



The Salisbury Centre

SAFEGUARDING POLICY

Approved and Adopted by the Board of Trustees, June 2024

— PURPOSE —

The Salisbury Centre's Safeguarding Policy applies to all employees at all levels of the organisation, Trustees and all users of the Centre, including our Community Members, Community Facilitators (paid or voluntary) of Salisbury Centre groups, Volunteers, Residents, Hirers and other Centre Users.

The purpose of the Safeguarding Policy is to **protect** children, vulnerable adults, all users of the Centre, employees and Trustees from harm. It is also to **inform** everyone about the Safeguarding Policy adopted by the Salisbury Centre.

The Salisbury Centre has a responsibility to promote the welfare of all service users and to keep them safe.

The Safeguarding Policy is particularly important in the regulated activity/work that The Salisbury Centre does with service users and in any vulnerable groups, including children. In Scotland, this is referred to as regulated work¹. In this Safeguarding Policy this will be referred to as 'regulated activity/work'.

The Salisbury Centre complies with all the legal obligations placed upon it by the Protection of Vulnerable Groups (Scotland) Act 2007².

The Safeguarding Policy covers the arrangements for safeguarding during the recruitment and selection process and safeguarding issues that arise during employment in circumstances where children or service users are placed at risk, or where they could have been placed at risk.

The Safeguarding Policy also sets out the reporting obligations for all employees and the procedure that should be followed to report abuse if this occurs to one of the Centre's service users.

If Trustees suspect that a crime has been committed, it is their duty to report their concerns to the Police or appropriate authorities.

— WHAT IS ABUSE? —

Given the risk of abuse to children and service users, all employees are required to be alert at all times to the possibility of abuse towards children or service users.

Abuse may be a single incident or something that occurs over a long period of time. It can take many forms including, but not limited to:

- **Financial or Material Abuse** – Forms of financial abuse may be subtle or overt but in general, include tactics to conceal information, limit the person's access to assets, or reduce accessibility to the family finances.
- **Physical Abuse** – Deliberately hurting or injuring someone. This could include hitting, smacking, pushing, shaking, spitting, pinching, scalding, misusing medication, inappropriate restraint, inappropriate physical punishments, or other ways of causing physical harm.
- **Mental Abuse** – The use of threats, verbal insults, and other more subtle tactics to control a person's way of thinking. This form of abuse is especially disturbing because it is tailored to destroy self-esteem and confidence and undermine a personal sense of reality or competence.
- **Neglect and Failures to Act** – They can be caused by inflicting harm or by failing to act to prevent harm, e.g. ongoing failure to meet a child's basic needs.
- **Sexual Abuse** – Forced, tricked, or manipulated into sexual activities.
- **Threats of Abuse or Harm** – Includes actions of abuse, harassment, and intimidation such as: verbal abuse; physical attacks; being stalked; threats of harm; sexual harassment.
- **Controlling or Intimidating Conduct** – Coercive control is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten.
- **Self-Neglect** – Neglecting to take care of adequate safety precautions and the misuse of drugs and alcohol.
- **Domestic Abuse** – A pattern of abusive behaviour toward an intimate partner in a dating or family relationship.
- **Modern Slavery** – When an individual is exploited by others, for personal or commercial gain. Whether tricked, coerced, or forced, they lose their freedom. This includes but is not limited to human trafficking, forced labour and debt bondage.
- **Verbal Abuse** – A range of words or behaviours used to manipulate, intimidate, and maintain power and control over someone.
- **Emotional Abuse** – Non-physical behaviours that are meant to control, isolate, or frighten individuals.

— REPORTING AND INVESTIGATING ABUSE —

The Salisbury Centre will treat all complaints, allegations, or suspicions of abuse with the utmost seriousness.

Anyone who suspects abuse is occurring or is at risk of occurring should refer the matter to the Centre Manager immediately, with as much detail as possible (please email manager@salisburycentre.org).

If there is an issue with the Centre Manager, or if they are on leave or unavailable, then (i) a staff member should report the matter to their Line Manager; otherwise (ii) anyone else should report the matter to a Trustee (please email trustees@salisburycentre.org).

The Centre Manager, Line Manager or Trustee dealing with the matter will need to be informed of the names of the people involved (if known), what type of abuse is or may be occurring, and the dates and times this occurred (if known).

At this stage, an official written report of the alleged act may be requested from the person reporting the incident as part of the evidence gathering procedure.

Employees may be asked to refrain from discussing alleged abuse with fellow colleagues, or more widely, other than those specified by the Centre Manager/Line Manager/Trustee, to avoid the spread of potentially harmful misinformation and to protect the validity of any investigation. Information will only be shared to the wider staff team if necessary for the safety of other Centre users. If there is any doubt about sharing information the Centre Manager/Line Manager/Trustee will contact SCVO⁴ (Scottish Council for Voluntary Organisations) Human Resources Team following discussion with the Board of Trustees.

The allegations will be investigated fully, in a legally compliant fashion, and all such reports are taken seriously. The investigation will be conducted in a discrete and timely manner and will involve the collation of evidence typically derived from witness statements and surveillance footage where possible.

If it is suspected that a criminal act may have been committed, the Salisbury Centre will report the situation to the Police.

The Board of Trustees will consult SCVO about a particular case if it is felt necessary to consider suspending an employee suspected of abuse; in this case the employee would be suspended on full pay pending a full investigation of the complaints. It should be noted that any such suspension is not an indication of the employee's guilt, but rather a necessity given the circumstances. The Salisbury Centre appreciates the impact prolonged suspension can have on an employee's reputation and wellbeing, even when allegations are later found to be incorrect, and does not take the decision to suspend lightly.

