

Animals in Mind

Safeguarding Policy 2023

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Document Control

Policy Title: Safeguarding Policy – Child and At-Risk Adults

Policy Purpose	To set out how Animals in Mind will Safeguard all children and At-Risk Adults during the course of our work.
Author	Lynn Hart – Company Owner
Scope	This policy applies to all activities under the control of Animals in Mind regardless of where these take place. This applies to staff, clients, learners, contractors, and visitors.
Responsibility	The Company Director / Owner is responsible for this policy
Legal Context	Working Together to Safeguard Children 2018, updated 2019. Keeping Children Safe in Education 2022 The Care and Support Statutory Guidance under the Care Act 2014, updated 2021. The Prevent Duty The promotion of British Values and those of local Safeguarding Partnerships and Boards.
Review / evaluation	Annual review (or earlier) in line with updates, such as KCSIE every September, or where there are substantial government policy changes. Next review due: September 2023.
Approval	Animals in Mind owners and trustees (when in place) will approve and monitor this code of practice as part of Health and Safety Reviews and of strategic and financial planning. The latter will ensure adequate financial, human and physical resources are available to minimise risks to ill health from AiM activities.
Change History	Version 1: 4/8/21 New Document – Company Launched Version 2 23/4/22 - Date correction error, (said 2021-2021), changed to 2022/23 and also refined and added the mission statement. Version 3: 14/2/23 – Modified Style in line with all policies and added the DSL – Tina Irvine. Also added, local safeguarding board details.

Lynn Hart	Lynn Hart	14/2/23
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Policy Statement

Our **mission** is to help people learn, grow and heal through the benefits of the human animal bond, achieved by positive, inspiring, educative or therapeutic interactions with animals.

Animals in Mind recognise that the welfare of all children, young people and adults at risk is paramount and that everyone has equal rights of protection. We have a duty of care to safeguard everyone who comes into contact with Animals in Mind, and this policy will be followed at all times by all personnel, and volunteers. We have similar expectations of any client, customer, and supplier, and will make them aware of this policy and their responsibilities for the welfare and safety of all Animals in Mind clients.

Policy Aims

Animals in Mind aim at all times to attain best safeguarding practice across all of our services, by adhering strictly to this policy, guidance and risk assessments. Animals in Mind aims to create and maintain a safe environment where everyone feels safe and secure knowing they will be listened to and taken seriously.

We are committed to the principles outlined in:

- Working Together to Safeguard Children 2018, updated 2019.
- Keeping Children Safe in Education 2021
- The Care and Support Statutory Guidance under the Care Act 2014, updated 2021.
- The Prevent Duty
- The promotion of British Values and those of local Safeguarding Partnerships and Boards.

We also aim to meet the safeguarding requirements of OFSTED and CQC in line with our clients' needs in both the education and care settings.

Equal Opportunities Statement

We recognise that anyone can become subject to discrimination, harassment, or victimisation because of:

- Age
- Culture
- Disability
- Gender
- sexual orientation
- gender reassignment
- marriage and civil partnerships
- religion or belief

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with parents, carers, and the relevant clients nominated person, in line with the settings and Animals in Minds own procedures and practice when necessary and appropriate.

We will:

- treat everyone with respect and celebrate their achievements.
- carefully recruit, select and train all personnel, including volunteers
- respond to concerns and allegations appropriately.
- ensure all personnel attend safeguarding training as appropriate to job role, including PREVENT, FGM and also read Keeping Children Safe in Education, Part One, annually.
- Ensuring pastoral care and British Values are embedded into our processes and practices.

When there are concerns

Where there are concerns about the welfare of any client, all personnel in our organisation are expected to share those concerns, without delay, with the Lead for Safeguarding (or the Deputy, if the Lead is unavailable) in the organisation responsible for the client, or, if a therapy client, directly with the local area designated officer. In cases where internal allegation about the company owner is made, individuals can report directly to Tina M Irvine (deputy DSL) on 07906312869 or email: silverbackt@aol.com

Approval

Once established (application for CIC pending), this policy will be subject to approved by our board of trustees and will be reviewed and updated annually. We will publish and promote this policy to all personnel, paid or unpaid, through induction, training and supervision. We endeavour to disseminate, as appropriate, this policy to all who come into contact with our organisation including all clients, their parents, carers, families and others such as care home registered managers. This policy will be made available on the Animals in Mind website.

