



Safeguarding Policy and Procedure

Name of the Organisation: Equilore

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Date of next Review: April 2026

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This policy relates to the following documents and procedures: Safeguarding Report

Overview:

Equilore regards the welfare and safety of children, young people and vulnerable adults as an utmost priority. All, without exception, have the right to protection from abuse.

All Equilore personnel make the safety of children, young people and vulnerable adults their highest priority and are obliged to consult with a senior member of staff about any safety concerns of which they become aware.

If, after consultation, it is the view of the senior member of staff that a disclosure report should be made, the appropriate agency will be contacted as soon as possible.

This is a mandatory policy which takes precedence over all other policies and must be followed by all Equilore's personnel including practitioners, volunteers, managers, supervisors and administrators.

This policy provides clear definitions, rationales and procedures to support all staff to identify concerns about the safety and wellbeing of a child or children and vulnerable adults to act appropriately and in a timely fashion to mitigate any risk.

Definitions

As per the definitions set out in the Children Act 2004, a 'child' is anyone who has not yet reached their 18th birthday. It also includes unborn children.

Adults aged 18 and over have the potential to be vulnerable (either temporarily or permanently) for a variety of reasons and in different situations. An adult may be vulnerable if he/she:

- Has a learning or physical disability
- Has a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs
- Has a reduction in physical or mental capacity
- Is in the receipt of any form of healthcare
- Is detained in custody
- Is receiving community services because of age, health or disability
- Is living in sheltered or residential care home



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- Is unable, for any other reason, to protect himself/herself against significant harm or exploitation.

Legal Framework

Everyone has a right to be safeguarded from abuse or neglect. There is a legislative framework in place to safeguard children and vulnerable adults through The Children Act 1989 (as amended by section 53 of the Children Act 2004) and the Safeguarding Vulnerable Groups Act 2006. Further guidance that sets out the requirements and expectations on professionals to work together to effectively safeguard children include Working Together to Safeguard Children (2015), Safeguarding Disabled Children: Practice Guidance (2009) and What to do if you're worried a child is being abused (2015) (Department for Education 2015).

Policy:

1. Safeguarding Principles

1.1 This policy applies to all children and vulnerable adults who use Equilore's services and premises, have contact with Equilore's members of staff or volunteers, and are in any other way brought to the attention of Equilore through any services we offer.

1.2 Equilore recognises that it has an important part to play in safeguarding and preventing of abuse in accordance with the "[Working Together To Safeguard Children](#)" HM Government guidance (July, 2018) and [Keeping children safe in education 2023 - GOV.UK](#)

1.3 Equilore and all its personnel shall make safety their highest priority, complying with all supervision structures, which ensure that they meet safeguarding responsibilities.

1.4 All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

1.5 Equilore personnel should never keep concerns about safeguarding issues to themselves. No member of Equilore personnel is competent to deal with the assessment of risk to children/ vulnerable adults or the investigation of abuse. This is the responsibility of statutory authorities specialising in this area.

1.6 The police and Children's Social Care services have the primary responsibility in the field of child protection. The Children Act 1989 places a duty on local authorities to take steps to protect children and young people. The police can take action to protect children and vulnerable adults. To support this, all Equilore personnel will take responsibility to safeguard and promote welfare in this group.

2. Safeguarding



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2.1 The Children Act 2004 places a duty on organisations to safeguard and promote the wellbeing of children and young people. At Equilore, we will ensure that all personnel who work with or on behalf of children, young people and vulnerable adults are competent, confident and safe to do so.

2.2 There is a clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children and young people. This is the responsibility of the Director.

2.3 The designated professional lead for safeguarding is the Director (Loes Koorenhof: info@equilore.co.uk).

2.4 Recruitment and HR management procedures take account of the need to safeguard and promote the welfare of children and young people, with appropriate checks and training for staff and volunteers.

2.5 There are procedures in place to deal with allegations of abuse against Equilore personnel, see whistleblowing policy. In case an allegation is made against the director, Equilore trustee Karen Webb would be the point of contact (clairekoteckigovernors@gmail.com).

2.6 Arrangements are in place to ensure all staff are appropriately trained to equip them to carry out their responsibilities effectively.

2.7 When delivering services at venues other than Equilore premises (e.g. schools), Equilore will acquire a copy of the Child Protection and Safeguarding policy of the organisation providing the premises.

Policy Implementation:

3. Protecting and Safeguarding the Welfare of Children

3.1 Equilore will offer appropriate training and development opportunities to all personnel (staff & volunteers) to ensure they are aware of safeguarding issues and procedures outlined in this document.

3.2 Equilore will ensure that all personnel understand their responsibilities in relation to safeguarding children, young people and vulnerable adults.

