

# Salford Safeguarding Standards

October 2023

## Introduction

Both the Salford Safeguarding Adults Board and Salford Safeguarding Children Partnership are committed to working with every Salford-based Voluntary, Community and Social Enterprise (VCSE) organisation to continuously improve the services and activities they provide. As part of this, the Salford Safeguarding Standards for the VCSE Sector were reviewed and revised in 2023 by Salford Community and Voluntary Services (Salford CVS) in partnership with Salford Safeguarding Children Partnership (SSCP), Salford Safeguarding Adults Board (SSAB) and representatives from Salford City Council and NHS Greater Manchester Integrated Care Group (formally CCG). This version reflects local changes, such as the Salford Safeguarding Children Board (SSCB) becoming the Salford Safeguarding Children Partnership (SSCP) in 2019 and the development of local and national policies procedures and guidance.

The previously existing 20 standards have been condensed to 7 standards as part of our commitment to ensure that all VCSE organisations based in Salford, regardless of size, have the right arrangements in place to deliver their activities safely. They also enable organisations to show that they comply with:

- The Section 11 (Children Act 2004) audit carried out every 2 years by the SSCP
- The quality assurance requirements for services commissioned by NHS Greater Manchester's Integrated Care Partnership and other NHS bodies
- The quality assurance requirements for services commissioned by Salford City Council

Six of these standards are provided by NHS Greater Manchester Integrated Care Partnership's in their audit tool - "Safeguarding Children, Young People and Adults at Risk Contractual Standards (2023-2024)". The seventh standard has been included to ensure that the voice of young people and adults continues to be central in shaping the services they access.

## How your organisation can demonstrate that it meets the Standards:

To complete the Standards an organisation needs to complete an initial self-assessment. To help you do this you are provided with this document.

This document outlines each of the 7 Salford Safeguarding Standards for the VCSE Sector.

The “**Guidance**” column helps to explain the standard being assessed by providing further information about what each one means.

The “**Evidence**” column suggests resources and evidence that your organisation may use to show that you meet this by the guidance. It will provide details of evidence which is essential and evidence which is optional. Evidence listed as essential must be provided for your organisation to meet the Standard.

The “**Your Evidence & RAG Rating**” column is for you to demonstrate what evidence you have that matches the guidance. Please use this column to say where this evidence can be found – i.e. where in your office or on your computer system it is. Your evidence should be recent and accessible. The “RAG” rating is for you to self-assess your current progress in this area. The principle is;

**Green** = You already have the evidence and no/minimal work is needed in this area

**Amber** = You do have some (but not all) evidence, or that work is currently in progress in this area

**Red** = You have no evidence that matches this area, and work will need to be urgently started

At the bottom of each standard, there is an action plan for your organisation to complete and this will identify the actions that your organisation needs to take to fully comply with the Standards. Your action plan will identify what specific action will be taken, by whom and when.

**Standard One:** The organisation has an identified Safeguarding Lead.

Guidance	Evidence Suggestions	Your Evidence & RAG Rating
<p>You have at least one named safeguarding lead, who is responsible for safeguarding adults at risk and children, and supporting all staff/volunteers within the organisation with managing safeguarding concerns.</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Job description/role profile which clearly identifies the Safeguarding Lead’s safeguarding roles and responsibilities</li> <li>• Your Child/Adult Safeguarding policies stating the name(s) of your safeguarding lead(s)</li> <li>• Certificates showing safeguarding training at the relevant level</li> </ul> <p><b>Optional</b></p> <ul style="list-style-type: none"> <li>• Posters/leaflets with name/contact information of Safeguarding Leads, displayed in your organisation’s headquarters</li> <li>• Safeguarding framework or organisational chart outlining what each person in the organisation</li> </ul>	

	is responsible for doing in terms of safeguarding and who they should report to	
<b>Action Plan for VCSE Organisations</b>		
<b>What needs doing?</b> What is the specific change, improvement or new development that you are going to make in your organisation?	<b>When will this be done?</b> List when each of the stages of the action will happen	<b>By Whom?</b> List everyone who will be involved in completing the action.