Lead for Safeguarding

Lynn Hart (owner) is the Designated Safeguarding Lead (DSL)

Contact details for all Safeguarding concerns: Phone: 07985555754 or email enquiries@animalsinmind.uk

Responsibilities are:

- ensuring all safeguarding arrangements as detailed in this policy are current, fit for purpose, circulated to all personnel and implemented
- ensuring clients and staff are aware of these safeguarding arrangements.
- monitoring and ensure concerns and subsequent actions are recorded.
- acting as the main safeguarding contacts for all personnel and make referrals to social care, or police, as relevant, without delay
- liaison, and building links, with external agencies and other stakeholders
- arranging training for all personnel
- audit and review this policy and procedures

Deputy Safeguarding Lead

The deputy safeguarding lead is Tina Irvine. Incidents, allegations or reports against the company owner should be reported directly to the second (objective DSL) by telephoning 07906312869 or email: silverbackt@aol.com. In such circumstances Tina Irvine would then seek support from Safer

CIC who AiM hold full membership and the Excellence in Safeguarding. Safer CIC can be contacted on 01379871091.

Why do we need a Safeguarding Policy?

All organisations that work or come into contact with children young adults and/or adults at risk need to have safeguarding policies and procedures in place. Government guidance is clear that all organisations working with children, young people, adults at risk, parents, carers and/or families have responsibilities for safeguarding. It is important to remember that children, young people and adults at risk can also abuse and that such incidents fall into the remit of this policy. To undertake these responsibilities, we:

- are committed to safeguarding.
- are clear about people's responsibilities and accountability.
- have a culture of listening to young people and adults at risk.
- undertake safer recruitment practices for all personnel and volunteers
- have procedures for safeguarding children and young people and adults at risk.
- have procedures for dealing with allegations against, and concerns about any personnel.
- make sure personnel, paid and unpaid, have mandatory induction and further safeguarding training, supervision, reviews and support
- have agreements about working with other organisations and agencies, in particular our clients and the organisations that care for them, such as schools, care homes and supported living centres.

Definition of a child/young person

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 child is anyone who has not yet reached their 18th birthday.

Definition of an adult at risk

An adult at risk is a person over the age of 18 years and is: having needs for care and support, and experiencing, or is at risk of, abuse and neglect and as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Data Protection

We will treat any personal information by which an individual can be identified (i.e., name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the General Data Protection Regulation (GDPR) and will not share information with any third party, except where required by law.

Confidentiality

This policy is in line with government guidance about confidentiality and these details will be made available to all personnel, children, young children, adults at risk, parents and carers. We fully endorse the principal that the welfare of children, young people and adults at risk, override any obligations of confidence we may hold to others. No one working, or involved, with Animals in Mind

can promise absolute confidentiality. Individual cases will only be shared or discussed on a “need to know” basis

Consent

When consent is required for any care, activity or intervention we will, unless it is an emergency, obtain consent from the individual if of sufficient age and or understanding. Where relevant, we will ensure we fulfil our obligations under Child Care Law in terms of parental responsibility and Mental Capacity Legislation on supporting, where possible, an adult's right to make their own decisions. Any decisions made should be the least restrictive and recorded.

Information Sharing

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or at significant risk of suffering harm. It is important that records are shared at the appropriate time with necessary. Within Animals in Mind, the decision to share written information, and with whom, will be undertaken by the Company owner (the Lead for safeguarding). For children and young people, we will follow government guidance for practitioners when sharing safeguarding information. We will share information without consent with external agencies about adults when there is an overriding public interest that would justify information sharing (for example, because there is a risk that they or others are at risk of serious harm).

