




Doncaster Housing
for Young People

Doncaster Housing for Young People Limited

Safeguarding Adults and Children Policy & Procedure	
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Version Number: 4.3	Review Date: January 2027
Registered Charity Number 1138554 Company Registration Number 7313040	

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SECTION A- POLICY

1. Policy Statement, Aims & Objectives

1.1. Doncaster Housing for Young People (DHYP), as an organisation, has a collective responsibility to promote the welfare and safety of the children, young people, adults, staff and volunteers that it works with. DHYP aims to safeguard through all aspects of its work and service delivery.

1.2. Doncaster Housing for Young People recognises that all people have an equal right to protection from all types of harm or abuse in line with the protected characteristics defined in the Equality Act.

1.3. This policy sets out the Doncaster Housing for Young People arrangements for safeguarding and promoting the welfare of children, young people and adults at risk. This policy should be read in conjunction with the following:

- Doncaster Safeguarding Children Procedures <https://doncasterscp.trixonline.co.uk>
- Doncaster Safeguarding Adult Procedures <https://dsab.org.uk/resources/>

1.4. Staff and volunteers have a responsibility to whistle-blow, without fear of reprisal. Investigations into allegations will be in accordance with DHYP's and local authority Policies & Procedures.

2. Legislation & Guidance

2.1. The policy is in line with best practice as set out in the following:

- The Care Act (2014)
- Doncaster Safeguarding Adults Policies and Procedures
- The Children Act (1989 & 2004)
- Doncaster Safeguarding Children Policies and Procedures
- Working Together to Safeguarding Children (2023)

3. Scope & Responsibilities

3.1. This policy applies to all Board members, Staff, Host Providers, Volunteers, Students and Contractors working for DHYP. All are duty bound to report any concerns relating to suspected or alleged abuse to the appropriate person as soon as practicably possible.

3.2. DHYP has allocated the Client Services Manager (CSM) as the responsible person (contact details below) with whom staff can discuss concerns and seek advice and guidance from. The CSM will work with the CEO to ensure that all safeguarding concerns are reported, followed up and appropriately recorded. If the CSM is unavailable for any reason, concerns should be reported directly to the CEO Michèle Beck.

Breach of this policy may result in disciplinary action.

Responsible persons:

Name: Aimee McKenzie
Job/Role/Title: Client Services Manager (CSM)
Address: Left Wing, Third Floor, Silver House, Silver Street, Doncaster, DN1 1HL
Telephone no: 01302 738198/ 07717507071
Email: aimee@dhyp.org.uk

Name: Michèle Beck
Job/Role/Title: CEO
Address: Left Wing, Third Floor, Silver House, Silver Street, Doncaster, DN1 1HL
Telephone no: 01302 738198
Email: michele@dhyp.org.uk

3.3. The Board of Trustees has overall responsibility for the implementation of the policy.

4. Safer Recruitment

4.1. All staff, volunteers and Board Members will be required to have a fully enhanced Disclosure and Barring Service check before working alone with clients and will be recruited under DHYP's safer recruitment processes. (Please refer to DHYP's Recruitment and Selection Policy and Procedure).

5. Training

5.1. DHYP will ensure that all staff, Board members and volunteers are fully inducted into DHYP's Safeguarding Policy and Procedure and that Safeguarding Children and Adults forms part of the internal core training every 2 years.

5.2. External and online training around Safeguarding will be made available. Frontline staff will be required to obtain their Level 3 Safeguarding certificate every 3 years.

6. Policy Review

6.1. The implementation of the policy will be kept under regular review through team meetings and through reviews of safeguarding cases. The policy itself will be formally reviewed annually or sooner if changes in practice or legislation require it.

6.2. The Board of Trustees is responsible for reviewing safeguarding cases that arise and recommending policy or procedural changes that may arise from these. Safeguarding is a standing agenda item for Board of Trustees meetings.

SECTION B- SAFEGUARDING CHILDREN

1. Introduction

1.1. This policy relates to the unborn child and children, young people up to their 18th birthday whether living with their families, in care or living independently.

1.2. Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

1.3. The Children Act 1989 and 2004 are the overarching legislation concerning the welfare of children. These Acts support the principle that the welfare of the child is paramount. They place a duty on all staff/volunteers to consider children in the course of their work, even where their client group may be adult.

1.4. Working Together to Safeguarding Children (2023) outlines the legislative requirements placed on individual services. It states that "Everyone who comes into contact with children and families has a role to play".