3.3 Equilore will maintain a link with the Multi Agency Safeguarding Hub (MASH) and have their contact details readily available.

3.4 Equilore will make appropriate referrals to MASH/ Police/ Social services where there are safeguarding concerns (following the process that the staff member with concerns will discuss the issue with the Supervisor/ Director before a decision is made to refer).

3.5 Equilore strictly forbids any relationship between Equilore personnel and clients receiving Equilore service, other than that of service provider and service receiver.



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3.6 Equilore will ensure that children, young people and vulnerable adults who receive a service from our staff will have their confidences respected and will not be judged. Staff will not breach confidence, except in circumstances as set out in this policy, without the client's agreement.

3.7 Equilore recognises that the client's welfare is paramount. Therefore, in circumstances where abuse is disclosed or suspected, it may be necessary to breach confidentiality in order to protect them from harm.

3.8 Clients must be informed of this position when Equilore service is offered to them. Equilore practitioners will deliver a verbal statement on confidentiality before commencing any service delivery.

3.9 Equilore will follow specific circumstances for any breach in confidentiality including

- A client in a dangerous situation
- A situation when inaction might place the clients or someone else in a dangerous situation
- A client in fear of the abuser
- When inaction infringes the rights of others
- When inaction could lead to someone being harmed

3.10 Managers and practitioners should also take into account the guidance given in the government guidelines [“Safeguarding practitioners information sharing advice”](#).

3.11 Equilore will ensure that all personnel have timely and appropriate access to a supervisor or manager with who they can discuss matters of concern about a client.

3.12 Equilore will ensure that a written factual record of discussions about safeguarding concerns is made as soon as possible, using the safeguarding record form. The record should include key details regarding the allegations and the actions taken. The record should be factual and objective, in terms of what is reported and not based on opinions, thoughts or impressions of Equilore personnel. When a report to the Police of Children's Social Care is made about a child who is accessing Equilore services in schools, the school's Child Protection Officer should also be made aware.

3.13 If a verbal report is made to MASH, the Police, Children's Social Care, a School Child Protection Officer or any other third party, it should always be followed up with a written report in a timely manner.

3.14 Equilore Board of Directors will undertake to review, update and revise this policy to ensure that it reflects current safeguarding best practice, and is in line with the spirit of all laws designed to safeguard children, young people and vulnerable adults.

4. Safer Recruitment

4.1 Equilore will ensure that Disclosure and Barring Service (DBS) checks are made on all their personnel who have direct contact with children.



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4.2 Equilore will not discriminate unfairly against applicants with a criminal record. Having a criminal record will not necessarily bar an application from working at Equilore. However, the nature of the disclosed conviction and its relevance to the role in question will be considered and action will be taken as necessary to protect clients and the good of the reputation of Equilore. References will be taken for any applicant offered a role with Equilore.

4.3 Equilore will specify within all job descriptions for posts advertised what the role requires with regards to safeguarding requirements, including DBS checks where applicable.

4.4 Directors and Managers must ensure that all staff and volunteers appointed receive training on implementing Equilore's Safeguarding Policy and have access to a copy of the policy, which should be signed by all personnel to confirm they have read it.

4.5 As a matter of good practice, the Director of Equilore should obtain a copy of the DFE publication "[Safeguarding Children and Safer recruitment in Education](#)" and act according to its principles.

5. Training for Child Protection and Safeguarding

5.1 All Equilore personnel will be required to read this policy and procedure, together with the Department of Education guidance "[What to Do If You Are Worried A Child Is Being Abused](#)" and act at all times in a way that is consistent with these documents and with relevant legislation.

5.2 All Equilore staff must ensure that they are up to date with the latest developments in child protection and safeguarding.

5.3 The Child Protection and Safeguarding policy and procedures are included in the induction of all Equilore personnel.

5.4 It is the Director's responsibility to establish contact with statutory authorities who are responsible for child protection, to be familiar with local procedures under the Local Safeguarding Children Boards and to ensure the referral process takes account of these.

5.5 Local Safeguarding training will be undertaken by senior staff

6. Dealing with allegations made against an Equilore member of staff

6.1 Any information that gives rise to concern or suspicion about any Equilore personnel should be reported by the person who has this information to the Director, who will consult with a relevant member of the Board within the same working day. If the concern is about the Director it should be notified to your trustee Claire Kotecki (clairekotecki.governors@gmail.com).

6.2 A written report will be made of the allegation including all relevant information.

6.3 If, following discussion, it is agreed that there is no cause for concern, this will be recorded on the report.



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6.4 If it is felt that statutory services need to be informed, the Director must do so immediately and supplement it with the written report.

6.5 The member of staff who the allegation or suspicion concerns should be informed of this as soon as possible and appropriate support should be offered to them throughout the period of investigation.

