



Yes Manchester CIO Operations Handbook

Safeguarding Policy

June 2021

1. Introduction

- 1.1. Adult safeguarding is the process of protecting vulnerable adults from neglect, abuse or exploitation. The Care Act 2014 introduced this as a statutory duty.
- 1.2. The Act sets out clear expectations of partner organisations in contact with vulnerable adults who are or may be at risk of abuse or neglect. This includes those in the voluntary sector that may come into contact with vulnerable adults. Yes falls into this category of organisation.
- 1.3. This policy outlines Yes Manchester's role, and uses as its guide the safeguarding framework set out in legislation and guidance and overseen in Manchester by the Manchester Safeguarding Partnership (MSP).
- 1.4. Adult safeguarding is built of six key principles (balancing safety from / prevention of harm with an adult's capacity to choose and control their behaviour)
 - empowerment – supporting adults to take decisions and informed consent
 - prevention – taking action before harm occurs
 - proportionality – taking the least intrusive appropriate response
 - protection – support and representation
 - partnership – services working with communities
 - accountability – and transparency
- 1.5. Yes Manchester will actively work to safeguard customers and learners who might be vulnerable adults, and will adopt a multi-agency approach, working openly and proactively with other agencies as necessary to share information so that vulnerable adults are protected from abuse, exploitation and neglect.
- 1.6. Effective safeguarding is not something we see as an "add-on", but rather is embedded in our ways of working, especially in relation to staff who have contact with customers and learners. It can be a complex and sensitive issue to address, so it is important that there

are clear mechanisms for staff to raise their concerns, robust recording and follow-up processes and support for staff

- 1.7. We will develop / have an internal procedure for dealing with safeguarding matters which is provided to employees.
- 1.8. Yes Manchester will ensure that all staff who come into contact with children and vulnerable adults as part of their day-to-day role are vetted via the Disclosure and Barring Service (DBS). All certificates will be reviewed every 3 years.
- 1.9. We will refer any member of staff (after appropriate investigation) to the DBS where they have:
 - Been cautioned or convicted for a relevant offence
 - Engaged in relevant conduct in relation to children and/or vulnerable adults (i.e. action or inaction that has harmed a child or vulnerable adult or put them at risk of harm)
- 1.10. Yes Manchester recognises the importance of confidentiality and will ensure that any information shared regarding a vulnerable adult will be done so in line with the Data Protection Act 2018, the Human Rights Act 1998 and General Data Protection Regulations (GDPR) 2018, although this will not be at the expense of leaving a vulnerable person at risk. Yes Manchester has a dedicated Data Protection Policy, and will ensure that all staff are aware of and adhere to the policy in relation to safeguarding adults.
- 1.11. We will ensure the safeguarding adults' policy is available publicly to our customers, learners and the wider community. The latest version of the policy will be available on our website, and hard copies made available upon request if necessary.

2. Principles of Policy

- 2.1. Any staff who come into contact with adults who fit the criteria in their everyday work have a responsibility to:
 - Safeguard and promote the welfare of vulnerable people
 - Be able to recognise situations where adults with care and support needs are being abused or exploited by others or are suffering from neglect
 - Be aware of indicators of domestic violence and harassment
- 2.2. Staff who deal directly with customers and learners will receive training and guidance on working with vulnerable people.
- 2.3. We will ensure that all staff are aware of the safeguarding adults' procedure and understand their individual responsibilities in their role and as a Yes Manchester employee in relation to safeguarding adults. We will ensure that all staff are effectively following the procedure whenever a potential safeguarding adult concern is identified.

- 2.4. Yes Manchester understands the importance of partnership working. Where suspected abuse, exploitation or neglect is identified, we will ensure that staff liaise with the appropriate agency or agencies to ensure that the most appropriate form of support is sought.
- 2.5. In safeguarding vulnerable adults, Yes Manchester has regard to relevant guidance issued by the Government and / or Manchester Safeguarding Partnership. Yes Manchester will make sure that staff are sufficiently well-supported to implement the policy, and will consider learning from reviews and identify other opportunities to improve the way things are done. Yes Manchester will make sure that learning is incorporated into our day-to-day practices.

3. Responsibility

- 3.1. Overall responsibility for the policy is with the Chief Executive. The Operations Manager has lead responsibility for safeguarding issues and a designated Employability Support Manager will be the operational safeguarding lead.
- 3.2. The designated Manager has day-to-day responsibility for overseeing individual cases and making sure that these are regularly reviewed, appropriately progressed and escalated within Yes Manchester or with partner agencies where necessary.

4. Allegations against staff

- 4.1. Yes Manchester have clear procedures in place for dealing with allegations made against members of staff where concerns are raised regarding safeguarding adults. We will ensure a full investigation is carried out into such allegations, including the provision of precautionary suspension of members of staff if appropriate.
- 4.2. We have a zero tolerance policy in relation to all forms of abuse, and appropriate action, including action under the Disciplinary Policy, will be taken against any member of staff found to have been responsible for abuse, neglect or exploitative behaviour.
- 4.3. Yes Manchester will investigate malicious or unfounded allegations against members of staff.

5. References

- 5.1. The duty to safeguarding adults is underpinned in legislation. Key legislation relating to safeguarding adults includes, but is not limited to:
 - Care Act 2014
 - Care and Support Statutory Guidance 2016
 - Human Rights Act 1998
 - Mental Capacity Act 2005

- Safeguarding Vulnerable People Act 2006
- Modern Slavery Act 2015
- Counter Terrorism & Security Act 2015
- Data Protection Act 2018 (as amended)
- General Data Protection Regulations 2018
- Public Disclosures Act 1998

5.2. To ensure Yes Manchester complies with current legislation and practice relating to safeguarding adults, this policy references the Manchester Safeguarding Partnership (www.manchestersafeguardingpartnership.co.uk).

Document History

Accountable Officer	Sheila Sturgeon
Presented to Board	22 June 2021
Version	1
Agreed by Board	25 June 2021
Date of Next Review	