

# **LIGHTHOUSE WOMENS AID (LWA)**

## **Safeguarding Children and Adults Policy (Statement)**

### **Introduction**

This policy applies to all staff, trustees, volunteers and anyone working on behalf of Lighthouse Women's Aid (LWA). It is also a source of information for LWA service users.

### **Aims**

The purpose of this policy statement is:

- To protect women, children and young people (clients) who receive LWA services. This includes the children of adults who use our services
- To provide staff and volunteers with the overarching principles which guide our approach to safeguarding and child protection.

### **Legal Framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seek to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](http://nspcc.org.uk/learning)

### **Supporting documents**

This policy statement should be read alongside LWA policies, procedures, guidance and other related documents, including:

- Role of the designated Safeguarding Officer
- Child Safeguarding - Recognising and Responding to Abuse
- Code of Conduct – Working with Children
- Adult Safeguarding
- Boundaries (including Code of Conduct - staff)
- Lone Working
- Harassment and Dignity at Work
- Complaints
- Whistleblowing
- Health and Safety
- Staff Development

### **We believe that:**

- We have a responsibility to promote the welfare of all LWA clients, to keep them safe and to practise in a way that protects them
- LWA clients should not experience abuse of any kind

## **We recognise that:**

- The welfare of each client is paramount in all the work we do and in the decisions we take
- All clients, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have an equal right to protection from all types of harm or abuse
- Some clients are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with LWA clients, parents, carers and other agencies is essential in promoting client's welfare

## **We will seek to keep clients people safe by:**

- Valuing them, listening to and respecting them
- Providing a nominated safeguarding lead
- Adopting safeguarding and child protection practices through LWA policies and procedures
- Providing effective management for staff and volunteers through supervision, support and training to ensure all staff and volunteers are aware of and follow our policies, procedures and guidelines competently and confidently
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know and involving adults, children, young people, parents and carers appropriately
- Ensuring we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our clients, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, clients and their families, treat each other with respect and are comfortable about sharing concerns

## **Safer Recruitment**

LWA is committed to Safeguarding and Safer Employment as recommended by Key Safeguarding Employment Standards. We do this by the following:

- Recruitment, Advertising and Application forms all mention a commitment to Safeguarding by Lighthouse. Interviewing is completed by 2 members of staff with specific questions about safeguarding being asked.
- Employment checks, for example, exploring sizable gaps in employment history are completed.
- References are verified verbally.
- All staff working with clients are Enhanced Disclosure and Barring Service checked, this is renewed every 3 years and staff undergo an induction period. Members of staff are not permitted to work with Service Users until the DBS has been obtained.
- Staff have regular supervision where safeguarding is discussed.
- Safeguarding training is embedded within the organisation as mandatory training.

Link to the Safeguarding Employment Standards:

<https://www.suffolkscb.org.uk/assets/Safeguarding-Topics/Safer-Recruitment/Key-Safeguarding-Employment-Standards.doc>

## **Equality and Diversity**

We are an organisation run by women for women and children and are committed to promoting and valuing equality and diversity in all of our activities. We welcome and celebrate the richness and diversity of the communities in Suffolk and are strongly committed to achieving equal opportunities and access for all in society.

Equality and diversity is the cornerstone of all our policies and procedures. We are proud of our diversity and the actions we take to eliminate discrimination and prejudice, to ensure inclusion and engagement for everyone who works and volunteers with us or wishes to use our services. We will continue to strive towards a culture that is diverse, and which recognises and develops the potential of all our staff, volunteers and service users.

We recognise that safeguarding concerns can be harder to recognise in some groups, for example, those with special needs, and ensure that staff are able to take this into account when safeguarding.

*The full Child and Adult safeguarding policies are available on request, please contact: [admin@lighthousewa.org.uk](mailto:admin@lighthousewa.org.uk)*