**EPILEPSY WALES Safeguarding Policy**

Reviewed: December 2019

**Aims of this Policy**

Epilepsy Walesand its board of trusteesacknowledge its duty of care to safeguard and promote the welfare of children and adults at risk and is committed to ensuring our safeguarding practice reflects the principles of UK and international legislation and guidance including:

The Care Act (2014)

The Social Services and Well-being (Wales) Act 2014

The Children Act 1989

The Children Act 2004

The Safeguarding Vulnerable Groups Act 2006

The Human Rights Act 1998

The Data Protection Act 2018

Safeguarding means protecting a child or an adult’s right to live in safety, free from abuse and neglect. We recognise that abuse or harm or the risk of abuse or harm may take many different forms which may include; sexual, physical, psychological, domestic, financial and discriminatory abuse, as well as neglect.

Safeguarding is everyone’s responsibility and this policy applies to anyone employed directly or indirectly by Epilepsy Wales and includes trustees, paid staff and volunteers who, during the course of their employment have direct or indirect contact with children or adults at risk.

The Social Services and Wellbeing (Wales) Act 2014, defines an adult at risk as being anyone 18 years of age or older who;

(a) is experiencing or is at risk of abuse or neglect,

(b) has needs for care and support (whether or not the authority is meeting any of those needs), and

(c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

The Children Act 2004 defines a 'child' as a person under the age of 18 or a person aged 18, 19 or 20 who;

(a) has been looked after by a local authority at any time after attaining the age of 16

or

(b) has a learning disability

**Reporting**

Lead staff member for safeguarding children and adults at risk is Fiona Kettell, Operations Manager. She can be contacted by telephone, 01978 312325 or by email, info@epilepsy.wales.

Safeguarding concerns should be discussed in the first instance with your line manager or the Operations Manager, except in emergency situations.

Where there are concerns about a child or adult’s welfare, where it is suspected they are suffering or likely to suffer abuse or neglect, the information will be shared appropriately with the relevant local authority child/adult social services department. First contact will be followed up within 24 hours by submitting a written referral form.

If it is believed or suspected that a crime has been committed, or the person is believed to be in immediate danger, the police should be informed.

When a disclosure needs to take place to protect a vulnerable child or adult we will ensure that appropriate records are kept about what information has been shared, and with which agency.

If there are concerns about another member of staff these should be reported to your line manager, or, if the disclosure is about your line manager, to the Board of Trustees. (See Whistleblowing Policy)

**Recruitment**

DBS checks will be undertaken for staff, trustee and volunteer posts, including enhanced checks where appropriate, including children’s and adults’ barred list check if their job falls within the definition of ‘regulated activity’ with children and/or adults under the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012.

References will be scrutinised for all new staff, trustees or volunteers.

Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

**Training**

The induction process will include delivery and discussion of this policy, with checks on understanding. Early in the probation period the employee will be required to undergo safeguarding training which includes, but is not limited to, eLearning modules provided by NHS Wales. Certificates will be issued on successful completion and recorded in staff files.

Refresher courses will be arranged and safeguarding issues and procedures will be reviewed at team meetings and during regular supervision sessions. Staff will be able to discuss any issues around safeguarding at any time with their line manager or the Operations Manager.

**Monitoring**

Epilepsy Wales will keep this policy under review at least annually to ensure that children and vulnerable adults are safeguarded and that this policy complies with developments in legislation, regulations and good practice.

Staff training needs will be regularly monitored.

Information will be gathered, recorded and stored in accordance with our Data Protection and Information Governance Policies.

**Linked Policies and Procedures**

Data Protection Policy

Information Governance Policy

Equality and Diversity Policy

Whistleblowing Policy

Grievance and disciplinary procedures

Staff Induction and training

**Advice and information**

N.S.P.C.C. 0808 800 5000

Action on Elder Abuse 0808 808 8141