Media

All media enquiries will be handled by Lynn Hart (owner)

Safer Recruitment

Animals in Mind is a small owner led company, with no employees (at the time of publication), but with volunteers, on occasions. However, we are committed to safe recruitment in line with the relevant legislation and guidance from government: Keeping Children Safe in Education 2021 and Office for Standards in Education, Children's Services and Skills (OFSTED) for recruiting all personnel, paid or unpaid. We do this by:

- advertising vacancies with a clear commitment required to safeguarding.
- assigning all posts detailed job descriptions
- obtaining full personal details including fitness to work with children, young people and adults at risk by application form (not CVs) with particular relevance to previous work with children, young people and adults at risk
- when a candidate is selected for interview the relevant criminal declaration form will be sent for completion as set out by the Rehabilitation of Offenders Act 1974
- making our Recruitment of Ex-offenders' policy available to all candidates
- always taking up two written references, one from the most recent employer
- undertaking all interviews face to face, based on the job description (currently these are carried out virtually due to COVID-19 restrictions)
- ensuring at least one person on each interview panel will have undertaken Safer Recruitment training, in line with Keeping Children Safe in Education 2020
- having sound procedures and recording for interviewing to ensure we are satisfied, and can evidence, that the applicant is appropriate and suitable Any appointment will only be confirmed subject to:
 - a satisfactory criminal record check at the appropriate level

- satisfactory written references with follow up of by telephone if there are queries.
- a check of original hard copy essential qualifications
- confirmation of the Right to Work in the UK where relevant.
- carry out checks for UK nationals or those who have lived in the UK previously International Child Protection Certificate (ICPC) if they work with under 18s and Certificates of good conduct for foreign national applicants for all posts
- fitness to work if needed for the job role.
- completion of a satisfactory probation period

Induction and Training

Animals in Mind have a clear induction and training strategy with clear job descriptions and responsibilities and all relevant procedures. All new personnel, paid and unpaid, will receive induction training as soon as possible and sign to record they have:

- received, understood and agree to abide by this policy.
- been given any relevant resources and information.
- understood the commitment to safeguarding training.
- read, understood and agree to abide by Part One of Keeping Children Safe in Education 2021

When needed, personnel will receive further safeguarding training, at the appropriate level, as soon as possible. We also agree a probationary period of 6 months with clear goals and then provide supervision/mentoring/appraisals at regular intervals with Lynn Hart

Updated safeguarding training is undertaken by all personnel at the correct level, every 2 years (online) or three years (face to face).

Those working directly with clients or have responsibility for safeguarding in the organisation will also undertake the free online government training for PREVENT/Channel and FGM

Codes of Conduct

We aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion. All personnel will undertake to:

- treat everyone with respect and dignity.
- ensure that client's welfare and safety is paramount at all times.
- maintain professional boundaries both face to face and when using technology.
- ensure any touch is within relevant guidelines and is safe and appropriate.
- always listen to individuals and take account of their wishes and feeling.
- always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- liaise openly with parents and carers.
- avoid being alone with clients whenever possible, or have agreeable mechanisms for recording client progress.
- listen to, and act upon, any disclosures allegations, or concerns of abuse appropriately.
- participate in approved safeguarding training at appropriate levels.
- follow our safeguarding policy at all time.

Working Practices

Clients

All clients within our organisation are to be included within this policy. Any disclosures, observations of possible harm or disturbing behaviour must be reported to the Lead for Safeguarding immediately. They will also have an introduction that includes their commitment to safeguarding within the remit of the safeguarding policy

Pastoral care

We embed pastoral care into all our practices by

- having an open and honest approach with all personnel and clients
- ensuring that people are comfortable in approaching personnel for help and support.
- addressing key issues and priority areas through talks, communications and training
- ensuring an ethos of respect and care for colleagues and personnel
- issuing Equality & diversity, Safeguarding, Prevent & British Values statements to all clients upon request and making this available on our website
- ensuring the Lead for Safeguarding are contactable at all times.

