



## Safeguarding Policy

The purpose of this policy statement is to define how The Fix it Group 23 operates to safeguard children and vulnerable adults, and provide stakeholders and the public with the overarching principles that guide our approach in doing so.

The Fix it Group 23 makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. The Fix it Group 23 and its volunteers may come into contact with children and/or vulnerable adults if they attend one of our public event repair cafes.

The types of contact with children and/or vulnerable adults will be infrequent and controlled. Children (under 18) must be accompanied by a parent or carer when bringing items along to be repaired. We aim at all times to attain best safeguarding practice throughout all our interactions with children and vulnerable adults.

The group's safeguarding procedures comply with all relevant legislation and with guidance issued by The Leicestershire and Rutland Safeguarding Children Partnership (LRSCP) and Leicestershire and Rutland Safeguarding Adults Board (LRSAB) to support unpaid volunteers in their practices and clarifies the group's expectations in relation to safeguarding.

### Definitions

- **Safeguarding** is about embedding practices throughout the group to ensure the protection of children and/or vulnerable adults wherever possible. In contrast, **child and adult protection** is about responding to circumstances that arise.
- **Abuse** is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm.

Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms.

- There is no single law that defines the age of a **child** across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child “means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier” (Article1, Convention on the Rights of the Child, 1989).
- A **vulnerable adult** is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who:
  - Has a mental illness including dementia
  - Has a physical or sensory disability
  - Has a learning disability
  - Has a severe physical illness
  - Is a substance misuser
  - Is homeless

## Types and indicators of abuse

Evidence of any one indicator from the following lists shouldn't be taken on its own as proof that abuse is occurring. However, it should alert volunteers to consider other associated factors and report their concerns. The lists of possible indicators and examples of behaviour are not exhaustive and people may be subject to a number of abuse types at the same time.

### Child Abuse

Keeping Children Safe in Education 2024 identifies four main types of child abuse, these are:

- Physical abuse

- Emotional abuse
- Sexual abuse
- Neglect

The Fix it Group 23 is also aware that child sexual and child criminal exploitation are forms of child abuse. We also recognise that children can abuse other children at any age (referred to as child-on-child abuse).

The Social Care Institute for Excellence (SCIE) types and indicators of abuse guidance outlines the potential signs including physical, emotional, and behavioural indicators that a child is being abused.

## **Adult Abuse**

The care and support statutory guidance identifies ten types of abuse, these are:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

The Social Care Institute for Excellence (SCIE) types and indicators of abuse guidance outlines the potential signs and an adult is being abused.

## **Responsibilities**

Safeguarding is everyone's responsibility. For our safeguarding policy to be effective, every person in our group or those who support us, whatever their role, will play their part in keeping people safe.

### **Designated Safeguarding Lead (DSL)**

The Designated Safeguarding Lead is Joanne Lesevirdge.

The Designated Safeguarding Lead completes regular safeguarding training, and has completed Level 3 Safeguarding Children and Adults training that is specifically designed for safeguarding leads and is renewed every 3 years.

The Designated Safeguarding Lead has responsibility to act as a point of contact where volunteers have concerns about an individual who may be at risk who has attended the repair cafe and is responsible for following up and reporting any suspected reports of abuse.

### **Trustees**

All trustees have a responsibility to be aware of and comply with the statutory guidance on safeguarding and protecting people and also the 10 actions trustee boards need to take to ensure good safeguarding governance.

All trustees are committed to building a culture of respect, in which everyone feels safe and able to speak up.

### **All Volunteers**

All volunteers must have an awareness of their safeguarding responsibilities, the signs and indicators of abuse and procedures to be followed if they have a safeguarding concern.

All volunteers have a responsibility to follow the guidance provided in this policy and related policies, and to pass on any welfare concerns using the correct reporting procedures.

### **If abuse is suspected or disclosed**

When a child or adult makes a disclosure to a member of the group, or a volunteer has suspicions a child or adult is at risk of or is being abused, that volunteer will:

- reassure the child or vulnerable adult that they were not to blame and were right to speak out.
- listen to the child or vulnerable adult but not question them.
- give reassurance that the volunteer will take action.
- record the incident as soon as possible (see below).

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the online [Logging a concern about a child or vulnerable adult safety and welfare form](#) as soon as possible after the event. This form is made accessible to everyone volunteering at and/or attending our events. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child or vulnerable adult involved
- a factual report of what happened. If recording a disclosure, you must use the child or vulnerable adult's own words
- name, signature and role of the person making the record.

The record will be received by the group's Designated Safeguarding Lead who will decide on the appropriate course of action (see below).

## **Report abuse of a child**

The Designated Safeguarding Lead will pass on any concerns involving a child who we think is being neglected, physically abused or sexually abused to Leicestershire's First Response Children's Duty Team on 0116 3050005. A written referral will then be submitted to document the information shared within 24 hours.

Parents/carers should be advised that a referral to s First Response Children's Duty Team is being made unless this might put the child at further risk or cause any delay in referring

The Designated Safeguarding Lead can also support families to access Early Help services if appropriate. Early help services are services which may be offered at any point in a child or young person's life, where the child is experiencing some difficulties which cannot be supported by universal services, such as schools or GP, alone. Early help referrals will be made online using the [request for services form](#) completed by the family with the support of the group's Designated Safeguarding Lead.

Parents/carers must give their permission for a referral to early help as It is a voluntary approach, requiring the family's consent to receive support and services offered.

If a child is identified as being in imminent danger then we will contact the Police for an emergency response by calling 999.