**Standard Two:** The organisation has appropriate policies and procedures in place for safeguarding children and adults at risk of harm.

<b>Guidance</b>	<b>Evidence Suggestions</b>	<b>Your Evidence &amp; RAG Rating</b>
<p>Your organisation should have up-to-date safeguarding policies and procedures in place which demonstrate the organisation's commitment (including senior management commitment) to keeping all children, young people and adults at risk safe. This must involve an adult safeguarding policy, a child safeguarding policy, and a whistleblowing policy.</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Adult Safeguarding Policy (if offering any services to adults at risk of harm)</li><li>• Child Safeguarding Policy (if offering any services to people under the age of 18)</li><li>• Whistleblowing policy</li></ul>	

**Action Plan for VCSE Organisations**

<b>What needs doing?</b> What is the specific change, improvement or new development that you are going to make in your organisation?	<b>When will this be done?</b> List when each of the stages of the action will happen	<b>By Whom?</b> List everyone who will be involved in completing the action.
<b>Standard Three:</b> Staff and/or volunteers have access to safeguarding training at the appropriate level for their role.		

Guidance	Evidence Suggestions	Your Evidence & RAG Rating
<p>Staff and/or volunteers must ensure that all paid staff, volunteers and trustees have child and/or adult safeguarding training as appropriate to the service provided which should be renewed at a minimum every 3 years as appropriate to their role.</p> <p>Staff and/or volunteers should attend Prevent training. Prevent is the Government's strategy to stop people from becoming terrorists or supporting terrorism, in all its forms. <a href="#">Salford City Council</a> offers a range of training options.</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Child Protection and Safeguarding Awareness training certificates, e.g. Salford's Working Together to Safeguard Children (if your organisation works with children/young people)</li> <li>• Adult Safeguarding Awareness training certificates e.g. Adult Safeguarding Basic Awareness (if your organisation supports adults at risk of harm)</li> <li>• Prevent training certificates</li> </ul> <p><b>Optional</b></p> <ul style="list-style-type: none"> <li>• Training records for all staff/volunteers which detail course content, attendance date, and renewal date</li> </ul>	
<p><b>Action Plan for VCSE Organisations</b></p>		

<b>What needs doing?</b> What is the specific change, improvement or new development that you are going to make in your organisation?	<b>When will this be done?</b> List when each of the stages of the action will happen	<b>By Whom?</b> List everyone who will be involved in completing the action.



**Standard Four:**

Staff have access to safeguarding supervision appropriate to their role.

<b>Guidance</b>	<b>Evidence Suggestions</b>	<b>Your Evidence &amp; RAG Rating</b>
<p>Your organisation must have an appropriate process in place for the supervision and appraisal of staff, volunteers and trustees within the organisation. It is recommended that supervision occurs once every six weeks, as per good practice within social care.</p> <p>Volunteers must also be provided with regular check-in sessions with a designated staff member.</p> <p>If a staff member/volunteer encounters a situation related to child protection or adult safeguarding, a debrief session should be offered. Dealing with safeguarding issues is very stressful and the organisation must offer adequate support around this.</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Supervision policies/procedures</li><li>• Supervision/support session timetables (showing the frequency of sessions)</li><li>• <u>Anonymised</u> supervision records showing support given following a safeguarding concern</li></ul>	

<b>What needs doing?</b> What is the specific change, improvement or new development that you are going to make in your organisation?	<b>When will this be done?</b> List when each of the stages of the action will happen	<b>By Whom?</b> List everyone who will be involved in completing the action.