1.5 Everyone should work using a child centred approach: for services to be effective they should be based on a clear understanding the of needs and view of children and young people. Each professional and organisation has a duty to work together to safeguard and promote the welfare of all children and young people in Doncaster.

2. What is abuse?

2.1 Abuse is defined as: 'a violation of an individual's human and civil rights by any other person or persons' Abuse may be but is not limited to:

- Physical
- Sexual
- Neglect
- Psychological or Emotional
- Financial or material
- Discriminatory
- Organisational or institutional
- Domestic violence and abuse
- Modern slavery
- Self-neglect
- Sexual Exploitation

2.2. Abuse can be a single act or may continue over a long period. It can be unintentional or deliberate, but will result in harm to the victim, either physically, emotionally or in its effect on the person's wellbeing or development.

3. Procedure- Referral to Local Authority Doncaster Children's Services

3.1 By law, the only agencies authorised to investigate child protection concerns are Local Authority Doncaster Children's Services, the Police and in some areas the NSPCC. However; DHYP has a legal duty to refer concerns, to co-operate and share information with agencies investigating concerns.

3.2. Where an assessment by a staff member indicates that a child or young person may be in need or at risk, it is the individual member of staff's responsibility to ensure that a referral is made in accordance with the Local Safeguarding Children Partnership procedures.

3.3. In general, seek to discuss your concerns with the child/young person and as appropriate to their age and understanding, with their parents if appropriate and seek their agreement to making a referral to Doncaster Children's Services unless you consider such a discussion would place the child/young person at risk of significant harm.

3.4. Where you believe there is immediate risk of significant harm the police should be contacted on **999**. Otherwise, referrals should be made to the Doncaster MASH (Multi Agency Safeguarding Hub) team.

3.5. Any safeguarding concerns or requests for support for children and families should be phoned into MASH on 01302 737777. A discussion with a MASH colleague will take place to ensure that together we can agree if a help or harm response is needed for Children, Young People and their families based on the information shared and held. Please note you will be asked if you have consent and if the MASH threshold for a safeguarding response is not met, you will be asked to explore consent before the contact progresses to a referral.

3.6 As the referring agency you should be contacted by MASH with an update on the course of action being taken, if no contact is received within 7 days, it is the responsibility of the referrer to contact them to ascertain the outcome of the referral.

3.7. If you are requesting Early Help support for a family, contact the Early Help Hub on 01302 734110.

3.8. A referral out of hours should be made by phone on 01302 796000.

- The child requires immediate protection and urgent action is required;
- There is reasonable cause to suspect that the child is suffering, or likely to suffer, **Significant Harm**, and whether enquires must be made and the child assessed under **Section 47** of the Children Act 1989;
- The child is in need, and should be assessed under Section 17 of the Children Act 1989;
- Any services are required by the child and family and what type of services (for example referral or signposting to other agencies or teams, including for an Early Help Assessment where the threshold for Children's Services intervention has not been met); and
- Further specialist assessments are required in order to help Children's Services to decide what further action to take.

3.9 All interactions in relation to a safeguarding concern must be recorded on the CRMS client system and the relevant project safeguarding log.

3.10 Where required a reportable incident form (accessible on Microsoft teams) must be completed and sent to the Commissioning Team at the City of Doncaster Council within 1 working day of the incident

4. Absent/Missing Young Person

4.1 The following procedure should be used on discovery of a young person being absent/missing from DHYP accommodation. Before the procedure is initiated, an assessment should be made on the young person's level of vulnerability prior to going absent/missing,

4.2 **Absent:** A young person is not at a place where they are expected or required to be. Periods of absence may involve young people staying out longer than agreed, either purposely, accidentally or to test boundaries. In these types of situations, it would usually be appropriate to initially consider the young person as absent and it would not be necessary to report them as missing to the police.

4.3 When a young person is absent, the host provider and/or DHYP Project worker should establish when they were last seen and take all reasonable and practical steps to establish their whereabouts and confirm their wellbeing. If the young person refuses to return home, their parent or carer (person with parental responsibility) and/or social worker will need to be notified.

4.4 Police assistance to return a young person home should only be sought if; Access to the young person is being denied; or there is evidence to suggest they are at risk of harm; or it is necessary to prevent a breach of the peace.

4.5 Hosts and Project Workers should keep a log showing the dates and times of any contact/attempted contact with the young person, their response (or lack of), an indication of the assessed risk and a review period of the absence.