## **Report abuse of an adult**

The Designated Safeguarding Lead will pass on any concerns about an adult who is not in immediate danger, but is at risk of being abused, being abused in a care home or being abused by a care worker in their own home to adult social care on 0116 305 0004 or adult social care emergency duty team on 0116 305 0888. A written referral will then be submitted to document the information shared within 24 hours.

It is essential that wherever possible it is the vulnerable adult who will decide on the chosen course of action, taking into account the impact of the vulnerable adult's mental capacity where relevant.

However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts.

If a crime is being committed or if someone is in immediate danger then we will contact the Police for an emergency response by calling 999.

## **Extremism and radicalisation**

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

There is no single route to radicalisation. However, there are certain behaviours that can indicate when someone is being led down the path of extremism:

- Being influenced or controlled by a group
- An obsessive or angry desire for change or 'something to be done'
- Spending an increasing amount of time online and sharing extreme views on social media
- Need for identity, meaning and belonging
- Looking to blame others
- Personal crisis or mental health issues
- Claiming that terrorist attacks and violence are justified.

If there are suspicions that a child or adult is at risk of becoming radicalised, any relevant information or observations on a Logging a concern about a child's safety and welfare form, and referred to the Designated Safeguarding Lead.

For minor concerns regarding radicalisation, the Designated Safeguarding Lead will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For more urgent concerns the Designated Safeguarding Lead will contact the Police using 999. Referrals to the local police Prevent team can be made online [here](#).

### **Allegations of abuse against a trustee or volunteer**

If anyone makes an allegation of child or adult abuse against a volunteer or trustee:

- The allegation will be recorded on an Incident record form. Any witnesses to the incident should sign and date the entry to confirm it.
- The group's Chairperson should be informed immediately. If the allegation is regarding the Chairperson, the volunteer should inform the group's Designated Safeguarding Lead.
- The Chairperson or Designated Safeguarding Lead will report the allegation of abuse to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (e.g. police) should be informed, and the group will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the trustee or volunteer pending full investigation of the allegation.

### **Safe Recruitment and Selection**

We use safe recruitment practices to ensure that all people who are part of our group and may come into contact with children and/or vulnerable adults, are safe to do so.



The Fix it Group 23 carries out a search of shortlisted candidates for any information that is publicly available online. All prospective volunteers are informed that they will be subject to an online search prior to being offered a volunteering position.

When appointing a new volunteer we will ask them to provide proof of identity and gain their written confirmation that they are not disqualified from working with children and/or vulnerable adults on the volunteer registration and induction record form.

Volunteers have no specific role to deal with children and/or vulnerable adults nor do they have unsupervised contact with children and/or vulnerable adults. Therefore, we do not routinely obtain Disclosure and Barring Service (DBS) checks for all of our volunteers. We do however obtain an Enhanced DBS for the group's Designated Safeguarding Lead.

### **Training and Awareness**

The Fix it Group 23 will ensure an appropriate level of safeguarding training is available to its trustees and volunteers and any relevant persons linked to the group who requires it.

For all volunteers who are working or volunteering at events where they may come into contact with children and/or vulnerable adults, this requires them as a minimum to have awareness training that is included in their volunteer induction e-learning and enables them to:

- Understand what safeguarding is and their role in keeping children and vulnerable adults safe.
- Recognise a child or adult potentially in need of safeguarding and take action.
- Understand how to report a safeguarding concern.
- Understand dignity and respect when working with children and vulnerable adults.

- Have knowledge of the group’s Safeguarding Policy.

### Use of mobile phones and cameras

All trustees and volunteers must understand that the use of mobile phones and any digital technology to photograph children and young people without the explicit consent of the person with parental responsibilities is unlawful.

### Key Contacts

Role	Name	Contact Details
Designated Safeguarding Lead (DSL)	Joanne Liversidge	joanne@liversidge.co.uk / 07932 994761
Lead trustee in the absence of the DSL	John Fitzgerald	fitzyjaz@googlemail.com / 07738 236390
First Response Children’s Duty Team		0116 305 0005 (24 hours)
Consultation line for safeguarding professionals (children)		0116 3055 500 (Mon-Fri 10am-4am)
Adult Social Care		0116 305 0004 (Mon-Thur, 8.30am - 5pm, Fri 8.30am - 4.30pm)
Adult Social Care Emergency Duty Team		0116 305 0888 (Evenings, weekends, Bank Holidays)

Leicestershire County Council Local Authority Designated Officer or 'L.A.D.O.'	CFS-LADO@leics.gov.uk / 0116 305 4141
Prevent Team	101 extension 6770
National police Prevent advice line	0800 011 3764
Police	999 (emergencies) 101 (non-emergencies)
NSPCC	0808 800 500

### **Guidance**

[Gov.UK – The role of other agencies in safeguarding](#)

[CC: Infographic; 10 actions trustees need to take](#)

[CC: Safeguarding duties of charity trustees](#)

[CC: Safeguarding – policies and procedures](#)

[CC: How to protect vulnerable groups](#)

[CC: Managing online risk](#)

[Working together to safeguard children 2023](#)

[Keeping children safe in education 2024](#)

[The Children Act 2004](#)

Safeguarding Vulnerable Groups Act 2006

Care Standards Act 2000

Public Interest Disclosure Act 1998

Mental Health Act 1983

Rehabilitation of Offenders Act 1974

### **Version Control - Approval and Review**

This policy was adopted by The Fix it Group 23, a community interest organisation.

Version Number	Approved By	Approval Date	Main Changes	Review Period
1.0	Board of Trustees	Nov 2024	Initial draft approved.	Annually