

BRADFORD DOULAS SAFEGUARDING ADULTS AT RISK POLICY

CONTEXT

Bradford Doulas works with pregnant women or pregnant people and new parents with young babies. It is important that all staff and volunteers are fully aware of their responsibilities with regard to safeguarding adults at risk whilst volunteering or working at Bradford Doulas, although only a small number of the adults we work with will come into the category of adult at risk. An adult at risk is someone who:

1. has care and support needs
2. is at risk of or experiencing abuse and neglect
3. and as a result of their care and support needs is unable to protect themselves from either the risk of or experience of abuse and or neglect

It is also essential that Bradford Doulas practices safe recruitment to ensure that all necessary checks are carried out on staff and volunteers before commencing their work with families.

SAFER BRADFORD STATEMENT

‘Safeguarding means protecting an adult’s right to live in safety, free from abuse and neglect. It is about working together to support people to make decisions about the risks they face in their own lives, and protecting those who lack the capacity to make these decisions. We all share responsibility for safeguarding and promoting the welfare of adults at risk, whether as a carer or family member, a friend or neighbour, an employer, or as a paid or volunteer worker.’

<https://saferbradford.co.uk/adults/>

POLICY

- 1.1 Bradford doulas acknowledges our role in safeguarding adults at risk.
- 1.2 Two key elements of our role in safeguarding are: safe recruitment and clear reporting procedures for concerns.

ROLES AND RESPONSIBILITIES

- 2.1 All staff and volunteers have a role in being alert to signs that an adult may be at risk and reporting any and all concerns to the appropriate person.
- 2.2 The Service Manager fulfils the role of Designated Safeguarding Officer at Bradford Doulas and holds responsibility for ensuring that all policy and procedure is up to date. They will identify any relevant training staff and volunteers may need with regard to safeguarding adults at risk.
- 2.3 The named safeguarding lead on the ACL Board of Trustees is responsible for supporting the Service Manager to fulfil their role effectively by ensuring they have the time needed to fulfil this role and supporting them to attend relevant training.

SAFE RECRUITMENT

- 3.1 All staff and volunteers must complete a written application, attend an interview, provide two references and undergo an enhanced DBS (Disclosure and Barring Service) check with barred list checks.

- 3.2 Staff recruitment is conducted by a panel that includes at least two people comprised as appropriate of: the Service Manager or Team Lead, a member of the Bradford Doulas Steering Group and a trustee for Action for Community Limited.
- 3.3 This panel jointly hold responsibility for ensuring that all checks are carried out thoroughly and are satisfactory before work with families commences.
- 3.4 Volunteer recruitment is carried out by staff members and overseen by the Service Manager. The Service Manager is responsible for ensuring that all checks are carried out thoroughly and are satisfactory before work with families commences.

REPORTING PROCEEDURES

- 3.1 Staff must raise any and all concerns they have about the welfare of any adults who may be at risk that they come into contact with during the course of their work with their line manager as quickly as possible.
- 3.2 Volunteers must raise any and all concerns they have about the welfare of any adults who may be at risk that they come into contact with during the course of their volunteering with the member of staff who is supervising them at the time as quickly as possible.
- 3.3 The DSO will be informed of any and all concerns raised. If for any reason the appropriate staff member is not available, the DSO should be approached directly.
- 3.4 The DSO will work within the guidance set out by our Local Authority in all cases where there are safeguarding concerns. The City of Bradford Metropolitan District Council's Safeguarding Adults Service is the point of contact for reporting adult safeguarding concerns. The number is 01274 431077. Emergency Duty Team can be contacted out of hours on 01274 435400. Resources and information for Bradford Safeguarding are available at <https://www.saferbradford.co.uk>
- 3.5 Where possible the adult concerned and any other relevant adult family members will participate in any decision to involve Adult Social Care.
- 3.6 In instances where there is any doubt about the best course of action advice will be sought from the Bradford Safeguarding Adults Board: BSAB@bradford.gov.uk or 01274 432736.
- 3.7 The Designated Safeguarding Officer will inform the Bradford Doulas Steering Group of any safeguarding situations where it is deemed necessary to make a referral to Adult Social Care without consent from the adult involved or their family.
- 3.8 If a volunteer or staff member has an **immediate and urgent** concern for the safety or welfare of a adult at risk and is unable to make contact with the appropriate person within Bradford Doulas, they should contact the police on 999.
- 3.9 If at any point concern is raised about a member of staff, volunteer or any other related professional working with a family, the DSO will report it to the Bradford Local Authority