



**Swansea Asylum Seekers Support**

**Registered Charity: 1175186**

**Web: [www.sass.wales](http://www.sass.wales)**

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## **Safeguarding Children, Young People and Vulnerable Adults Policy**

*Adopted by the Trustees on 21/11/2024. To be reviewed annually, next: 21/11/2025.*

**INITIAL CONTACT: Wayne Yare Tel: 07853 717017**

**Designated Safeguarding Lead: John Sayce**

TNTA certified Designated Safeguarding Person Group C (Wales) – certificate 205219949, compliant to 21 November 2027. Contact: john.sayce [at] ntlworld.com

**Deputy DSL, INITIAL CONTACT: Wayne Yare Tel: 07853 717017**

TNTA certified Designated Safeguarding Person Group B & C (Wales) – certificate 206112606, compliant to 12 April 2027.

### **OTHER CONTACTS**

In an emergency, if an adult or child may be at immediate risk of harm, call **999**.

To report a non-emergency crime, call the police on **101**.

In an urgent case, if the SASS Safeguarding Officer is not available, you should contact the Local Authority for reporting and advice, using one of these numbers:

### **In office hours (Monday-Friday, 09.00-17.00)**

For CHILD-related issues:

- Swansea Single Point of Contact (SPOC): **01792 635700**

For ADULT-related issues:

- for advice and information: CAP Team: **01792 636519**
- to report suspected abuse: Adult Safeguarding Team: **01792 636854**

### **Out of office hours**

Emergency Duty Team: **01792 775501**

**This policy document should be read alongside all SASS Policies which can be found online at [sass.wales/sass-policies/](http://sass.wales/sass-policies/)**

## OVER-ARCHING PRINCIPLES

- Swansea Asylum Seekers Support Group (SASS) is committed to providing a safe and inclusive environment for all who are involved in our organisation.
- This policy sets out for staff and volunteers as well as adult asylum seekers, refugees, children and young people the overarching principles that guide our approach to safeguarding.
- Safeguarding is always everyone's responsibility.
- We recognise that abuse of any kind is unacceptable and that everyone (children and adults) has the right to equal protection, regardless of their age, disability, race, religion or belief, gender, or sexual orientation.
- All children, young people and adults who are involved with Swansea Asylum Seekers Support (SASS) must be protected from harm, danger, abuse or aggression.
- All individuals (adults and children) involved in SASS must be protected from physical, emotional, legal, and reputational risks.
- All volunteers and paid staff in specific roles have guidance and undergo compulsory training on safeguarding policies and practices when they join SASS. Refresher sessions are held at least twice a year to ensure that everyone remains updated on the latest policy, guidelines and support networks.
- Volunteers and staff have access to and are encouraged to attend training sessions provided by partners (for example Swansea Council of Voluntary Services). These courses include safeguarding, first aid, mental health support.
- All policy documents are available on SASS website. Members, volunteers and staff are strongly encouraged to read and re-read them regularly.
- English language classes will include discussion of topics around openness, awareness of risk, safeguarding is everyone's responsibility.
- We will use our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know and involve young people, parents, families and carers as appropriate.
- SASS works closely with partners such as SCVS and City and County of Swansea children's team.
- We continually strive to maintain open and honest communication, provide comprehensive training and acknowledge the limitations of our organisation in handling certain safeguarding matters.
- We aim to build a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.
- SASS staff and volunteer recruitment policy ensures the character of applicants and their aptitude for the role are assessed in a fair way. All job descriptions include a requirement to take responsibility for safeguarding.
- This policy applies to everyone working on behalf of SASS including the board of trustees, paid staff, volunteers and sessional workers.
- This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable adults in Wales.

## CHILD SAFEGUARDING

SASS and specifically the Welcome to Play Scheme is steadfastly committed to safeguarding and promoting the welfare of children. We acknowledge our paramount responsibility to shield children from harm and ensure their well-being.

