

**SAFEGUARDING YOUNG PERSONS UP TO THE AGE OF 18 YEARS AND  
VULNERABLE ADULTS WITH SPECIAL NEEDS**

**POLICY STATEMENT**

Midstream (West Lancs) Ltd fully recognises its responsibilities to safeguard children and vulnerable adults from abuse. We recognise that abuse can occur within many situations including the home, school, college and the working environment. We recognise that it is the responsibility of every adult to protect children & vulnerable adults from abuse. We recognise that because of our regular contact with vulnerable young people and vulnerable adults, all adults in this organisation have an individual and collective responsibility to ensure the health, safety and welfare of children, vulnerable young people and vulnerable adults. Our policy & procedures apply to all staff, volunteers and visitors to our premises. Our clients welfare is paramount. Whatever their age, culture, disability, gender, language, racial origin, religious belief or sexual identity, they have the right to protection from abuse. When abuse is suspected Midstream will follow procedures / instructions as advised by Lancashire County Council (L.C.C.) and the clients home Local Authority (L.A.) Child Protection/Safeguarding Teams.

Midstream will :

- Ensure we practice safe recruitment in checking the suitability of staff, volunteers and external support assistants who work with our clients (see also Midstream's Recruitment Policy & Procedures). All such adults will have 'Barred Status' checks & produce satisfactory Enhanced Disclosures from the Disclosure & Barring Service (DBS) prior to commencing work at Midstream.
- Issue identification badges to all staff, volunteers and external support assistants.
- Maintain a single record of staff, volunteers and external support workers.
- Issue guidance notes for signature to all staff, volunteers and external support workers prior to commencing work at Midstream.
- Raise awareness of child & vulnerable adult protection issues within our organisation through staff training and information sessions in order to enable our clients to feel safe.
- Designate an appropriate Senior Member of Staff to take lead responsibility for dealing with child protection & safeguarding issues. The designated person will be responsible for providing advice & support to other staff, arranging awareness training, liaising with Local Authorities Child Protection/Safeguarding Teams and working with other agencies.
- Develop and then implement procedures for identifying and reporting cases, or suspected cases of abuse, or dealing with instances of disclosure of abuse, in line with LA guidelines.
- Support clients who have been abused in accordance with their Protection Plan and liaising with a nominated senior staff member within Midstream.
- Establish a safe environment in which our clients can develop, thrive and reach their potential.

- Ensure all visitors report to Reception and sign the Visitors Book on every visit. They will be issued with visitors badges and accompanied by a staff member at all times. Social Workers, Health Professionals etc who are visiting, observing or working with clients are required to do so by pre arranged appointment via the Training & Operations Manager. Such visitors will also be required to provide identification when reporting to Reception. Garden Centre customers are confined to 'Public Only' areas within the Garden Centre.
- Ensure all clients complete a detailed Application Form and attend an interview as part of Midstream's admission procedure.
- Ensure all clients return Safeguarding Questionnaire/s (completed by parents/carers/Social Worker, School Transitions Worker etc) as part of Midstream's admissions procedure.
- Carry out a Risk Assessment and produce an individual Safeguarding Action Plan in respect of each client as part of Midstream's admissions procedure. The Action Plan will be disseminated to all relevant teaching / care staff prior to commencement.
- Ensure no client commences services at Midstream until their admission procedure has been fully completed and a Service Level Agreement is signed by both parties.

***The Senior designated person for child protection and safeguarding issues is:***

**Mark Saxon (Chief Executive)**

**Contact details : tel (01695) 555316 e mail [marksaxon@midstream.org.uk](mailto:marksaxon@midstream.org.uk)**

***in his absence the designated person is:***

**Nicola Dilworth (Operations & Training Manager)**

**Contact details : tel (01695) 555316 e mail [nicoladilworth@midstream.org.uk](mailto:nicoladilworth@midstream.org.uk)**

***(please also refer to Midstream's whistle blowing policy)***

Midstream will ensure that all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any disclosures or concerns to the designated safeguarding lead (DSL) named above, through certificated staff training and procedural training.

Staff, volunteers and external support workers are required to use a 'Midstream Incident / Safeguarding Report' form to record or escalate safeguarding incidents, / disclosures / concerns to the DSL or their deputy in their absence. They should also refer to flowchart 'Safeguarding Reporting Procedures' before doing so. These procedures should also be followed in instances of suspected malpractice.