

# POL61 - APM Safeguarding Policy

## 1. Introduction

**Safeguarding** is about protecting **everyone** from harm, abuse or neglect. This includes everyone who engages in APM-run or supported activities and all volunteers, staff and contractors. A good approach to safeguarding includes clearly assessing risk and taking actions to mitigate these risks.

In particular we are all responsible for the safety of children, young people and vulnerable adults and we must ensure that we are doing all we can to protect the most vulnerable members of our society. This may include a range of processes such as:

- effective recruitment techniques
- essential training and supervision
- clear guidelines on what to do in the event of an allegation or incident.

Safeguarding also serves to protect employees, volunteers and APM by helping them avoid potentially compromising situations. Effective safeguarding also looks beyond traditional notions of harm and abuse, taking into consideration health and safety and other ways to ensure the health and wellbeing of employees and volunteers and all those that APM works with.

## 2. Definitions

A **child** is anyone under the age of 18 years. A young person is classed as 16 to 25 years old with certain disabilities.

**Vulnerable adults** - Adults aged 18 and over have the potential to be vulnerable (either temporarily or permanently) for a variety of reasons and in different situations. An adult may be vulnerable if they

- Have a learning or physical disability; or
- Has a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or
- Has a reduction in physical or mental capacity; or
- Is in the receipt of any form of healthcare; or
- Is unable, for any other reason, to protect themselves against significant harm or exploitation.

**Workforce** refers to all staff and volunteers at APM. This includes:

- employed staff
- unpaid staff or volunteers
- those on full, part time, temporary and zero hours contracts
- casual workers.

Our workforce may work:

- in the APM offices
- at events and conferences
- specific interest groups (SIG) and branches.
- on the telephone and online.

## 3. Guiding Principles

APM is committed to providing a safe and secure environment for all volunteers, staff and contractors and for people that its volunteers, staff and contractors engage with. APM believes that people, whatever their age, gender, disability, ethnic origin, religious belief, marriage/civil partnership and sexual orientation, have the right to protection from abuse. This includes all forms of abuse, including physical, emotional and sexual harm.

APM acknowledges in particular its responsibility to safeguard children under 18 and adults at risk at any time when they are engaging in APM-run or supported activities, whether they are on or off APM's premises. This is achieved by ensuring that there are appropriate arrangements in place to enable APM to discharge its duty to provide a safe and secure environment, to prevent abuse, and to respond appropriately to suspected or reported abuse of under-18s or adults at risk.

More information is available from Keeping Children Safe in Education (KCSIE) Part 1 which covers what staff should know and do if they have any concerns regarding safeguarding children.

There are Six Principles of Adult Safeguarding

- Empowerment. People are supported and encouraged to make their own decisions and informed consent.
- Prevention. It is better to take action before harm occurs.
- Proportionality. The least intrusive response appropriate to the risk presented.
- Protection. Support and representation for those in greatest need.
- Partnership. Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- Accountability. Accountability and transparency in safeguarding practice.

#### **4. Accountability**

Each member of Leadership Team is accountable for embedding safeguarding in their directorate. This includes making sure that employees are adequately trained.

It is the responsibility of the Director of People Strategy and Facilities to ensure that all APM employees and contractors are made aware of this policy. They are accountable for making sure safeguarding policy and practice is developed, implemented, managed, and monitored.

A Designated Safeguarding Lead, currently our Online Community Manager, Debbie Bird, will support the workforce to recognise and respond to safeguarding concerns. They are also responsible for ensuring safeguarding training is available and can be accessed by all staff.

Our Director of People Strategy, Rosemary Mathews, is responsible as a second designated lead

It is the responsibility of the Volunteers Manager to ensure that all APM volunteers are made aware of this policy.

#### **5. Requirements**

**5.1** APM does not undertake Regulated Activities as defined by the Disclosure and Barring Service (DBS).

**5.2** For any APM-run or supported activities involving children or vulnerable adults ideally at least two adults who are not vulnerable must be in attendance at all times (including during provision of transport for children or vulnerable adults).

**Examples** of APM activities that might involve children or vulnerable adults include:

- Educational visits by children to APM premises or APM-run or APM volunteer events
- Visits by APM staff or volunteers to schools or other educational establishments
- Apprenticeship connected events
- Mentoring activities

**5.3** The Designated Safeguarding Lead and at least one member of HR will be DBS checked.

**5.4** Training and compliance.

Our workforce is expected to:

- complete the mandatory safeguarding training and attend refresher sessions if required.
- adhere to this policy
- Value, listen and respect everyone they come in to contact with, contributing to creating an environment that promotes wellbeing and reduces the risk of harm

## 6. Dealing with reported suspicions and allegations

Concerns for the safety and wellbeing of children and vulnerable adults or for anyone engaged in APM-run or supported activities could arise in a variety of ways and in a range of situations.

If any of our workforce have concerns about customers, colleagues, or volunteers, we expect them to:

- identify the concern
- respond to and report their concerns
- follow our safeguarding procedures and maintain appropriate boundaries.

### 6.1 What to do if someone talks to you about possible abuse or neglect

- Listen carefully to the child and/or vulnerable adult and/or other person and allow them to give a spontaneous account.
- DO NOT directly question the child and/or vulnerable adult and/or other person.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present. Keep this carefully as it may later be needed as evidence. Use the child's and/or vulnerable adult's and/or other person's own words where possible
- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
- Tell the child and/or vulnerable adult and/or other person what you are going to do next and explain that you will need to get help to keep him/her or person they are talking about safe.

Please refer to the following for more support: <https://learning.nspcc.org.uk/media/1638/let-children-know-listening-poster-english.pdf>

### 6.2 What to do after someone has talked to you about possible abuse or neglect, or you have witnessed or been subject to abuse or neglect

- If you are an employee or contractor as soon as possible report this to the APM Designated Safeguarding Lead or HR.
- If you are a volunteer as soon as possible report this to the APM Designated Safeguarding Lead or Volunteers Manager.
- If you are neither an employee, contractor or volunteer report this to the APM Company Secretary.
- If for any reason you are uncomfortable about reporting this to any of the above, alternatively you can report this to the Chief Executive or a member of the Board. If you genuinely feel unable to raise the matter internally, you can also contact the independent charity, Protect on 020 7404 6609 for independent advice.

### 6.3 What will happen next

- The report will be logged in a central register maintained by the HR Department.
- In cases of allegations against an employee the staff disciplinary procedure may be invoked.
- In cases of allegations against a volunteer the Professional Conduct Procedural Rules may be invoked if the volunteer is a member of APM or a Chartered Project Professional.
- If the report suggests that a criminal offence has been committed, the matter will be referred to the police and or social services if required.

If you have any concerns about someone using our services or activities, please get in touch by [safeguarding@apm.org.uk](mailto:safeguarding@apm.org.uk)

**Version control**

<b>Author</b>	<b>Reason for revision</b>	<b>Version number</b>	<b>Date</b>
<i>Sarah Slater/Debbie Bird/Rosemary Mathews</i>	<i>New policy</i>	<i>1.0</i>	<i>14/10/2021</i>
<i>Tanya Cooke</i>	<i>Rebranded policy for link in handbook</i>	<i>1.1</i>	<i>17/08/2021</i>

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