As a charity dedicated to human rights, SASS is acutely aware of all facets of human rights. Despite our modest size and limited resources, SASS consistently strives to facilitate children's experiences that mirror the guidelines and essential criteria outlined in the United Nations Convention on the Rights of the Child. These include the right to play (Article 31), freedom of expression (Article 13), safety from violence (Article 19), education (Article 28), protection of identity (Article 8), a sufficient standard of living (Article 27), knowledge of their rights (Article 42), and access to health and health services (Article 24). Given the multilingual nature of our service users, we place particular emphasis on non-discrimination (Article 2), the best interests of the child (Article 3), the right to life, survival, and development (Article 6), and the right to be heard (Article 12).

In summary:

- We believe that children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them
- We recognise that the welfare of children is paramount in all the work we do and in all the decisions we take
- We will seek to keep children safe by valuing, listening to and respecting them
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- Some children are more vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Any concerns about a child's safety or welfare should be reported immediately to Designated Safeguarding Lead, a member of staff or Trustee.
- We ensure that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- We will appoint a child protection lead, a deputy and a lead Trustee for safeguarding.
- We will record, store and use information securely in line with data protection legislation and guidance.

## **ADULT SAFEGUARDING**

The Care Act statutory guidance defines adult safeguarding as “Protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted, while having regard to their views, wishes, feelings and beliefs in deciding on any action.”

In Wales, the Social Services and Wellbeing Act 2014 describes an “adult at risk” as an adult who:

- Is experiencing or is at risk of abuse or neglect.
- Has needs for care and support (whether or not the authority is meeting any of those needs), and as a result of those needs is unable to protect himself or herself against abuse or neglect or the risk of it.

Although most asylum seekers and refugees would not seem to directly fall within this description, they are vulnerable. They have been/may have been traumatised by the dangers they have fled, and often by the journey they have endured to get to the UK.

Once here, they are vulnerable not only to individual abuse but also the challenges of the asylum system such as prolonged delays in decisions relating to their asylum case; poverty, racism and, for some, state-imposed destitution, and the ever-present fear of detention and deportation. To keep our community safe we need to focus on all these dangers.

## **RESPONSIBILITIES OF ALL TRUSTEES, VOLUNTEERS AND STAFF IN SASS**

- To be familiar with this policy.
- To be aware of what abuse and neglect means; to be aware of the signs of abuse and neglect; to take any disclosures of abuse or neglect seriously and know how to respond to them. (See Appendix 2)
- To act in line with the SASS Volunteer Policy, in particular the list of “rights and responsibilities”
- To think about what they see and ask if it is acceptable practice.
- To report suspected acts of abuse or any other risk factors.
- To declare any existing or subsequent convictions that are not ‘protected’ as defined by the ‘Rehabilitation of Offenders Act 1974.’

**TRUSTEES** have overall responsibility for Safeguarding. They must ensure that

- SASS has a robust safeguarding policy and that it is implemented effectively.
- SASS has a Designated Safeguard Lead to oversee safeguarding practices, provide training, and act as a point of contact for concerns.
- All staff and volunteers comply with the safeguarding policy, follow procedures and report any concerns promptly.
- Regular training and refresher training is available for staff and volunteers including emphasis on types of abuse, how to recognise it, how to respond sensitively to disclosures of abuse to ensure appropriate help and advice is sought.
- Parents and carers are encouraged to work in partnership with SASS to ensure their child's safety and well-being.
- Review the safeguarding policy annually to ensure that it is effective and complies with current legislation.

## DISCLOSURE PROCEDURE

This procedure is for dealing with a safeguarding report applies whether it is against or perpetrated by SASS staff, volunteers, members of SASS.

In the event of a safeguarding disclosure, SASS will promptly report the incident to one or more of our partner organisations, including schools, the City and County of Swansea safeguarding team, St. James Church (which will report to the Church in Wales) and York Place Baptist Church. These organisations have the expertise and duty to handle such disclosures effectively.

1. A report may be received through a formal route such as a letter, e-mail or text. It may also be in the form of an informal discussion, chat or even rumour.

If any member of staff, volunteer or member hears something in an informal discussion or chat that they think is a safeguarding concern, they must immediately report this to the Designated Safeguarding Lead, member of staff or Trustee.