If a safeguarding complaint is raised by a community member this is to be raised to the Line Manager/Centre Manager. The Centre Manager will arrange a discussion with the community member who raised the concern. There must be two people in this discussion, including a Trustee delegated by the Board of Trustees. The person making the complaint can bring support and will be made aware that two Salisbury Centre representatives will be in the meeting. Minutes of the meeting must be approved by the person making the complaint, the Centre Manager and the Trustee before taking action points forward.

Depending on the complaint, a discussion will be arranged with the person who was complained against, following agreement with the Board of Trustees.

If someone has violated the Code of Conduct, then the Board of Trustees will consider the options on a case by case basis.

Where the Board of Trustees deem the matter reported to be sufficiently serious or complex in nature, then the Board of Trustees may take on the active oversight of the case.

The Police will be informed where the Board of Trustees deems this to be necessary, following SCVO advice as required.

The Salisbury Centre may be under a duty to disclose allegations of abuse to Disclosure Scotland as appropriate. The Salisbury Centre may also consider it necessary to inform the Police of allegations under investigation.

— MAINTAINING RECORDS —

The Salisbury Centre will ensure that all details associated with allegations of abuse are recorded clearly and accurately. The records will be maintained securely in line with the Salisbury Centre's confidential record keeping procedure in the Centre Manager's One Drive.

— REGULATED ACTIVITY/WORK —

Community Facilitators of Salisbury Centre Groups

All Community Facilitators (paid or voluntary) of Salisbury Centre Groups will be required to provide a satisfactory disclosure check where their activity/work is or becomes a regulated activity/work, or the Salisbury Centre requires them to start carrying out regulated activity/work. Existing Community Facilitators cannot conduct any regulated activity/work until they have undertaken a satisfactory disclosure check.

The disclosure check will be conducted by Disclosure Scotland³.

The check will confirm that the Community Facilitator is suitable to carry out the work and has not been barred from performing this.

All Community Facilitators who become added to the children and adults barred lists by the disclosure body are required to stop conducting regulated activity/work at the Salisbury Centre, and to inform the Centre Manager of their inclusion on the list at the earliest opportunity.

Employees

All employees will be required to provide a satisfactory disclosure check where their activity/work is or becomes a regulated activity/work, or the Salisbury Centre requires them to start carrying out regulated activity/work. Existing employees cannot conduct any regulated activity/work until they have undertaken a satisfactory disclosure check.

The disclosure check will be conducted by Disclosure Scotland³.

The check will confirm that the employee is suitable to carry out the work and has not been barred from performing this.

If employees are unable to provide a satisfactory disclosure check, or refuse to undertake a disclosure check, the Salisbury Centre will consider the options for redeployment into any available job roles that do not involve regulated activity/work.

If existing employees become added to the children and adults barred lists by the disclosure body, the Salisbury Centre will consider the options for redeployment into any available job roles that do not involve regulated activity/work. All employees who are added to the barred lists are required to inform their line manager of their inclusion on the list at the earliest opportunity. A failure to do so may be deemed a disciplinary matter to be dealt with under the disciplinary procedure.

In both cases, if this is not possible, the Salisbury Centre may need to consider dismissal of the employee on the basis of the statutory ban imposed by the disclosure. The Salisbury Centre may be unable to continue to employ the employee in any capacity if the continued association with the employee cannot be maintained, causes reputational damage to the employer, or for other legally compliant reasons.

— INFORMATION FOR ALL STAFF —

Recruitment Process

Advertisements for job roles at the Salisbury Centre will specify clearly whether the work involves regulated activity/work together with the basis of that work.

Offers of employment to work within regulated activity and work will be made conditional on the receipt of a satisfactory disclosure checks. These will be conducted by Disclosure Scotland.

The check will confirm that the applicant is suitable to carry out the role and has not been barred from performing this work.

If the background check reveals that an applicant is not suitable, then the offer of employment will be withdrawn by the Salisbury Centre and the applicant will not be employed.

Training

Training will be provided, where possible as appropriate, to ensure that staff are aware of the warning signs of abuse and the correct reporting procedures to follow if they suspect abuse is taking place, or has taken place.

Disciplinary Action

If the investigation reveals that abuse has happened, or is happening, the Salisbury Centre will set up a disciplinary hearing for the employee who committed the abuse. Abuse of service users is regarded by the Salisbury Centre as an act of gross misconduct which could result in summary dismissal, in line with the Salisbury Centre's disciplinary procedure. Those accused will have the chance to appeal any disciplinary action that is taken against them.

Duty of Disclosure

The Salisbury Centre is legally required to send information to Disclosure Scotland if a decision is taken to dismiss an employee or remove them from working in regulated activity/work.

The Salisbury Centre may also be required to inform Disclosure Scotland if the Salisbury Centre suspends an employee, or an employee resigns in suspicious circumstances, as the referral duty criteria may already be met at that stage.

Additional Support and Guidance

Employees who wish for further information on safeguarding are encouraged to contact their Line Manager or relevant Human Resources representative.

The Salisbury Centre will endeavour to provide up-to-date support and guidance to all staff when it comes to safeguarding and their duty to protect service users from harm. Relevant supporting material is also readily available online and the Salisbury Centre will look to furnish employees with this where requested.

1. Regulated Work in Scotland
www.mygov.scot/pvg-scheme/types-of-work-covered-by-pvg
2. Protection of Vulnerable Groups (Scotland) Act 2007
www.legislation.gov.uk/asp/2007/14/contents
3. Disclosure Scotland & PVG Scheme
www.disclosure.gov.scot
www.mygov.scot/pvg-scheme
4. Scottish Council for Voluntary Organisations
scvo.scot