Monitoring quality of service

We will ensure the quality of our education and therapy by:

- Providing opportunities for client review and feedback
- Reviewing all responses to client surveys through the lens of safeguarding to monitor for trends, or areas for improvement.

Lone and One to One Working

We will avoid lone working and one to one working with minors, or vulnerable adults whenever possible to protect both individuals. However, therapeutic services may need to be one-to-one. In such cases, and with consent, therapy sessions will be recorded. A risk assessment will always be undertaken to ensure:

- the activity is suitable for one-to-one working including transport.
- the lone worker has been recruited, trained and supervised to undertake this particular role
- that health and safety issues have been identified and recommendations followed.
- safeguards are in place to protect individual's rights to safe working practice.
- safeguards are in place in relation to strategies for emergency situations.
- accurate and relevant written recording is maintained following any care and activity, signed and dated.

Volunteers

We will always ensure volunteers are risk assessed and we are committed to:

- ensuring that those who run activities have the expertise, knowledge and skills to do so properly
- clarifying DBS status where eligible
- ensuring they are accompanied at all times and not left alone with clients at any time
- completing a risk assessment which involves identifying risks and the means of reducing or eliminating those risks for all activities or events
- risk assessing any changes being made to activities or events involving.

- having a written plan in place in case of emergency including contact numbers
- implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis.

Health & Safety

Animals in Mind are committed to ensuring the health safety and welfare of all personnel and clients, so far as is reasonably practical. We also fully accept our responsibility for others whose health and safety may be affected by our activities. To this end we will promote effective standards of health safety and welfare to realise this aim. We will endeavour to meet our statutory duties at all times. We will promote safety and develop safety awareness among employees and clients to create a climate of individual responsibility for health and safety. We expect clients to be similarly committed to the highest standards of Health & Safety. See separate Health & Safety policy, information and risk assessments.

Photography & Filming

The use of photography and filming is valuable in the therapeutic setting for recording the successes and achievements of clients. However, it is vital to remember that photography can be used and distributed inappropriately including on the Internet. It is therefore important to be clear about:

- explaining to clients and parents / onlookers of why caution is necessary.
- the purpose of photos e.g., the clients' own records, media and publicity etc
- the content required when using a professional photographer
- informing clients (or their carers / guardians) seeking their consent for any publication or media use
- publishing only limited details alongside individuals' photos in newspapers etc
- taking photographs openly and away from changing areas
- the suitability of clothing e.g., swimsuits, sportswear
- all those taking photos signing a registration form, which includes the reason, use and storage of all photographs and films. The above guidance applies to any photographic and filming equipment including camera phones, iPads, digital or video cameras.

First Aid

First Aiders have completed specific training as set out by the Health and Safety Executive (HSE). They hold valid and up to date certificates of competence issued by an organisation whose training and qualifications are approved by the HSE. The duties of a First Aider are:

- to give immediate First Aid to children, young people, adults at risk, personnel or visitors when needed
- to ensure that an ambulance or other professional medical help is called, when necessary, Animals in Mind undertakes to ensure there is always a trained first aider on site at our events, or clients premises.
- To provide training and guidance on dealing with hazardous materials such as animal waste, blood, other bodily fluids and chemicals. We ensure sufficient equipment is available to deal with accidents or spillage. All incidents will be reported and recorded in the First Aid and Incident Accident Books. The accident book records are always carried to external events

and accidents, incidents and near misses reported within both the Animals in Mind procedures, and the clients own procedures.

Buildings and Venues

Safeguarding risk assessments will be carried out on all building and venues used for our activities. The safeguarding risk assessment covers both risk to humans from animal interactions, and the risk to animals when in transport, or working with a client either at Animals in Mind home base, or in the clients organisation (see Risk-Assessment)

Recognising Abuse in Children Young People and Adults at Risk

The following list is for guidance only. It is important to be observant, listen to what is being said and record. e.g., is what you are observing and being told about an injury consistent with the injury?

