

## Adult Safeguarding Policy

The purpose of this policy statement is:

1. to protect adults and young people who receive Startup Sherpas's services from harm.
2. to provide staff, children and young people with the overarching principles that guide our approach to safeguarding. This policy applies to anyone working on behalf of Startup Sherpas who will understand their responsibilities regarding safeguarding.
3. to provide clear guidance on how to identify, report, and respond to any safeguarding concerns.

Our Safeguarding Policy is based on the following legislation and guidance:

1. The Education Act 2002
2. The Children Act 1989 and 2004
3. Keeping Children Safe in Education 2021
4. The Working Together to Safeguard Children 2018
5. The Counter-Terrorism and Security Act 2015
6. The Prevent Duty 2015
7. The Disclosure and Barring Service Code of Practice

## Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- dealing with disclosures and concerns
- managing allegations against staff and volunteers
- recording concerns and information sharing
- child protection records retention and storage
- code of conduct for staff, children and young people
- photography and sharing images guidance
- safer recruitment
- online safety
- anti-bullying

- health and safety
- induction, training, supervision and support

We believe that:

- adults and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of all is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, adults, their parents, carers and other agencies is essential in promoting young people's welfare
- all children and adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children or adults who are additionally vulnerable, safe from abuse.

## **We will seek to keep adults and young people safe by:**

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people.
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff through supervision, support, training and quality assurance measures so that all staff know about and follow our policies, procedures and behaviour codes
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: [ico.org.uk/fororganisations](http://ico.org.uk/fororganisations)]

- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe online environment for our children, young people, staff, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff, children, and young people, treat each other with respect and are comfortable about sharing concerns

## **Radicalisation to Terrorism:**

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism.

Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Significant changes to appearance and/or behaviour.

## **Roles and Responsibilities**

### **Chief Safeguarding Lead (DSL)**

Startup Sherpas has appointed a Designated Safeguarding Lead (DSL) who is responsible for:

1. The development and implementation of the Safeguarding Policy.
2. Providing advice and support to staff regarding safeguarding concerns.
3. Liaising with external agencies, such as social services and the police, when necessary.
4. Ensuring staff receive regular safeguarding training and updates.
5. Maintaining accurate records of safeguarding concerns and actions taken.

**Our current DSL is Helen Roe and can be contacted via  
safeguarding@startupsherpas.org**

## **Staff Responsibilities**

All staff members have a responsibility to:

1. Be vigilant and report any concerns or disclosures promptly to the DSL
2. Attend safeguarding training regularly to ensure they are up to date with best practice.
3. Maintain a safe and secure environment for all sherpees.
4. Follow the Startup Sherpas' procedures for recording and reporting safeguarding concerns.

## **Squad Members including Squad Leaders and Community Leaders**

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- 1) Each squad member has been consented to by the parents/ legal guardians to join the programme.
- 2) Each squad member signs our Code of Conduct agreement and agrees to follow this.
- 3) Each squad member has been granted a work permit by their local council.

## **Procedures**

### **Recognizing and Responding to Concerns**

All staff members should be aware of the signs of abuse and neglect and should follow Startup Sherpas' procedures for reporting concerns. These procedures are clearly outlined in Appendix A.

### **Safer Recruitment and Selection**

We have robust processes in place for the recruitment and selection of staff and volunteers. These processes include:

1. Ensuring all staff and volunteers are subject to appropriate pre-employment checks, including DBS checks.
2. Verifying and checking the identity, qualifications, and suitability of all staff members.
3. Providing appropriate safeguarding training to new staff members and ensuring they receive regular updates and refresher training.