4.6 **Missing:** A young person whose whereabouts cannot be established and where the circumstances are out of character, or the context suggests the person may be subject of crime or at risk of harm to themselves or another. They will be considered as missing until located and their well-being or otherwise is confirmed.

4.7 If a Host Provider has reason to believe a young person residing at their property has gone missing and are unable to locate them, they should notify the police immediately, the social worker if one is allocated and DHYP as soon as is practically possible.

4.8 The police will assess the level of risk gathering information from all parties involved with the young person to determine the most appropriate response. The role of DHYP and the host is to co-operate with any investigation until the young person is located.

4.9 Planning for a young person's return is extremely important. It is the DHYP Project Worker's responsibility to give them the chance to talk, without the host provider present, about why they went missing. The Project Worker should assess any risks, provide information and advice and consider what other support may need to be put in place to prevent future missing episodes.

4.10 Any instances of a young person being absent or missing needs to be logged on CRMS and on the Safeguarding Log, noting any lessons learnt. Any missing episodes' reported to the police will also need to be reported to the commissioners in the City of Doncaster Council by completion of a reportable incident form (accessible on Microsoft teams).

4.11 DHYP have a responsibility to ensure that all host providers have adequate training on how to deal with an absent or missing young person and to provide support as required when a young person is absent or missing.

SECTION C- SAFEGUARDING ADULTS

1. Introduction

1.1. The Care Act (2014) came into force in April 2015. This replaces the guidance document 'No Secrets' (2000). The introduction of the Care Act means that safeguarding duties now have a legal effect in relation to organisations other than the Local Authority.

1.2. A vulnerable adult is any person aged 18 or over 'who is' or 'maybe' in need of care because of disability, age or physical or mental illness 'and' is unable to protect themselves against significant harm and/or exploitation.

1.3. Some adults are less able to protect themselves than others, and some have difficulty making their wishes and feelings known. This may make them at risk of abuse; within the Care Act 2014 the safeguarding duties apply to a person over the age of 18 who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- experiencing or at risk of abuse or neglect
- unable to protect themselves from the risk of or the experience of abuse or neglect

1.4 Safeguarding adults is underpinned by multi-agency working, with the local authority taking the lead. The overall work of Doncaster Safeguarding Adults Board is also governed by the Care Act 2014 and supporting statutory guidance.

1.5 DHYP's policy is to actively promote the welfare of vulnerable adults and to prevent harm wherever possible through the promotion of a good understanding of safeguarding adults procedures amongst all staff, effective risk assessment and risk managements, routine incident report and review, staff training and supervision processes.

1.6 This policy applies to all individuals, including those who have been assessed as lacking Capacity. Actions taken on behalf of these people should be done so in their best interest, in accordance with the Mental Capacity Act (2005).

2. What is Abuse?

2.1. The currently used definition within Safeguarding Adults work remains that abuse is a violation of an individual's human and civil rights by any other person or persons:

- Abuse may consist of a single act or repeated acts.
- It may be physical, verbal or psychological.
- It may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not consented or cannot consent.
- Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

2.2 See above (Section B- 2.1 & 2.2)

3. Procedure- Reporting incidents

3.1. The following are the steps to take when an adult at risk is thought to have suffered abuse or neglect or there has been an incident of abuse:

- All incidents of abuse or suspected incidents of abuse or neglect must be reported to the designated person in charge, the CEO or CSM
- All allegations of abuse or neglect must be taken seriously and with an open mind
- All those making a complaint, or allegations must be taken seriously. Comments will be treated confidentially – but contents may be shared if they or others are at risk.
- If the person making a complaint is a client, they must be reassured, and every step taken to give them protection from reprisals or intimidation.
- If the person raising the complaint is a member of staff, they should be given support, in line with DHYP's Whistleblowing Policy and Procedure.
- All parties will be kept informed as appropriate
- If an injury has occurred, the person in charge must treat appropriately with either first aid or call for medical assistance

3.2. In the event of a disclosure or concern about possible abuse all staff and volunteers must:

- Ensure immediate safety and obtain medical treatment and contact emergency services if this is needed
- Clarify the facts of the reported abuse or grounds for suspicion of abuse. Avoid going into detail about the abuse with the victim and do not speak with the alleged source of harm about the allegation
- Check if there are other people suspected of abuse in the household/location
- Preserve and do not tamper with any evidence in any way
- Explain that you must inform the CEO or CSM and possibly others eg the Police and Social Services
- Report concerns to the CEO or CSM as soon as possible by telephone followed by a written report within 24 hours

3.3. The incident must then also be reported to either:

Police: For any concerns which may involve a crime, these should be reported to the Police on 101 or in an emergency 999. You must mention that the incident has involved an adult at risk. The Police will make the decision on whether it is a crime or not.