7. Confidentiality

7.1 Equilore's confidentiality practice will be outlined at the outset of work with all clients, when the practitioner reads the confidentiality and disclosure statement. This makes clear to clients that if they, or a child, make us aware of, or is at risk of suffering harm, the safeguarding will take priority over all other considerations.

7.2 If Equilore is told that a child or vulnerable adult is being abused or is at risk of harm, this will always constitute a clear cause for concern. A client, if they have the capacity to understand and make informed decisions about their own wellbeing, may give consent to Equilore personnel to inform the Police or Children's Social Care services of issues constituting risk to themselves or others.

7.3 However, there may be circumstances where even if the client, whether an adult or a child, refuses to give consent, Equilore personnel may have to inform the Police or Children's Social Care services despite the client's wishes. Equilore practitioners should make every attempt to explain why this course of action is necessary and make the client aware of what steps are being taken and by whom, unless informing them would increase the risk. No practitioner should act before discussions with their Supervisor/Director.

8. How to respond to Child Protection Concerns

8.1 Any member of Equilore personnel who becomes aware that a child or young person is or is suspected of being at risk or discloses risk should follow the procedure outlined below.

8.2 A child or young person being at risk includes:

- Being or at risk of being abused
- Having suicidal thoughts or dangerous levels of self harm
- Being or at risk of being trafficked
- Being or at risk of being subjected to female genital mutilation
- Being aware that a child or young person is being radicalised or in danger or being radicalised (as defined by the Counter terrorism and Security Act 2015)

8.3 The procedure is:

- a) Report the risk or suspected risk to your Supervisor/Director/ trustee on the same working day for a decision on the way forward
- b) Make a factual record of the statement given, information received or reasons for the suspicion of risk on the Safeguarding record form



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- c) Ensure that any further actions which need to be taken are not undermined by taking care to not ask leading questions of the person reporting the concern
- d) Record all conversations, discussions and consultations about the concerns raised, on the Safeguarding record form
- e) Ensure all ongoing concerns are consulted on and recorded in the same way
- f) The Supervisor/Director must ensure that if it is decided to make a verbal report to the Police Child Protection Unit or Children's Social Care services, that it is also made in writing.

9. Disclosure of Previous Abuse

9.1 If any client reports historical childhood abuse and it is evident that their abuser may still be a risk to society, the practitioner should support their clients to provide appropriate safeguarding information to statutory authorities. Practitioners should always inform their supervisor who will support them in this process, if the client is unwilling to do this, the practitioner must report this to their Supervisor/Director/ Trustee who will ensure that the procedure set out in section 8 above is followed.

10. Disclosure without Consent

10.1 There are some circumstances where Equilore must report to the police or social care without consulting the client in line with Sexual Offences Act (2013). These include, but are not limited to:

- If we are told by someone that they or a third party have accessed images of child sexual abuse
- If we are told by someone that they have sexually or physically abused children, either in the past or the present, and the person reporting this to us is at risk of harming themselves.
- When there is risk to a client or a client discloses to form a risk to someone else.

11. Other Safeguarding issues to consider are:

11.1 If a child, young person or vulnerable adult reveals (or there is a reason to suspect) any of the following:

- They are routinely misusing substances
- They present with disordered eating
- They have a compulsive disorder which presents a clear and present danger to their health
- They are self-harming
- They have declared (or there is a suspicion of) suicidal intent Equilore personnel should seek to discuss their concerns with a supervisor or manager at the earliest possible opportunity and activate the Suicide Risk Assessment.

12. Document review

This document will be reviewed annually to ensure that it reflects best practice and legislation aimed at safeguarding children, young people and vulnerable adults. All trustees are invited to provide



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feedback on this document, should they identify any areas of inaccuracy or opportunities for enhancement.

Summary of Procedure

Where there is risk or suspected risk, the following procedure applies:

1. Report the risk or suspected risk to your Supervisor/Director/Trustee on the same working day for a decision on the way forward N.B. In the case of practitioners working in schools/colleges, the Pastoral Care Co-ordinator or equivalent Safeguarding lead for the school/college should be informed, following discussion with the Supervisor/Director
2. Make a factual record of the statement given, information received or reasons for the suspicion of risk on the
3. Ensure that any further actions which need to be taken are not undermined by taking care to not ask leading questions of the person reporting the concern
4. Record all conversations, discussions and consultations about the concerns raised, on the Safeguarding record form
5. Ensure all ongoing concerns are consulted on and recorded in the same way
6. The Director must ensure that if it is decided to make a verbal report to the Police Child Protection Unit or Children's Social Care services, that it is also made in writing. N.B. In the case of work carried out in schools/colleges, if the school/college has failed to act to alert authorities, Equilore will do so.