

Safeguarding Policy for Inclusive Outsource LTD

Effective Date: November 2024

Reviewed by: Directors

Next Review Date: November 2025

Purpose and Scope of this Policy

At **Inclusive Outsource LTD**, we are committed to protecting and promoting the welfare of children, young people, and vulnerable adults who receive our services. This policy is designed to:

- Protect children, young people, and vulnerable adults from harm while accessing our services, including mentoring, group sessions, workshops, family support, advocacy, and consultancy.
- Provide staff, volunteers, service users, and their families with the key principles that guide our approach to safeguarding and protection.

This policy applies to anyone working on behalf of Inclusive Outsource LTD, including senior managers, paid staff both employed and self employed, volunteers, sessional workers, agency staff, and students.

Legal Framework

This policy is based on legislation, policies, and guidance that apply to the protection of children and vulnerable adults across the UK, including but not limited to:

- **Children Act 1989 & 2004**
- **Care Act 2014**
- **Safeguarding Vulnerable Groups Act 2006**
- **Working Together to Safeguard Children 2023**
- **Mental Capacity Act 2005**
- **Equality Act 2010**

Further guidance can be found at [nspcc.org.uk/childprotection](https://www.nspcc.org.uk/childprotection) and [gov.uk/government/publications/adult-safeguarding](https://www.gov.uk/government/publications/adult-safeguarding).

Supporting Documents

This policy should be read in conjunction with our other safeguarding-related policies and procedures, including:

- Role description for the **Designated Safeguarding Officer** (DSO) and Deputy.
- Dealing with disclosures and concerns about a child, young person, or vulnerable adult.
- Managing allegations against staff and volunteers.
- Recording concerns and information sharing.
- Child and vulnerable adult protection records retention and storage.

- Code of conduct for staff and volunteers.
- Behaviour codes for children, young people, and vulnerable adults.
- Photography and sharing images guidance.
- Safer recruitment practices.
- Online safety.
- Anti-bullying policy.
- Managing complaints and whistleblowing.
- Health and safety measures.
- Induction, training, supervision, and support for staff.

Our Beliefs

At Inclusive Outsource LTD, we believe:

- Children, young people, and vulnerable adults should never experience abuse, harm, or neglect of any kind.
- We have a responsibility to safeguard the welfare of all individuals we support, practising in a way that protects them from harm and promotes their well-being.
- Everyone, regardless of age, disability, neurodivergence, gender reassignment, race, religion or belief, sex, or sexual orientation, has an equal right to protection from abuse.

Our Recognition of Vulnerabilities

We recognise that:

- The welfare of children and vulnerable adults is paramount in all our work.
- Working in partnership with children, young people, vulnerable adults, their parents, carers, and external agencies is essential in promoting safety and welfare.
- Some individuals are more vulnerable due to previous experiences, communication needs, or other factors, requiring additional safeguards.
- Extra precautions must be taken to protect individuals with specific needs, including neurodivergent children, young people, and adults, those with disabilities, or those from minoritised communities.

Our Commitment to Safeguarding

We will ensure the safety of children, young people, and vulnerable adults by:

- Valuing, listening to, and respecting them in all interactions.
- Appointing a Designated Safeguarding Lead (DSL) and deputy, with a lead trustee for safeguarding.
- Adopting safeguarding best practices through our policies and procedures.
- Developing and implementing an effective online safety policy.
- Providing robust supervision, support, and training for staff and volunteers, so they confidently follow our policies.
- Recruiting and selecting staff safely, including appropriate DBS checks and reference verification.

- Recording and storing information securely, in line with data protection legislation.
- Sharing safeguarding information with families and service users through leaflets, posters, and direct communication.
- Ensuring service users know where to go for help if they have concerns.
- Using safeguarding procedures to share concerns with relevant agencies, involving families and service users appropriately.
- Managing any allegations against staff or volunteers promptly and effectively.
- Creating a positive, anti-bullying environment.
- Providing effective complaints and whistleblowing procedures.
- Ensuring a safe physical environment through adherence to health and safety regulations.
- Fostering a culture of respect, where staff, volunteers, service users, and families feel comfortable sharing concerns and working together for the safety of all.

Key Safeguarding Areas

Our staff are trained to be aware of and address specific safeguarding concerns, including:

- Domestic Abuse
- Child Exploitation (CE)
- Radicalisation and the Prevent Duty
- Female Genital Mutilation (FGM)
- Children Missing from Education (CME)
- Contextual Safeguarding
- Peer-on-Peer Abuse, which includes bullying, cyberbullying, and gender-based violence.

Staff are also trained to recognise safeguarding issues in vulnerable adults, such as financial abuse, physical abuse, neglect, exploitation, and coercive control.

Contact Details for Safeguarding

Designated Safeguarding Lead (DSL)

Name: **Mel Sampson**

Phone: **07713888701**

Email: **mel@inclusiveoutsource.co.uk**

Deputy Designated Safeguarding Lead (Deputy DSL)

Name: **Michael Sampson**

Phone: **07713888701**

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Monitoring and Review

This policy will be reviewed annually or sooner in response to changes in legislation or circumstances, ensuring that our approach to safeguarding remains effective and up to date.