And/or

City of Doncaster Council: For any other concerns, refer directly to the Council on **01302 737063** (Between 08:30 & 17:00 Monday – Friday)

Out of these hours shown above, refer to City of Doncaster Council's Emergency Social Services Team on **01302 796000**

Report a concern online: <https://www.doncaster.gov.uk/services/adult-social-care/safeguarding-adults-contents-page>

Via email: SAH@doncaster.gov.uk

3.4 All interactions in relation to a safeguarding concern must be recorded on the CRMS client system and the relevant project safeguarding log.

3.5 Where required a reportable incident form (accessible on Microsoft teams) must be completed and sent to the Commissioning Team at the City of Doncaster Council within 1 working day of the incident.

SECTION D- PREVENT DUTY

1. Introduction

1.1 Prevent is about safeguarding people and communities from the threat of terrorism. Prevent is 1 of the 4 strands of work which make up the government's counter-terrorism strategy – CONTEST. The aim of CONTEST is to reduce the risk to the UK and its interests overseas from terrorism.

1.2 The 4 works strands of CONTEST are:

- **Pursue** terrorists and their operations at home and abroad
- **Prepare** for the consequences and improve resilience
- **Protect** – reduce vulnerability of the public and UK interests
- **Prevent** to stop people becoming terrorists or supporting terrorism by tackling radicalisation and its underlying cause

1.3 Prevent uses a range of measures to challenge extremism including:

- Supporting people who are at risk of being drawn into terrorist or extremist activity through the Channel process, see the Channel Process: Operating Protocol below to find out more.
- Working with and supporting community groups and social enterprise projects who provide services and support to vulnerable people.
- Working with faith groups and institutions to assist them in providing support and guidance to people who may be vulnerable; and
- Supporting local schools, local industry and partner agencies through engagement, advice and training.

2. Procedure

2.1 If you have any concerns about someone or would like more advice, please contact the Police Prevent Team via the 101 service in the first instance.

2.2 For further advice/training in relation to the Prevent agenda, please contact Rachael Long, Crime and Community Safety Theme Manager, 01302 737469 or email Rachael.Long@doncaster.gov.uk.

For further information please refer to the Safer Stronger Doncaster Channel Operating Protocol found here <https://dscp.org.uk/professionals/prevent>

SECTION E- WHISTLEBLOWING

1.1 In the event of an allegation being made against a member of staff, Host Provider or volunteer, DHYP will:

- Seek advice whether to suspend from duty
- Where required suspend immediately
- Advise the employee that an allegation of abuse has been made against them which needs to be investigated
- Report the allegation to Doncaster Children's Services or Doncaster Safeguarding Adults Team
- Offer appropriate support to the person making the allegation
- Conduct a full investigation alongside Doncaster Children's Services or Doncaster Safeguarding Adults Team and any other professional bodies such as the Police

1.2. If the allegation is upheld DHYP will:

- Address the matter in line with its grievance and disciplinary procedures
- Offer appropriate support to the person making the allegation
- Fully assist Doncaster Children's Services or Doncaster Safeguarding Adults Team and the Police with any information they require

1.3 If the allegation is not upheld DHYP will:

- Re-instate the staff member, Host Provider or volunteer after the outcome of a full investigation
- Fully support the person back into work
- If the allegation is made by a client and is not upheld and the allegation is found to be malicious, accommodation and/or support service may be revoked to protect staff, Hosts volunteers and other clients of future potential allegations. If the allegation is not upheld and not found to be malicious DHYP will continue to offer a service and offer to refer to alternative support providers if appropriate

As part of DHYP's commitment we encourage anyone with serious concerns about any aspect of our work to come forward and express those concerns to any member of the team. In some cases, DHYP recognises that this will need to be done on a confidential basis. DHYP's Whistleblowing and Code of Conduct Policies and Procedures make it clear that they can do so without fear of reprisal or victimisation. DHYP also actively promotes its complaints Policy and Procedure in all client and Host welcome packs and staff and volunteer handbooks.