- Alcohol and Substance misuse
- County Lines
- Concealed pregnancy
- Discriminatory
- Domestic violence, including "honour" based violence and coercive behaviour.
- Emotional
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Forced marriage.
- Financial or material abuse
- Gambling
- Gangs
- Hate and "mate" crime.
- Misuse of technology
- Modern slavery
- Neglect and acts of omission.
- Organisational or institutional
- Peer abuse
- Psychological
- Physical
- Radicalisation
- Self-neglect including hoarding.
- Sexual
- Sexual Exploitation
- Spiritual abuse, linked to faith or belief
- Trafficking
- Violent extremism

Contextual safeguarding

Clients are subject to possible risk at home, at work and in their local community and environment / setting. We recognise that, in order to effectively safeguard our clients and promote their welfare that we need to understand any specific issues arising in the local area that can affect the risk posed to them. Significant risks include county lines, gangs and drugs. We will work with local partners, including social services and the police, to ensure that we stay alert to any emerging contextual risks, and to ensure that assessment of risk for any of our pupils includes appropriate reference to their

local community and environment. Further information to support staff in understanding contextual safeguarding can be found via the [Contextual Safeguarding Network](#)

Clients with Special Education Needs and Disabilities (SEND)

We recognise that clients with SEND face additional challenges in keeping safe, and that they may be subject to increased risk by virtue of their special need or disability. Their physical and emotional needs, behaviour, mood, difficulties with communication, proneness to isolation and to bullying all make them more vulnerable to abuse and more vulnerable to abuse being overlooked or ascribed to a different cause. We ensure that these clients receive appropriate pastoral provision, which, if necessary, may be additional to that provided to other clients, and that they are treated in a way that is appropriate to their developmental stage about keeping safe and about sharing any worries or concerns with a trusted adult.

Looked After Children, and previously Looked After Children

Children are most commonly taken into care following abuse or neglect; consequently, clients who are Looked After or previously Looked After, including those who have been adopted from care or are subject to care orders, can be vulnerable as a result of their historical experiences, as well as with their current care arrangements. Although a learner stops being looked after when they are adopted, return home or turn 18. However local authorities are required to support children leaving care at 18 until they are at least 21. This may involve them continuing to live with their foster family.

Bullying and harassment

Bullying and harassment can take many forms and include:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact
- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites.
- it is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability

Whether directed at clients' personnel, volunteers, parent and carers, bullying and harassment, physical and/or emotional abuse will not be tolerated. All such behaviour will be treated as a safeguarding concern when aimed at clients.

We will:

- provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment.
- report all incidents of bullying or harassment observed or disclosed, and, where relevant the safeguarding lead in which the client resides
- take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment
- record all incidents with observations and witness statements, and action taken, signed, timed and dated

PREVENT duty.

We adhere to Section 26(1) of the Counterterrorism and Security Act 2015 which imposes a duty on us to have due regard to the need to prevent people from being drawn into terrorism. We have an important role in helping prevent people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. We risk assess and have action plans for:

- PREVENT
- Reducing risk of radicalisation
- Reducing risk of extremism
- Reducing the Risk to Clients and personnel
- training and sending notices and newsletters to all personnel and clients around recent threats or concerns.

A Client Goes Missing

If a vulnerable client goes missing in our care, this will be reported to the police. 999 will be used, where there is a concern that they cannot be found or are particularly vulnerable. A missing person may be assessed as 'at risk' if they fit one or more of the following categories.

- is under 16.
- has expressed feelings of suicide.
- has dementia.
- has been acting totally out of character.
- has mental health issues.
- is under increased stress.
- has an illness or a physical disability
- has a learning disability.
- is in need of regular medication/care.
- is an addict.

The Lead should be informed as soon as possible, and all details and actions recorded dated timed and signed.

Homelessness

We recognise that homelessness, and the risk of homelessness, places a client's welfare at significant risk, being at risk of poverty, exploitation, and becoming missing from education, amongst others. Timely intervention when a risk of homelessness is first identified is critical in preventing a situation from escalating and homelessness becoming a reality. We will work closely with clients and their careers, where clients identify to be at risk, and with professionals from relevant local agencies, to put appropriate measures into place to minimise the risk of homelessness.

