

Safeguarding

What this policy covers

The Business is committed to protecting service users against all forms of abuse. You have a responsibility towards service users to ensure that they are protected from abuse.

This policy sets out the Business' obligations on handling recruitment into job roles that involve working with vulnerable people and on monitoring and reporting information about you received during the course of your employment in those roles. It also sets out your responsibilities for reporting abuse to any service users and the procedure for doing so.

Your entitlements and responsibilities

What is "abuse"?

Abuse is a violation of an individual's human or civil rights by another person and may consist of a single act or multiple acts. As well as physical and psychological abuse, acts of neglect or an omission to act may amount to abuse. Abuse may also occur when a child or vulnerable adult is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent.

Recruitment

The Business will make it clear when advertising jobs whether the work will involve "regulated activity" as defined by the Safeguarding Vulnerable Groups Act 2006. Before an applicant can be employed in a regulated activity, the Business will require you to provide a satisfactory Enhanced Disclosure with a barred list check from the Disclosure and Barring Service to confirm your suitability to carry out regulated activity.

Work that becomes a regulated activity

If your work either becomes a regulated activity or where you are asked to perform work that is a regulated activity, the Business will require you to provide a satisfactory Enhanced Disclosure with a Barred List check from the Disclosure and Barring Service to confirm your suitability to carry out regulated activity

If you refuse to undertake this check, or if you appear on the Barred List, the Business will investigate whether you can continue to be employed in activities that are not regulated activities, but the Business reserves the right to dismiss you.

If you are added to a barred list during the course of your employment

If you are added to a barred list during your current employment, the Business will be legally obliged not to allow you to continue to engage in regulated activity. This may mean that the Business cannot continue to employ you.

If the Business receives notification that you have been barred, the Business will investigate whether you can continue to be employed in activities that are not regulated activities, but in these circumstances the Business reserves the right to dismiss you without notice.

The Business' duty to refer information

By law, the Business has a duty to refer certain information to the Disclosure and Barring Service. This includes:

- If the Business has dismissed an individual because he or she has harmed, or may harm, a vulnerable adult or child
- If an individual has resigned from employment with the Business in circumstances where there is a suspicion that he or she has harmed, or may harm, a vulnerable adult or child (this will apply where an allegation has been made and the employee resigns before the Business can take disciplinary action)
- If the Business has suspended an individual and has reason to think the employee has engaged in "relevant conduct" or has harmed, or may harm, a vulnerable adult or child, or has received a caution or a conviction for, a relevant offence

Procedure

You must remain vigilant at all times of the risk to service users of abusive behaviour from different sources including members of their family, other service users and employees.

If you believe that any service users have been subjected to abuse, you should refer the circumstances to your manager (or another manager if appropriate) for full investigation.

If the alleged perpetrator of abuse is another employee, the circumstances will be investigated fully under the Business' Disciplinary Procedure.

If necessary, the Business will refer details of the circumstances to the Disclosure and Barring Service.

If, following full investigation of the circumstances, the Business determines that the perpetrator should be dismissed, the perpetrator's details will be referred to the Disclosure and Barring Service.