## **Preventative Measures**

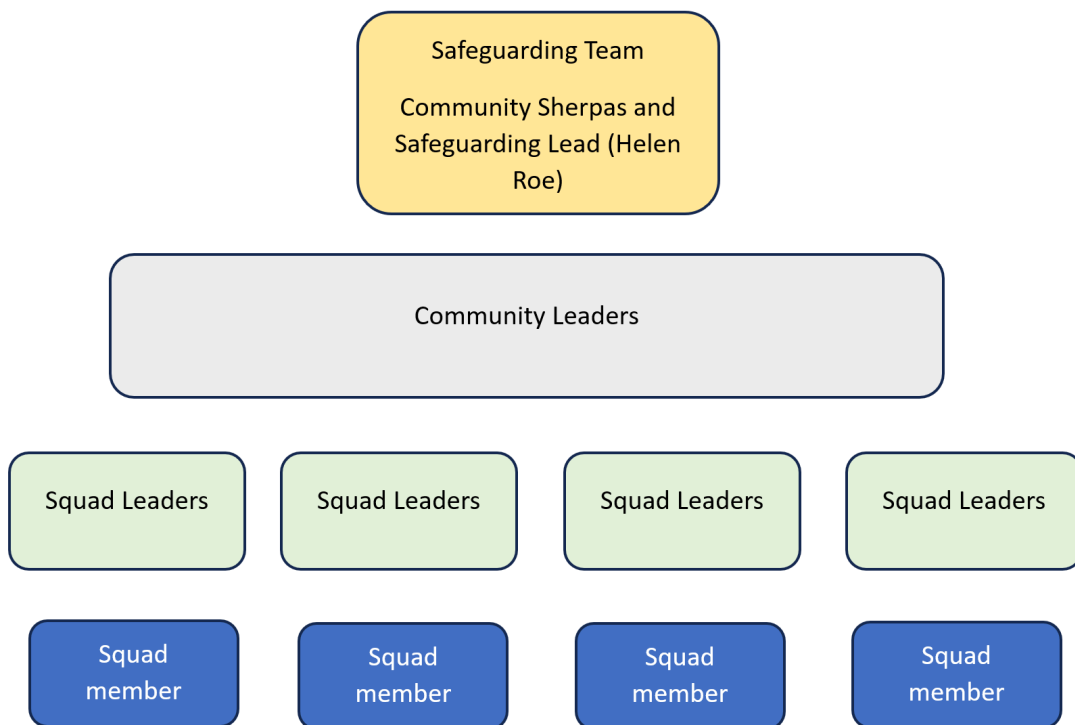
- All of our Community Sherpa's have been DBS checked.
- Monitoring and reporting systems are in place on our 'Mattermost' platform.
  - Squad Leaders monitor each squad and their use of 'Mattermost'.
  - Community Leaders support and monitor Squad Leaders
  - DSL monitors 'Mattermost'
  - All communications on 'Mattermost' are uploaded to our server for use in Safeguarding investigations.
- Safeguarding Policies
- Safeguarding Training for Squad Leaders and Community Leaders
- A dedicated Safeguarding Team - this includes the Community Sherpas, Head of Safeguarding and DSL
- Signposts for support

## **Confidentiality and Information Sharing:**

Startup Sherpas expects all employees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed.**

## Safeguarding Team structure at Startup Sherpas



## Training

Safeguarding Training is provided for squad leaders and community leaders. It is provided at the start of their employment and is updated annually, so that they understand:

1. Code of conduct
2. Understand what safeguarding is and their role in Safeguarding Adults.
3. Monitoring of 'Mattermost' (our online platform for communication between squads) and possible inappropriate content.
4. How to report and respond to a concern
5. Recognise an adult potential in need of safeguarding and take action.

## **Mental Capacity:**

The MCA defines someone is lacking capacity, because of an illness or disability such as a mental health problem, dementia or a learning disability, who cannot do one or more of the following four things:

- Understand information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>. Startup Sherpas will need to involve an advocate if the person lacks capacity to make decisions about a safeguarding concern.

## **Reporting Concerns:**

Any employee, trustee or volunteer who becomes aware that an adult is or is at risk of, being abused must raise the matter immediately with the DSL. **If the adult requires immediate protection from harm, contact the police and Adult Social Care.**

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

## **Recording and Record Keeping:**

A written record will be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records will be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

Policy written by: H. Roe January 2025

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