Clients who may be Carrying Offensive Weapons

The carrying of any offensive weapon will not be tolerated. Only if safe to do so will we remove any weapon to a lockable space. We will always inform the police and dial 999 if there is any possibility of danger to individuals. Knives, tools and scissors required as part of a clients activity will have a risk assessment carried out by Animals in Mind, the client and where appropriate, the clients carers or parents together with strict rules on the moving, using and storing of these implements under supervision.

Handling Disclosures

When a disclosure is made by a client, it is important to remember to:

- take what you are being told seriously.
- stay calm and reassure.
- do not investigate.
- do not delay and always seek advice from the Lead for Safeguarding
- make a careful recording of anything you are told or observe, date and sign. A disclosure may come from someone telling you:
 - they have been, or are being, abused.
 - they have concerns about someone else.
 - they are themselves abusing or likely to abuse someone else.

Responding to Concerns

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the Lead for Safeguarding. Everyone will deal with concerns using the following:

Step One:

If you are worried a learner has been abused because:

- you have seen something
- someone says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed that they were abused as a child
- a child, young person or adult say they are abusing someone else

Step Two:

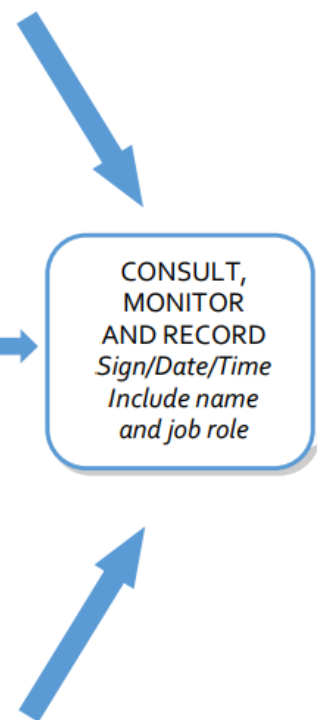
Check this safeguarding policy for guidance. Talk to the Lead or Deputy for Safeguarding without delay. If they are both implicated, or you feel they will not respond appropriately, then report to the Governor for Safeguarding

Step Three:

The Lead, Deputy or Governor for Safeguarding should refer the concern to the relevant adult or children's social services and/or the Police (MASH, Multi-agency Safeguarding Hub, in most areas) and follow up the referral in writing within 24 hours.

For England only in cases of allegations against a person with a "duty of care", towards a child the Local Authority Designated Officer (LADO) will co-ordinate the next procedural steps.

Under "whistle blowing", anyone can refer directly to the police, social services, LADO, OFSTED or the ESFA when they are concerned the organisation is not managing safeguarding concerns appropriately.



When the concern relates to the welfare of a child, young person or an adult at risk, you should refer to that organisation's Lead for Safeguarding in the first instance. Inform the Animals in Mind Lead that you have referred a concern.

In an emergency, do not delay: Dial 999

Record Keeping

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a safeguarding incident form.
- of sufficient details of the client to identify individual who is subject of concern and any significant others
- accurate and factual/based on fact, as a true record of:
 - what has been monitored/observed or what has been said and by whom
 - what has given cause for concern?
 - what action has and/or will be taken including the reason for those actions?
 - the reason stated for no action being taken and by whom.
 - non judgmental
 - timely within 24 hours
 - signed, timed and dated by the writer and co- signed by the Lead.
 - shared as appropriate by the Lead or Deputy for Safeguarding
 - stored safely and securely by the Lead for Safeguarding, with an updated chronology kept at all time.

Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures for Animals in Mind Personnel

Our policies and disciplinary, complaints and grievance procedures are in line with statutory guidance and the expectations of the relevant local Safeguarding Children Partnership or Safeguarding Adults Board. Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the Lead will, in all cases, discuss the situation with social services (the LADO with regards to children England only) and / or the police (MASH, Multi-agency Safeguarding Hub, in most areas) before making an open decision about the best way forward. In the case where the Lead is implicated, an appointed person from an educational background will be employed to investigate, given that Animals in Mind is solely serviced by the owner.