**Standard Five: The organisation has safer recruitment processes in place.**

<b>Guidance</b>	<b>Evidence Suggestions</b>	<b>Your Evidence &amp; RAG Rating</b>
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Organisations must have a safe recruitment and selection policy and procedure which covers all potential trustees, paid staff and volunteers. Organisations must ensure that all potential new staff, volunteers and trustees:

- Complete an application form or a letter of application. This includes address, evidence of relevant qualifications, paid work and voluntary work experience and all criminal convictions.
- Provide two pieces of identification which confirm both identity and address.
- Undergo an interview (formal or informal) involving at least two interviewers. The interview should explore the candidate’s attitude towards children/young people/Adults at Risk and his/her ability to support the organisation’s agenda for safeguarding and promoting welfare.
- Provide at least two references which are followed up before a post is offered. One reference should be from the last employer or an organisation that knows the applicant’s work.
- If undertaking a regulatory activity or if the post is eligible, a Disclosure and Barring Service (DBS)

- Essential**
- Policy/guidelines regarding appropriate behaviour by staff/volunteers towards adults at risk and children (such as a Code of Conduct)
  - Safer Recruitment Policy/procedures
  - Records of interviews, references, identification training, and DBS checking
  - Application form

<p>check must be conducted. The organisation needs a system in place to ensure DBSs are updated either through the Update Service or through reapplying for a DBS check. At minimum DBS must be updated/renewed every three years.</p>		
<p><b>Action Plan for VCSE Organisations</b></p>		
<p><b>What needs doing?</b> What is the specific change, improvement or new development that you are going to make in your organisation?</p>	<p><b>When will this be done?</b> List when each of the stages of the action will happen</p>	<p><b>By Whom?</b> List everyone who will be involved in completing the action.</p>

**Standard Six:** The Provider has appropriate pathways in place for staff to report serious incidents and safeguarding concerns.

<b>Guidance</b>	<b>Evidence Suggestions</b>	<b>Your Evidence &amp; RAG Rating</b>
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<p>Your organisation must ensure that it has the appropriate procedures and pathways available for staff/volunteers to report safeguarding concerns and that this information is easily accessible.</p> <p>All staff and volunteers should know what to do and who to speak with if they have a safeguarding concern.</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Adult/Child Safeguarding Policy, which has clear information on when and how staff should report a safeguarding concern</li><li>• Concern Reporting Form</li><li>• Safeguarding concern log which shows action taken and outcomes of reports</li><li>• Anonymised incident/concern reports</li></ul>	
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**Action Plan for VCSE Organisations**

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**Standard Seven:** The organisation can demonstrate that they encourage the participation of children, young people and/or adults at risk and how their services have been shaped by their views.

Guidance	Evidence Suggestions	Your Evidence & RAG Rating
<p>Your organisation should value the input of its service users and actively seek to receive their feedback. This feedback should be used when considering service improvement and changes.</p> <p>Service users should be aware of ways they can provide feedback, with the organisation ensuring that this opportunity is provided in a way that considers diversity and accessibility needs.</p> <p>Organisations should ensure they are aware of contemporary issues that their service users may face and encourage, where appropriate, engagement with service user forums and external activities.</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Resources used with service users to capture their views, thoughts or feelings, such as feedback forms, suggestion books, etc.</li> <li>Evidence of any changes to procedures, policy or practices made as a direct response to listening to service users. (E.g. evidence of updates of policies or activity choices directly related to service user feedback)</li> </ul> <p><b>Optional</b></p> <ul style="list-style-type: none"> <li>Examples of consultations/co-production activities undertaken with service users and evidence of how your organisation has replied or incorporated these responses</li> <li>Minutes or notes from any service user forums supported by your organisation</li> <li>Encouraging service users to participate in external activities to have a voice. E.g. Listening Hub events, Citizens Panel, Seldom Heard Young People, Healthwatch surveys and activities, and other relevant local surveys and focus groups</li> </ul>	

	<ul style="list-style-type: none"> <li>Evidence of your organisation's involvement in Youth Day, Youth Parliament and Seldom Heard Young People</li> </ul>	
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**Action Plan for VCSE Organisations**

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