2. If a safeguarding concern is disclosed, the person receiving the report should

- Listen
- Empathise
- Ask who, when, where and what but not why.
- Repeat to check that your understanding of the facts is accurate.
- Report to the Designated Safeguarding Lead/appropriate staff member or Trustee.

3. The person receiving that report must then document the information:

- Name of person making the report.
- Name of the alleged victim of the safeguarding incident (if different)
- Name/s of the alleged perpetrator/s.
- Description of the incident
- Date/s, time/s and location/s of incident.

4. The person receiving the report should then forward the information to City and County of Swansea Safeguarding team within 48 hours.

5. Confidentiality must be maintained during all stages of the reporting process and shared only on a “need to know” basis.

6. Provide support to the victim where needed/requested.

7. Assess any protection or security risks to others in SASS by:

- Undertaking a risk assessment to determine whether there are any other potential risks either to SASS staff or members.
- Develop a mitigation plan if required.

8. Store all information relating to the report confidentially and in accordance with GDPR.

9. Record anonymised data relating to the case to so that it can be reported to the SASS Trustees. The Trustees in collaboration with the Designated Safeguarding Officer will assess whether policies or practices need to change in order to ensure a similar case does not happen in the future.

## Appendix 2. Definitions of Abuse:

Physical assault – includes hitting, slapping, pushing, kicking, misuse of medication, unlawful or inappropriate restraint or inappropriate physical sanctions.

Domestic abuse – is an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality (Home Office 2013).

Sexual abuse – includes rape and sexual assault or sexual acts to which the adult at risk has not consented or could not consent or was pressured into consenting.

Psychological abuse - includes emotional abuse, threat of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercive harassment, verbal abuse, bullying and cyber bullying, isolation or unreasonable and unjustified withdrawal from services or supportive networks.

Financial and material abuse – includes theft, fraud, exploitation, pressure in connection with wills , property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect and acts of omission – includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Female genital mutilation (FGM) – includes procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. Procedures can cause severe bleeding and problems urinating and later cysts, infections, infertility as well as complications in childbirth and increased risk of new-born deaths. It can occur in this country or the person's country of origin.

Modern slavery – includes human trafficking, forced labour and domestic servitude. Traffickers and slave masters use the means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhuman treatment.

“Honour”- based violence – where someone is subjected to violence committed to protect or defend the “honour” of the family or a particular community.

Discriminatory abuse – includes abuse based on a person's race, sexuality, faith, sexual orientation, or age, other forms of harassment, slurs or similar treatment or hate crime/hate incident.

Organisational Abuse – includes neglect and poor practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own home. This may range from one-off within an organisation

Forced marriage – a marriage that is formed under duress and without the full and informed consent or free will of both parties.

Spiritual or religious abuse – Spiritual abuse is not covered by the statutory definitions but is of concern both within and outside faith communities. Aspects of spiritual abuse can be recognised under the four categories of abuse such as emotional abuse or physical abuse (e.g., forced healing rituals). Within faith communities, harm can be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, obtrusive or forced healing and deliverance ministries or rituals, any of which may result in someone experiencing physical, emotional or sexual harm.

Self-neglect – covers a wide range of behaviours such as neglecting to care for one's personal hygiene, health or surroundings and include behaviours such as hoarding.

**SASS Accident/Incident Report Form****DETAILS OF ACCIDENT/INCIDENT**

Number: \_\_\_\_\_

Date of accident/incident

Time of accident/incident

Where did the accident/incident occur?

Briefly describe the circumstances of the accident/incident. *Continue overleaf if required.***DETAILS OF INJURURED PERSON (IF APPLICABLE)**

Title

Full Name

Injury or part of body injured

Treatment

Role of Injured Person

Name and contact details of all witnesses

<b>Please specify the particular steps taken by the investigator during and after the investigation.</b>
<b>Name of the referred organisation and the contact details of the officer</b>
<b>Any other comments</b>
<b>Signature of the investigator and date</b>