Safeguarding If there is a belief that the concern has not been taken seriously or acted upon then any one can “Whistle blow”, and any staff employed, or volunteers will understand their rights to ‘whistle blow’ via the provision of this policy within induction.

With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with social care services and / or the police, (the LADO, with regards to children England only). Any investigation will override the need to implement any such procedures.

The Animals in Mind owner (Lynn Hart) is responsible, for making referrals to:

- the DBS for any individuals in regulated roles (those who have been enhanced DBS checks)
- any professional regulator e.g., the Teaching Regulation Agency

Whistleblowing

Whistleblowing is when someone raises a concern externally about a person or practice within the organisation, which will affect others in an illegal and or harmful way. Animals in Mind promotes the sharing of any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible with the Lead for Safeguarding. If individuals reporting their concerns within Animals in Mind do not feel they have been acted upon then we support their right to report these concerns to social care services, and/or the police.

eSafety

Why do we need to include eSafety? Advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations working with children, young people adults at risk, families, parents and carers have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy. Additionally, the recent COVID-19 restrictions mean that many personnel have to work online and meet client virtually.

eSafety Code of Conduct:

Animals in Mind expect everyone in the company to agree and sign up to our eSafety code of conduct to:

- use the internet and other forms of communication in a sensible and polite way, wearing Animals in Mind uniform to ensure clients know they are communicating with an Animals in Mind therapist / educator.
- Only use Animals in Minds' official emails and social media to contact clients
- only access websites, send messages or access and use other resources that will not hurt, offend or upset anybody
- seek permission if personal information or images are used or posted online, ensuring this is from parents / carers or authorising agents for those under 18, or lacking capacity
- report any concerns to the Lead for Safeguarding
- be clear that we cannot maintain confidentiality if there is a concern about the welfare of a client.

What are the Risks?

There are many potential risks including.

- accessing inappropriate or illegal websites
- receiving unwanted or upsetting texts, e-mail messages or images
- being "groomed" by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs, exploitation, or other crime.
- viewing or receiving socially unacceptable material such as inciting hatred or violence
- sending bullying messages or posting malicious details about others
- ignoring copyright law by downloading e.g., music, videos
- being at risk of identity fraud for money transactions
- inappropriate relationships or prostitution, including peer-on peer relationships that lack mutual consent.

What else might be of concern?

A client who:

- discloses that they are secretive to those who keep them safe about where they are going to or who they are meeting.
- discloses that they are accessing adults or others online, but are not disclosing to those who can keep them safe
- is using a webcam in a closed area, away from other people
- is accessing the web or using a mobile for long periods and at all hours
- clears the computer history every time they use it.
- receives unexpected money or gifts from people that parents / carers do not know.
- does not appear to have the money they should have.

A person who:

