



# ICARUS

Immediate Care, Assessment & Rehabilitation for Uniformed Services

## Safeguarding <sup>1</sup>Policy

### Purpose

The Charity's safeguarding policy applies to all employees, workers or volunteers and volunteers at all levels of the business, as well as agency workers and volunteers.

The purpose of the policy is to protect service users from harm and to provide all employees, workers or volunteers, workers and volunteers with information about the safeguarding policy adopted by the Charity.

The policy is particularly important in the regulated activity/work that the Charity does with service users.

In England and Wales this is referred to as regulated activity and in Scotland this is referred to as regulated work. In this policy this will be referred to as regulated activity/work.

The Charity has a responsibility to promote the welfare of service users and to keep them safe.

The Charity complies with all the legal obligations placed upon it by the Safeguarding Vulnerable Groups Act 2006 (England and Wales) and the Protection of Vulnerable Groups (Scotland) Act 2007 (Scotland).

The policy covers the arrangements for safeguarding during the recruitment and selection process and safeguarding issues that arise during employment in circumstances where service users are placed at risk, or where they could have been placed at risk.

The policy also sets out the reporting obligations for all employees, workers or volunteers, workers and volunteers and the procedure that should be followed to report abuse if this occurs to one of the Charity's service users.

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<sup>1</sup> V1.2 Apr 2021



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## **Recruitment process**

Offers of voluntary roles will be made conditional on the receipt of a satisfactory disclosure check and certificates of qualifications. These will be conducted by the Disclosure and Barring Service in England and Wales and Disclosure Scotland in Scotland.

The check will confirm that the applicant is suitable to carry out the role and has not been barred from performing this work.

If the background check reveals that an applicant is not suitable, the offer of employment will be withdrawn by the Charity and the applicant will not be employed.

## **Existing employees, workers or volunteers, workers or volunteers**

Existing employees, workers or volunteers, workers or volunteers may be required to provide a satisfactory disclosure check where their work becomes a regulated activity/work or the Charity requires them to start carrying out regulated activity/work. Existing employees, workers or volunteers, workers or volunteers cannot conduct any regulated activity/work until they have undertaken a satisfactory disclosure check.

The disclosure check will be conducted by the Disclosure and Barring Service in England and Wales and Disclosure Scotland in Scotland.

The check will confirm that the employee is suitable to carry out the work and has not been barred from performing this.

If employees, workers or volunteers are unable to provide a satisfactory disclosure check, or refuse to undertake a disclosure check, the Charity will consider the options for redeployment into any available job roles that do not involve regulated activity/work.

If existing employees, workers or volunteers become added to the adults barred lists by either disclosure body, the Charity will consider the options for redeployment into any available job roles that do not involve regulated activity/work.

In both cases, if this is not possible, the Charity may need to consider dismissal of the employee, volunteer or worker on the basis of the statutory ban imposed by the



# ICARUS

Immediate Care, Assessment & Rehabilitation for Uniformed Services

disclosure. The Charity may be unable to continue to employ the employee in any capacity or use the volunteer if the continued association with the employee or volunteer cannot be maintained, causes reputational damage to the Charity.

## **What is abuse?**

Given the risk of abuse to service users, all employees, workers or volunteers are to be alert and aware at all times of the possibility of abuse towards children, vulnerable adults and/or service users.

Abuse may be a single incident or something that occurs over a long period of time. It can take many forms including, but not limited to:

- financial or material abuse
- homelessness
- honor based abuse and forced marriage
- female genital mutilation (FGM)
- modern slavery and human trafficking
- fabricated injuries and illnesses (FII)
- child exploitation and abuse
- physical abuse
- mental abuse
- neglect and failures to act
- sexual abuse
- threats of abuse or harm
- controlling or intimidating conduct
- self-neglect
- domestic abuse
- poor practices within an organisation providing care
- any concern relating to the Mental Capacity Act 2005 considering the 5 principles;
  - A presumption of capacity
  - individuals are supported to make their own decisions
  - Unwise decisions
  - Best interests
  - Less restrictive option



# ICARUS

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To assess someone's capacity to make a decision to enter therapy for themselves should use the two-stage test;

1. The first question you must answer is: "does the person have an impairment of the mind or brain, or is there some sort of disturbance affecting the way their mind or brain works?"
2. If so, the second question you must answer is: "does that impairment or disturbance mean that the person is unable to make the decision in question at the time it needs to be made?"

Abuse may come from employees, workers or volunteers, personal assistants, service users, relatives, friends, neighbours, social workers, providers of support services etc.

## **Reporting and investigating abuse**

Employees, workers or volunteers that suspect abuse is occurring should refer the matter to the Senior Therapist immediately, with as much detail as possible. The Senior Therapist will need to be informed of the names of the people involved (if known), what type of abuse is or may be occurring and the dates and times. The allegations will be investigated, and all such reports are taken seriously. The police and/or Safeguarding teams in the local vicinity to the vulnerable child or adult will be involved if any abuse is suspected.

Employees, workers or volunteers suspected of abuse will be suspended on full pay pending a full investigation of the complaints.

The Charity may be under a duty to disclose allegations of abuse to the Disclosure and Barring Service or Disclosure Scotland as appropriate. The organisation may also consider it necessary to inform the police of allegations under investigation.

## **Risk Assessment & Disclosure**

In order to support any emotional, medical or physical disability needs an individual may have, it may be necessary for therapists and individuals to complete a risk assessment and 'safety plan' together. This is to ensure that a plan is in place to keep the client safe from risk and to ensure they are receiving the support they need. Should a referral or the sharing of information be required, the charity will discuss this with the individual. It is important that clients are honest with their therapist which is built when trust is formed through rapport, to ensure their needs are being met. As such, we require permission from clients via an informed consent during the registration process to disclose personal and sensitive information as deemed necessary at any time, in full compliance with GDPR and also Safeguarding requirements.



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## **Act, Listen, Do Principles**

The Charity operates under the Act, Listen, Do Principles as contained within the NHS Safeguarding App and all volunteers are required to download the app onto their phones or tablets so the most up to date information can be readily available at all times.

## **Disciplinary Action of Volunteers Suspected of Abuse**

If the investigation reveals that a charity volunteer is suspected of abusing an individual, either in the past or present, the Charity will set up a disciplinary hearing for the employee or volunteer concerned. Abuse of service users is regarded by the Charity as an act of gross misconduct and the allegation could result in summary dismissal, in line with the Charity's disciplinary procedure. The matter will also be referred to the Police if it is believed that a criminal offence has taken place.

## **Duty of Disclosure**

The Charity is legally required to send information to the Disclosure and Barring Service or Disclosure Scotland if a decision is taken to dismiss an employee or remove them from working in regulated activity/work.

The Charity may also be required to inform the Disclosure and Barring Service or Disclosure Scotland if the Charity suspends an employee, or volunteer, or an employee or volunteer resigns in suspicious circumstances, as the referral duty criteria may already be met at that stage.