are required to share information in line with our confidentiality policy.

5. Procedure

In the interim our intention is to follow the flowchart below.

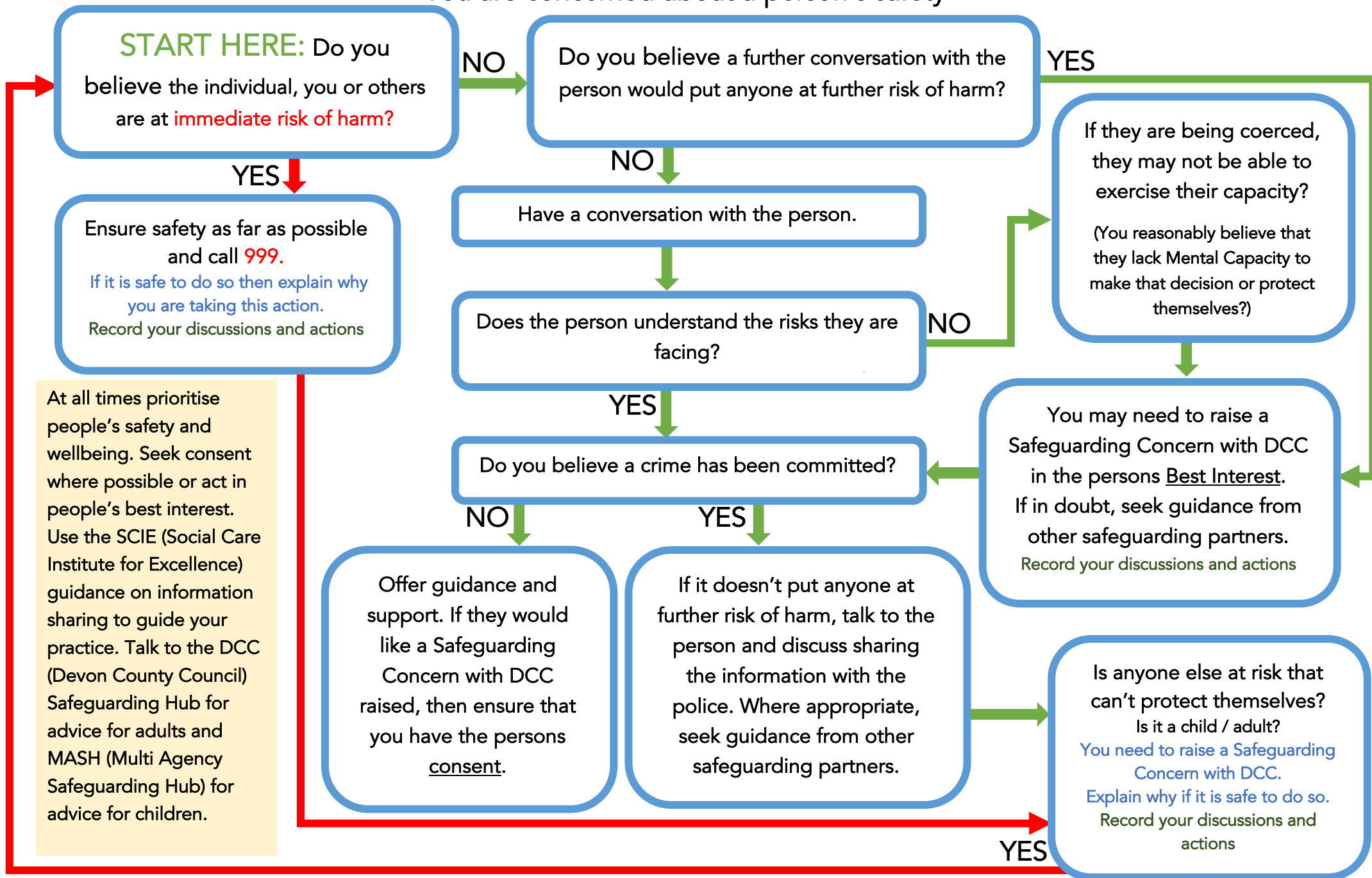
All those deemed as a responsible person can seek advice in following the flow chart from Sarah, Nicola and Andrew or the Devon County Council Safeguarding Hub. See local contact numbers below.

6. Local contact numbers

- **Devon County Council Safeguarding Hub for adults**
www.devonsafeguardingadultpartnership.org.uk
Tel: Care Direct on 0345 1551 007
- **Multi-agency Safeguarding Hub (MASH) in Devon for children**
www.dcfp.org.uk
Tel: 0345 155 1071
- **Domestic Violence and Abuse**
www.devon.gov.uk/dsva/
Tel: 0345 155 1074
- **Devon and Cornwall Police**
www.devon-cornwall.police.uk
Tel: 101 or 999 (112 for emergency services in poor signal areas)

Safeguarding Responses

You are concerned about a person's safety



Bridge Collective Safeguarding Report Form

v1 agreed 13/2/2020 (interim report form)

Procedure:

- For use by people deemed as a “responsible person” at the Bridge Collective to record rationale for action or inaction.
 - Follow the safeguarding flowchart in the safeguarding policy
 - If you reach a point that says: *Record your discussions and actions* use this form.
 - You can seek advice in following the flow chart and filling in this form from Nicola, Andrew, Sarah or Devon County Council Safeguarding Hub.
 - Hand this form to Sarah, Nicola, Andrew to file in the safeguarding report folder.

Why was I/were we concerned?

What was our conversation?

What did I/we agree to do?

Who took part in our conversation?

Name:

Date:

Name:

Date:

Name:

Date: