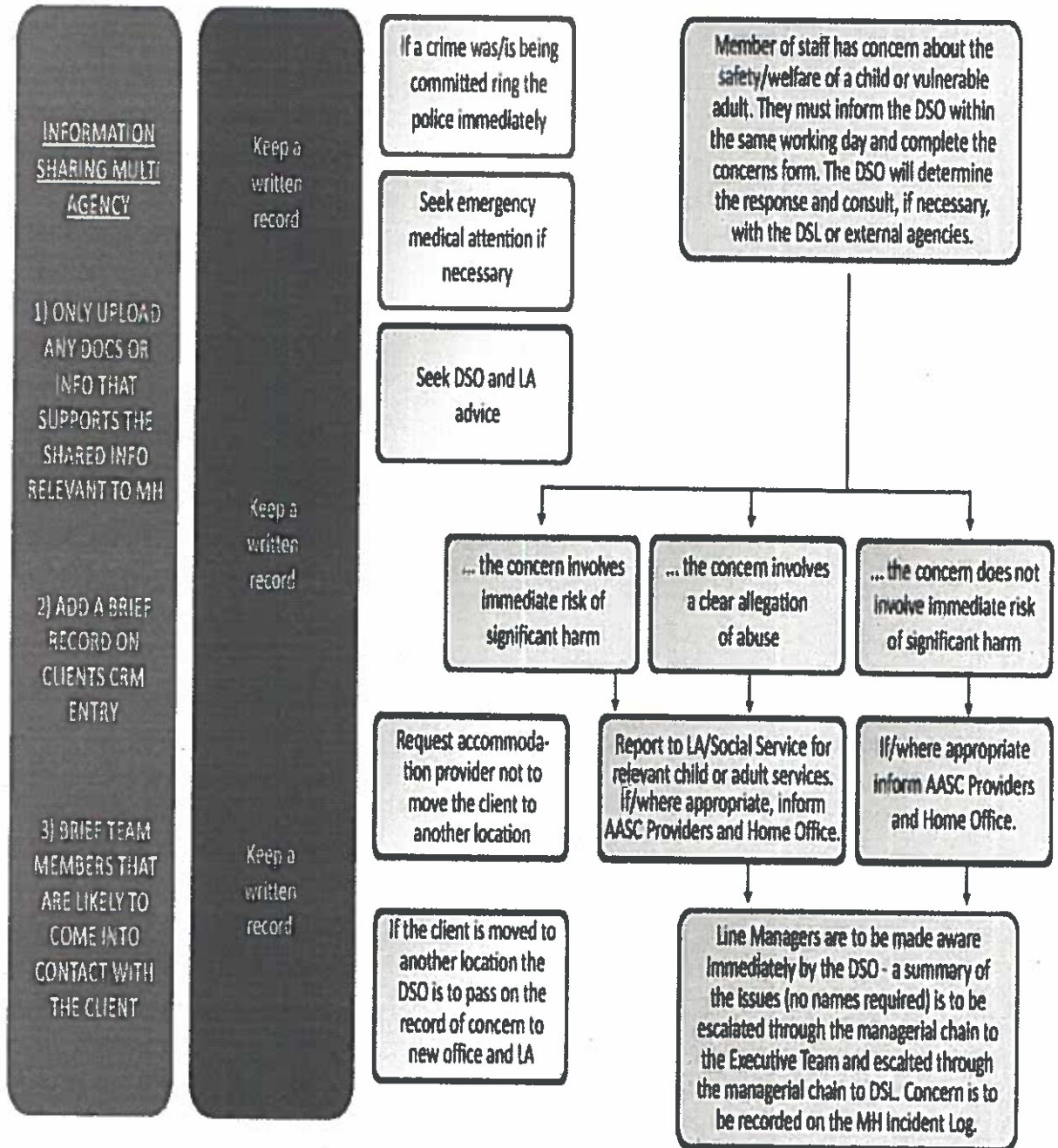


Safeguarding Concerns





	https://www.suffolkas.org/	http://www.suffolksch.org.uk/
WAKEFIELD	TELEPHONE: 01924 303455	TELEPHONE: 0345 8503 503
	http://www.wakefield.gov.uk/health-care-andadvice/adults-and-older-peopleservices/safeguarding/safeguarding?	https://www.wakefieldscb.org.uk/worried-about-a-child/



EAST DULWICH	TELEPHONE: 0207 525 2334	TELEPHONE: 020 7525 5000
	ADULT SOCIAL SERVICES, SOUTHWARK: http://www.nrpfnetwork.org.uk/information/Pages/Social-Services.aspx	http://www.southwark.gov.uk/childcare-and-parenting/childprotection/southwark-safeguarding-children-board
GLASGOW	TELEPHONE: 0141 287 0555	TELEPHONE: 0141 287 0555
	https://www.glasgow.gov.uk/index.aspx?articleid=17207	https://www.glasgow.gov.uk/index.aspx?articleid=17236
LIVERPOOL	TELEPHONE: 0151 233 3800	TELEPHONE: 0151 233 3700
	https://www.merseysidesafeguardingadultsboard.co.uk/	https://liverpoolscb.org.uk/lscb
MIDDLESBROUGH	TELEPHONE: 01642 726004	TELEPHONE: 01642 726004
	https://www.middlesbrough.gov.uk/social-care-andwellbeing/safeguarding-adults	https://middlesbrough.gov.uk/children-families-and safeguarding/safeguarding-children/middlesbroughsafeguarding-children-board-mscb
PAISLEY	TELEPHONE: 0141 287 0555	TELEPHONE: 0141 287 0555
	https://www.glasgow.gov.uk/index.aspx?articleid=17207	https://www.glasgow.gov.uk/index.aspx?articleid=17236
SUFFOLK	TELEPHONE: 03456 061 499	TELEPHONE: 01473 265359



REGION	ADULT PROTECTION	CHILD PROTECTION
BELFAST	EMAIL: Joyce.McKee@hscni.net	http://www.safeguardingni.org/emergency_contacts
	TELEPHONE: 028 95362810	TELEPHONE BELFAST HSC TRUST: 028 90507000
BIRMINGHAM	https://www.bsab.org/	MASH@birmingham.gcsx.gov.uk
		TELEPHONE: 0121 303 1888
CARDIFF	TELEPHONE: 01446 700111	INTAKE AND FAMILY SUPPORT TEAM 01446 725 202
	http://www.valeofglamorgan.gov.uk/en/living/social_care/adult_services/adult_protection/adult_protection.aspx	http://www.cardiffandvalelscb.co.uk/content.asp?nav=8&parent_directory_id=1
CROYDON	TELEPHONE: 020 8726 6500	TELEPHONE: 020 8726 6000
	www.croydon.gov.uk/healthsocial/adultcare/asccassessing/ascreferral	https://www.croydon.gov.uk/healthsocial/families/childproctsafe/cscb
DOVER	TELEPHONE: 03000 41 61 61	TELEPHONE: 03000 411111
	Social.services@kent.gov.uk	http://www.kscb.org.uk/



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GENERAL SAFEGUARDING	SAFEGUARDING ADULTS	https://www.gov.uk/government/publications/safeguardingadults-the-role-of-health-services
	ADULT SAFEGUARDING NHS POCKET BOOK	https://www.england.nhs.uk/wp-content/uploads/2017/02/adult-pocket-guide.pdf
	GENERAL MEDICAL COUNCIL	https://www.gmc-uk.org/ethical-guidance/ethical-hub/adultsafeguarding
	SAFEGUARDING CHILDREN	https://www.gov.uk/topic/schools-colleges-childrenservices/safeguarding-children
	MENTAL HEALTH	https://www.mind.org.uk/
		https://www.scottishrecovery.net/
	NSPCC	https://www.nspcc.org.uk
	CHILDLINE	https://childline.org.uk
CHILD EXPLOITATION AND ONLINE PROTECTION CENTRE (CEOP)	https://www.ceop.police.uk	



External Organisational Contact Details

TOPIC TITLE	EXTERNAL CONTACT	CONTACT DETAILS
NATIONAL COUNTER TERRORISM SECURITY OFFICE & PREVENT	ANTI TERRORISM HOTLINE	TELEPHONE: 0800 789 321
	REPORT SUSPICIOUS ACTIVITY ONLINE	https://act.campaign.gov.uk/
	REPORT ONLINE MATERIAL PROMOTING TERRORISM OR EXTREMISM	https://www.gov.uk/report_terrorism
	CONTACT YOUR LOCAL TERRORISM SECURITY ADVISERS	https://www.gov.uk/government/publications/counterterrorism-support-for-businesses-and-communities/workingwith-counterterrorism-security-advisers
	NATIONAL COUNTER TERRORISM SECURITY OFFICE	TELEPHONE: 0207 931 7142
	NATIONAL POLICE CHIEFS' COUNCIL PRESS OFFICE	press.office@npcc.pnn.police.uk
	PREVENT REFERRALS	CTReferrals@homeoffice.gov.uk



Appendix 5

Home Office Safeguarding Hub & Regional Contacts	
TEAM NAME	EMAIL
Safeguarding Asylum - Central Admin	
Safeguarding Asylum - S4	
Safeguarding Asylum - S95	
Safeguarding Asylum – LSE (London & South East)	
Safeguarding Asylum – NAIU	
Safeguarding Asylum – NEYH (North East & Yorkshire)	
Safeguarding Asylum – NWACD (North West Area)	
Safeguarding Asylum – Mersey (Liverpool & Mersey)	
Safeguarding Asylum – SNI (Scotland & Northern Ireland)	
Safeguarding Asylum – WSW (Wales and South West)	
Safeguarding Asylum – Solihull (West & East Midlands)	



Migrant Help - Designated Safeguarding Lead, Deputy Safeguarding Lead and Designated Safeguarding Officers

DESIGNATED SAFEGUARDING OFFICER (DSO)	REGIONAL OFFICES OF RESPONSIBILITY	CONTACT DETAILS	DEPUTY DSO
	GLASGOW		
	LIVERPOOL		
	WAKEFIELD, NEWCASTLE, MIDDLESBROUGH		
	BIRMINGHAM		
	DERBY		
	CARDIFF		
	CROYDON, EAST DULWICH		
	DOVER – EAGL		
	DOVER – SUBMISSIONS		
	NATIONAL LEAD-(MODERN SLAVERY)		
	DOVER & LONDON (MDS)		
	SCOTLAND		
	NORTHERN IRELAND		
	CLEAR VOICE		



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Action and response of DSO	
Feedback given to member of staff/volunteer reporting concern:	Information shared with any other staff/volunteer? If so, what information was shared and what was the rationale for this?
Name:	Date:



Safeguarding Recording Form

- Records of contact with children/vulnerable adults are kept through the mechanisms of ASF1s, database and VSSS case reports. These records are often contemporary records except in the area of case reports which must be completed as soon as practically possible after contact. The overriding principle is that no contact with children/vulnerable adults by members of staff is to be unrecorded.
- Be clear as to what is fact and opinion. The tone of the record must be respectful and appropriate.

Name:			
DOB:			
Male/Female:	Ethnic Origin:	Disability Y/N:	Religion:
Date and time of concern:			
Your account of the concern: (what was said, observed, reported and by whom – this is fact)			
Additional information: (your opinion, context of concern/disclosure)			
Your response: (what did you do/say following the concern)			
Your name:		Your signature:	
Your position:		Date and time of this recording:	



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Referrals to a statutory authority must be followed up in writing within 48 hours; feedback should be given/sought after a further 3 working days. If feedback is not forthcoming, then the issue is to be escalated within Migrant Help to the DSL who can then engage with the relevant local authority.

Checklist for DSO (to be kept with DSO folder)

- Client clearly identified?
- Name, designation and signature of the person completing the record populated?
- Date and time of any incidents or when a concern was observed?
- Date and time of written record?
- Distinguish between fact, opinion and hearsay
- Concern described in sufficient detail, i.e. no further clarification necessary?
- Client's own words used? (swear words, insults, or intimate vocabulary should be written down verbatim.)
- Record free of jargon?
- Written in a professional manner without stereotyping or discrimination?

The record includes an attached completed body map (if relevant) to show any visible injuries (body map available below).

Audit date:		Audited completed by:	
Overall RAG rating to be completed only by a Designated Safeguarding Lead or Regional Manager. (Note that members of the Executive Team and HR will inspect this audit record during office visits. They are to sign and date in the margin that they have done so).			
Action needed	Name and position of person responsible	Timescale	Date action completed

RED	Indicates that information from the checklist is lacking and deficiencies need to be addressed as a matter of urgency
AMBER	Indicates that key information is included but recording could be further improved
GREEN	Indicates that the recording meets the above required standards



Vulnerability Indicators

Appendix 1

Suicide and Self Harm	FGM	Pregnancy	Physical Health
Disability	Potential Victim (of modern slavery)	Mental Health	Unaccompanied Minor
Domestic Abuse	Forced Marriage	Honour-Based Violence	Age Dispute
Child Protection/Risk to Child/Child Neglect	LGBTI	Missing Adult/Child	Proof of Kinship/Family Reunion
Victim of Assault	Victim of Hate Crime	Victim of Torture	National Security Threat
Violent Behaviour/ Disruptive Behaviour/ Escape Attempt	Vulnerable to Radicalisation	Food or Fluid Refusal	Allegation of Historic Child Sexual Abuse

Additional vulnerability indicators recently identified

- Learning disabilities
- Substance abuse
- Homelessness and destitution
- Vulnerable to exploitation



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For Office Use Only:

<i>Policy Agreed by Executive Team:</i>	<i>10/10/2019</i>
<i>Policy Agreed by the Board:</i>	<i>16/10/2019</i>
<i>Policy Review Date:</i>	<i>16/10/2020</i>
<i>Reviewing Officers:</i>	
<i>Approval Level:</i>	<i>Board of Trustees</i>
<i>Version</i>	<i>2.4</i>



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9. Related Policy and Appendices

9.1 – Related Policies

Migrant Help policies are complimentary. This policy should be read in conjunction with the following:

Accident/Incident Reporting and Investigation Policy and Procedure	Occupational Health and Safety Policy
Client Confidentiality Procedure	PREVENT Policy
Clients with Special Need Policy	Recruitment & Selection Procedure
Code of Conduct	Right to Erasure Policy
Data Retention Policy	Signposting and Referral Policy
Death in Care of Client Policy	Substance Misuse for Clients Policy
Disciplinary Procedure (Handbook)	Whistleblowing Policy (Confidential Reporting)
Equalities and Diversity Policy	

In addition to this Safeguarding Policy there are three other service specific safeguarding policies which feed-off from this one and are more specific to the processes and procedures for that service. These policies are:

- AIRE Safeguarding Policy (Artefact 21) – Annex A
- Clear Voice Safeguarding Policy – Annex B
- VSSS Safeguarding Policy – Annex C

9.2 - Appendices

Appendix 1 – Vulnerability Indicators

Appendix 2 – Checklist for Designated Safety Officer(s) – Team/Regional

Appendix 3 – Safeguarding Recording Form

Appendix 4 – List of Migrant Help Safeguarding Contacts

Appendix 5 – List of external Safeguarding Contacts

Appendix 6 – Safeguarding Concerns Flowchart

One of Migrant Help's values is that of working in partnership and with all of those who help us achieve our vision (other charities, government departments, accommodation providers and other organisations contracted by the authorities). When Migrant Help is working either with such an organisation or on its' premises there is a need to consider the interface between the respective safeguarding procedures of each organisation.

8. Key deliverables to achieve the aims of the policy

Migrant Help will support continued growth and development in its safeguarding regime to ensure that it delivers tangible improvements in its safeguarding of vulnerable Service Users. The table below sets out the key deliverables:

Governance: - Action – Migrant Help had an external Safeguarding Audit and is using the feedback as a platform for further and continual improvement.

Engagement and Partnership Working: Action – Build on existing relationship within Migrant Helps contracted sectors (AIRE, MSVCC, VPRS) and with key statutory bodies to provide the best-rounded support, care and management of vulnerable Service Users.

Staffing: Action – Continue to follow safe recruiting processes, ensure staffing levels are appropriate and meet the needs of the service and Services User.

Training: - Action – continue to train, develop and equip Migrant Help staff with the knowledge and ability to identify and support vulnerabilities and potential safeguarding concerns and risks. Share knowledge and expertise with other organisations. Keep up to date with all appropriate legislation and processes.

Information Management: – Action – Continue to develop safe and appropriate processes within legislation and GDPR to ensure Service User information is shared when necessary to support their wellbeing, health and keep them from risk.

Action - Use existing recording mechanisms / processes to assess data and produce contractual compliant reports; with a view to continual improvement of trend analysis.

Process and Procedures: - Action – review Safeguarding Audit feedback and continual improvement ethics to continual assess process and procedures, share and receive best practice and amend as necessary.



7.5 - Training

Migrant Help is committed to ensuring all staff, at all levels receive ongoing training and development from their initial induction through to refresher and new training as part of Development Plans and Supervision and Appraisal. Migrant Help has an existing training programme, which will apply to our staff, volunteers, subcontractors and trustees which is managed by the Talent & Development Manager and audited by the Quality Manager across the organisation.

It is the responsibility of Migrant Help to ensure that guidance and training provided to staff regarding the identification and management of vulnerable Service Users with special needs, or at-risk Service Users, is kept up to date and aligns with accepted good practice.

Training for all staff and subcontractors will cover the following, which are already within Migrant Help's training programme: ethnic diversity/cultural awareness, suicide/self-harm awareness and prevention, gender-based violence, safeguarding of vulnerable Service Users in accordance to S55 of the Borders, Citizenship and Immigration Act 2009, unconscious bias, counter-terrorism, modern slavery and customer service.

Training and refreshers will be required with a record of completion and any assessment.

7.6 - Data Protection & Information Sharing

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. All staff and volunteers must be aware that they have a professional duty to share information with other agencies to safeguard vulnerable adults and children. The public interest in safeguarding vulnerable adults and children may override confidentiality interests.

Information will be shared on a need to know basis only, as judged by the DSOs, DSL and DDSL. A record of what information has been shared will be kept; we will ensure the following principle are applied when sharing information: - keep it necessary, proportionate, relevant, accurate, timely and secure; only record factual information.

7.7 - Engagement and Partnership Working

Migrant Help will ensure participation in multi-agency safeguarding meetings, communicating good practice and sharing information relevant to the organisation.

Migrant Help is representative at the Home Office Senior Safeguarding Working Group where governance, best practice, case study review and updated Safeguarding Policy can be implemented, jointly. Migrant Help works with the Home Office and other contract partners to continually improve policy, process and guidance around identification, management and support of Vulnerable Service Users.

7.3 - Continuous Improvement

The Continuous Improvement Team (CIT) will meet bi-monthly with the Safeguarding DSL, AIRE Regional Managers, MSVCC Manager, Training and Development Manager and Quality Manager attending. The CIT will review safeguarding reported and vulnerability statistics, service developments, compliance and reporting and other forms of MI.

The CIT will also highlight instances of good practice or operational innovation in service delivery. Both areas for improvement and good practice will be mainstreamed into training and development activity.

Migrant Help staff will ensure that they are able to identify and manage signs of vulnerability and at-risk Service Users. They will fully understand their responsibilities in respect of the protection of vulnerable persons and that they respond to concerns in an appropriate manner. The policy establishes a framework to support staff and volunteers in their practices and clarifies Migrant Help's expectations.

7.4 – Recruitment

Migrant Help's Human Resources Team ensure adherence to the HR policies when recruiting new staff/volunteers. At each stage of recruitment, Safer Recruitment applies equally to paid full-time/part-time staff and volunteers. This includes a Safeguarding Statement in recruitment adverts to the effect that 'recruitment is done in line with safer recruitment practices'. Job Descriptions and duties outline responsibility for safeguarding. During interview, equal opportunity principles are followed with questions based on the relevant job description and person specification including what safeguarding means to the interviewee and as would apply in the role.

Security checks will be conducted for all staff and volunteers. Portable /carry over DBS checks from another employer will not be sufficient. DBS update service checks are acceptable.

Migrant Help understands that staff are likely to be exposed to some concerning information and behaviour at times. Migrant Help expects all staff and volunteers, including trustees, to protect the professional integrity of themselves and the reputation of the organisation. Professional boundaries are expected to be part of everyday working for all staff. To ensure that all staff understand their responsibilities in this area, they are referred to the Migrant Help Code of Conduct which contains detailed guidance.

More information can be found in Migrant Help's Recruitment Policy and Code of Conduct.



Migrant Help Safeguarding Policy has an appendix which shows the local/regional contacts for the local authorities safeguarding teams and the Home Office Safeguarding Hub(s) & leads – Appendix 5.

7.1 - Staffing

Migrant Help expects all staff, volunteers and trustees of the organisation to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices. Migrant Help staff should follow the guidance laid out in this policy and related policies, and to pass on any safeguarding concerns using the procedures.

The Designated Safeguarding Lead (DSL) holds the responsibility for having a strategic overview of all procedures and any policy reviews and updates in regard to Safeguarding. They will provide an annual report to Trustees and a biannual report to the Management Team.

Designated Safeguarding Officers (DSOs) are responsible for following the quality process in place for the completion of the safeguarding report form, ensuring the escalation process is followed and notification given to the relevant person(s).

The policy will be reviewed annually as a minimum requirement by the DSL unless legislative or governmental changes occur, and amendments are needed sooner. A statutory annual review and update occurs in relation to this policy.

Migrant Help encourage a culture of Continuous Improvement to ensure we are up to date and relevant to the organisational needs.

See Appendix 4 for a list of DSL, DSO and deputy roles.

7.2 – 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. Migrant Help promotes the sharing of any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible with the Designated Safeguarding Lead or Deputy DSL.

If individuals reporting their concerns within our organisation do not feel they have been acted upon Migrant Help supports their right to report these concerns to Social Care Services, the Police, and /or the relevant Regulatory Authority. All media enquiries will be handled by Migrant Help's Communications Team.

More information can be found in Migrant Help's Whistleblowing Policy.



Name:

Contact details:

The list of DSOs' for each team/region are listed at Appendix 4.

The role of the DSL, DDSL and DSO is to oversee and ensure that our Safeguarding Policy is fully implemented and that we attain SAFE standards.

Their responsibilities are:

- monitoring and recording concerns
- making referrals to social care, or police, as relevant, without delay
- liaison with other agencies
- arranging training for all staff

7. Safeguarding Guidance, Procedures and Processes

It is not the role of Migrant Help staff or volunteers to decide if a child or adult has been abused or neglected rather it is their role to identify and pass on concerns to the relevant people who then will notify the relevant authorities who may investigate and provide support as necessary.

If the staff member has any doubt or needs to be reassured of any process, they must contact their local DSO for advice and guidance. Migrant Help has an Incident and Safeguarding Reporting process which should always be followed, and details of the concern and any conversation taken place for further evaluation and possible outcomes should be recorded. Migrant Help staff will use the Vulnerability Indicators – Appendix 1 - to assist in identifying the specific concern.

Any referrals to statutory services must be followed up in writing within 48 hours and feedback received/sought within 3 working days of having made the referral to check what action is being taken. After which the DSO will need to be informed of all actions that have taken place, accompanied by the completion of the organisation incident form with detail of actions taken.

Migrant Help staff will work with Local Authority Child and Adult Safeguarding Teams, Social Services teams, Police and Home Office/funders, on a range of issues and concerns. Migrant Help staff are fully aware of Section 55 guidance (Immigration and Asylum Act) to prevent children/families with children becoming at risk from Age Disputes, neglect, disability support and prevention of destitution.



Vulnerability is defined for the purposes of this policy as a person, child or adult, who is, or may be: -

- in need of community care services by reason of mental or other disability, age or illness, or;
- unable to take care of themselves or unable to protect themselves against significant harm or exploitation, or;
- at risk of self-harm or suicide, or;
- a victim of modern slavery.

5. The legal context of safeguarding

There is no single piece of legislation which covers the protection of children and vulnerable adults, however, in respect of its relationship with Service Users, Migrant Help will be mindful of and adhere to the requirements of the following key pieces of legislation:

- Care Act – 2014
- Children and Families Act – 2014
- Counter Terrorism & Security Act – 2015
- Data Protection Act - 2018 (incorporating GDPR)
- Equality Act - 2010
- Female Genital Mutilation Act - 2003
- Freedom of Information Act - 2004
- Human Rights Act – 1998
- Modern Slavery Act – 2015
- Safeguarding Vulnerable Groups Act – 2006 (DBS)
- Serious Crime Act – 2015
- Sexual Offences Act – 2003

6. Designated Safeguarding Lead & Deputies

The responsibility of managing the safeguarding of children, young people and adults at risk can be both demanding and challenging; and therefore, must be appointed at managerial level to personnel who are available to respond whenever needed. Migrant Help has multiple operational sites and so in addition to the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) each site is appointed with a local Designated Safeguarding Officer (DSO) – this is usually the senior team manager.

Migrant Help's DSL & DDSL Leads for Safeguarding are:

Name:

Contact details:

Name:

Contact details:



Our policy is approved by Management Team/Board of Trustees and will be reviewed and updated annually. We will publish and promote this policy to all staff, paid or unpaid, through induction, training and supervision. We endeavour to disseminate, as appropriate, this policy to all who come into contact with Migrant Help e.g. the children, young people, adults at risk, their parents, carers and others such as partners and fundraisers.

3. Aims of the Safeguarding Policy

This policy acknowledges that some Service Users may have specific needs or be at risk whilst they are with the care of Migrant Help; therefore, the policy has the following overarching aims:

- **To raise the level of awareness of vulnerability and its indicators amongst all employees of Migrant Help.**
- **To embed and maintain customer focused safeguarding practice and procedures across the organisation.**
- **To ensure that Service Users at risk and those with specific needs are identified and protected with an appropriate response assuring their safety and well being.**
- **To support the well being of staff who provide this response to vulnerable Service Users.**
- **To work in collaborative partnership with the statutory bodies and other key stakeholders to support the safety and wellbeing of vulnerable Service Users.**
- **To ensure that there is governance and accountability for the work undertaken.**
- **Adoption of a continuous improvement approach.**

For the purposes of this policy a Service User is defined as follows:

Service User - A person, including their dependants who receive a service(s) directly from Migrant Help and who are being supported by or through any contracted agreement held between Migrant Help and its range of funders, not exclusive to Home Office, Scottish Government, Department of Justice NI, Local Authority and/or private grant sources.

Dependent Children - is a child of the Service User or his/her spouse and is under 18, and is dependent on him/her (16yrs in Scotland),

4. Defining Vulnerability

Migrant Help will respond to any Service User deemed to be at risk or have any identified safeguarding needs as a result of their status as a Service User.

- **This policy defines a child as a Service User who has not yet reached their 18th birthday (16yrs in Scotland).**
- **This policy defines an adult as a Service User or Dependant aged 18 years or over.**

By following this policy Migrant Help staff will ensure that they are able to identify and manage signs of vulnerability and at-risk Service Users. They will fully understand their responsibilities in respect of the protection of vulnerable persons and that they respond to concerns in an appropriate manner.

The policy establishes a framework to support staff and volunteers in their practices and clarifies Migrant Help's responsibilities and expectations. Migrant Help will work with the statutory agencies and authorities (Social Services, Police, Health, Home Office, Scottish Government, Department of Justice NI) and contracting authority to seek guidance, support vulnerable Service Users and to report concerns to the appropriate authority when required. Migrant Help will ensure training is up to date and includes best practice.

2. Equal Opportunities Statement

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

- Age
- Carers
- Culture
- Disability
- Gender Reassignment
- Marriage and civil partnerships
- Part-time workers
- Political Opinion
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Socio economic status

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 and carers, and the relevant agencies when necessary and appropriate.

We will:

- treat everyone with respect and celebrate their achievements,
- carefully recruit and select all staff whether paid or unpaid,
- respond to concerns and allegations appropriately.

When there are concerns about the welfare of any, child, young person or adult at risk, all responsible adults in our organisation are expected to share those concerns, without delay, with the Lead for Safeguarding (or the Deputy, if the Lead is unavailable).

Contents

- 1. Foreword**
- 2. Equal Opportunities Statement**
- 3. Aims of the Policy**
- 4. Defining Vulnerability**
- 5. The legal context of safeguarding**
- 6. Designated Safeguarding Lead(s) and Deputies**
- 7. Safeguarding guidance, procedures and processes**
- 8. Key deliverables**
- 9. Related Policy & Appendices**

1. Foreword

Migrant Help is a caring organisation that works to a set of values which includes the belief that everyone deserves to feel safe and have their human rights protected. This, in addition to the statutory requirements, underlines the importance of ensuring that Migrant Help has a policy that ensures the safeguarding of adults and children that is well understood by all staff and, importantly, is acted on in an appropriate and timely manner to ensure the protection of our clients and our staff.

This policy and related procedures are applicable to all Migrant Help staff and volunteers including its trustees, any interns or students. Migrant Help requires third party contractors and those we work alongside to have a functioning Safeguarding Policy and Procedures. We will audit their policies and procedures and ensure that they are at least as robust as Migrant Help's own or we will require that they sign up to our policy, when working with our Service Users.

Migrant Help staff fully understand the needs and requirements to support and safeguard vulnerable adults and children who may be in the 'care' of adults/families or those who have entered into any service provided by Migrant Help which includes modern slavery, Vulnerable Person Resettlement Scheme, asylum system and are unaccompanied asylum-seeking children or age disputed.



Migrant Help

Safeguarding Policy and Procedure