

UNITY OF MIGRANT WORKERS (UMW)

Safeguarding Children and Adults at Risk Policy

(Applies to: trustees, staff, sessional workers, volunteers, contractors and visitors)

Policy owner:	Unity of Migrant Workers (UMW)
Next review date:	_____ (annual interim reviews)
Version:	v1.0 (Draft)

1. Policy Statement

- All children and adults at risk have the right to protection from abuse, neglect and exploitation.
- Safeguarding children and adults at risk is everybody's responsibility.
- Doing nothing is not acceptable.
- Working in partnership with relevant agencies and following local safeguarding procedures achieves better outcomes.

2. Scope, roles and responsibilities

Scope. This policy applies to all children and adults at risk who access UMW premises, activities and services; to applicants and visitors; and to UMW people wherever they act on behalf of the charity. It supports and complements the safeguarding processes of Local Authorities in whose areas we work.

Roles and responsibilities. Safeguarding is the responsibility of everyone. All UMW people must support this policy and attend training appropriate to their role. Trustees and managers ensure compliance and effectiveness of procedures. Failure to follow this policy or to report suspected harm or abuse may be treated as a disciplinary matter and a breach of the code of conduct.

3. Definitions

- **Child:** anyone under 18 years of age.
- **Adult at Risk:** a person aged 18 or over who has care and support needs and, as a result, is unable to protect themselves from abuse or neglect.
- **Abuse:** behaviour that causes harm, endangers life or violates rights. It includes physical, emotional/psychological, sexual, financial/material abuse; neglect (including self-neglect); discriminatory abuse; organisational abuse; domestic abuse; forced marriage; modern slavery; online abuse and exploitation.
- **Mental Capacity:** The Mental Capacity Act 2005 provides the framework for making decisions where a person may lack capacity. Decisions must be made in the person's best interests and be the least restrictive option.

4. Principles

- The welfare of the child or adult at risk is paramount.
- We will not tolerate abuse in any circumstances.
- All people, regardless of age, disability, gender, racial or ethnic origin, religion or belief, or sexual orientation, have a right to protection from abuse.
- Adults have the right to make choices, be treated with respect and have their confidentiality respected, subject to the need to protect them or others.

- We promote empowerment, wellbeing, security and safety consistent with rights, mental capacity and personal choices.
- We minimise risk by being sensitive to cultural, gender and individual needs and maintaining high standards of care.
- We work in partnership with local safeguarding agencies, sharing information lawfully where necessary to protect people from harm.

5. Application — Adults at Risk

UMW's recruitment, induction and ongoing training reflect our duties to adults at risk. Enhanced DBS and barred list checks are undertaken for eligible roles. Procedures complement Local Authority adult safeguarding procedures and ensure that all colleagues delivering services:

- Are alert to the possibility of abuse or neglect of an adult at risk.
- Know how to recognise indicators of abuse and patterns of coercive control and domestic abuse.
- Understand professional boundaries and lone working risks, and use UMW guidance to reduce these risks.
- Know how and where to report concerns, including out of hours routes, and record concerns accurately and promptly.

6. Application — Children

UMW follows Local Safeguarding Children Partnership procedures. For eligible roles we complete pre-employment checks including references, identity verification and Enhanced DBS. Frontline colleagues receive training proportionate to their contact with children (including child sexual exploitation, online grooming and missing from home protocols). Procedures ensure that all colleagues:

- Are alert to the possibility of abuse of a child in our services or of a child connected to an applicant/visitor.
- Know indicators of abuse and neglect, including online harms.
- Share information with agencies that need to know, in line with information sharing guidance.
- Understand professional boundaries and lone working risks.
- Know and use local reporting routes and how to escalate concerns.

7. Safer Recruitment (summary)

- Clear role descriptions and person specifications include safeguarding responsibilities.
- Structured applications with declarations; identity and qualification checks.
- Values-based interviews with safeguarding questions; at least two interviewers.
- Two satisfactory references including the most recent employer (where applicable).
- Appropriate criminal record checks (e.g., Enhanced DBS for eligible roles) and barred list checks where required.
- Comprehensive induction covering safeguarding policy and procedures; mandatory refresher training (typically every 3 years or sooner).

8. Reporting concerns and disclosures

If a child makes a disclosure:

- 1 Listen carefully and give them space to talk; do not promise confidentiality.
- 2 Reassure them they have done the right thing and that you take them seriously.
- 3 Avoid leading questions; do not confront the alleged abuser.
- 4 Explain what will happen next and that you will need to share the concern to keep them safe.
- 5 Report what you have been told as soon as possible via UMW procedures.

Steps to take after an incident or concern (children or adults at risk):

- 1 If anyone is in immediate danger, call **999**. If not immediate, call **101** for police advice.
- 2 Report to the Designated Safeguarding Lead (DSL) or deputy without delay. If the DSL is unavailable, start the process and inform a manager.
- 3 Contact Local Authority safeguarding teams as per local procedures. You may also contact NSPCC for advice.
- 4 Record the facts: what you saw/heard/what was said. Sign and date your notes and submit to the DSL.
- 5 Ensure no one is placed at further risk. Follow escalation routes if you believe appropriate action has not been taken.

9. Information sharing and records

UMW keeps records securely and shares information lawfully where necessary to protect people from harm. All records of concerns, referrals and outcomes are retained in line with data protection law and UMW retention schedules.

10. Governance, review and culture

- Safeguarding is a standing agenda item for team and operational meetings; learning from incidents is shared and acted upon.
- Serious incident reporting procedures ensure the Board is informed about serious allegations involving UMW people.
- This policy is reviewed at least annually and when legislation or guidance changes.

11. Key contacts (to be completed by UMW)

Designated Safeguarding Lead (DSL):	_____	Email: _____	Tel: _____
Deputy DSL:	_____	Email: _____	Tel: _____
Trustee Lead for Safeguarding:	_____	Email: _____	Tel: _____

12. Useful numbers (national)

- **Emergency:** 999
- **Police (non-emergency):** 101
- **NSPCC Helpline:** 0808 800 5000 (adults concerned about a child)
- **Childline:** 0800 1111 (for children and young people)

This policy is for the sole use of Unity of Migrant Workers (UMW). It supersedes previous safeguarding statements.
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