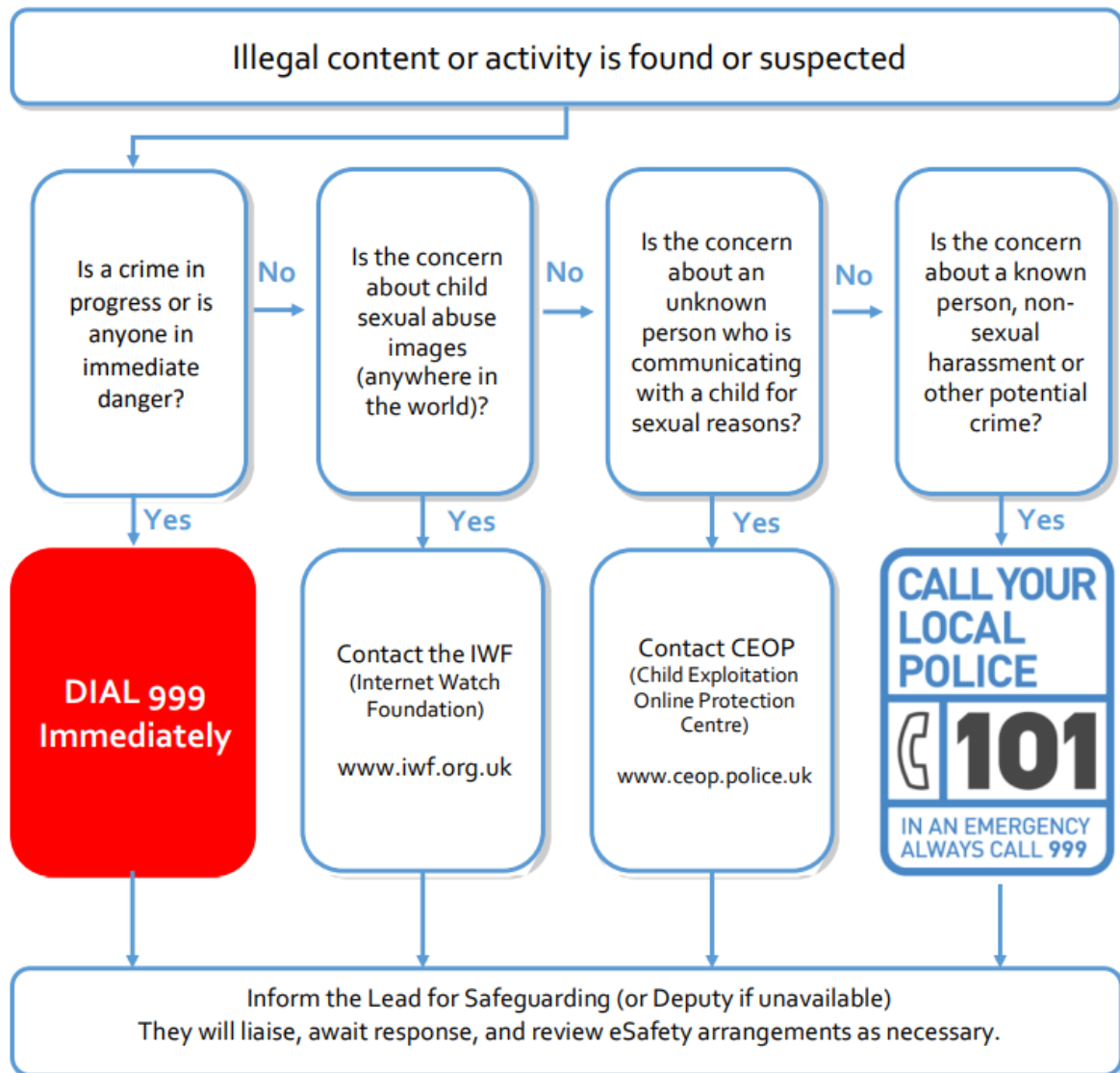
- befriends a client on the internet or by text / email messaging.
- has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
- is secretive about what they are doing and who they are meeting.

What do I do if I am concerned?

If you have any concerns, speak to the Lead for Safeguarding. Remember:

- do not delay.
- do not investigate.
- seek advice from the Lead.
- Make careful recording of anything you observe or are told.

eSafety Referral Flowchart



Minimising the Risks

We will:

- explain the risks of giving out personal details online.
- encourage clients to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- advise clients to only text, chat with or virtually meet people they know in real life and to do so in general work or home areas.
- talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know or opening attachments.
- discuss how people hide their identities online and the importance of never meeting new online "friends" in real life.
- make sure clients understand they can always talk to us, or their parents and/or carers, about anything that makes them feel uncomfortable.

- look on the internet together for information about how to deal with or report problems.
- talk about how/when information or images get on to the internet, they can never be erased.

SAFE Recommendations

Everybody needs to be vigilant in adhering to this policy and also assessing the safeguarding risks of their own work and activities. These risk assessments will be carried out annually by the Lead . However, it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with. It is only through adopting robust policies and practices that we can all be confident we have done everything we can to safeguard our clients