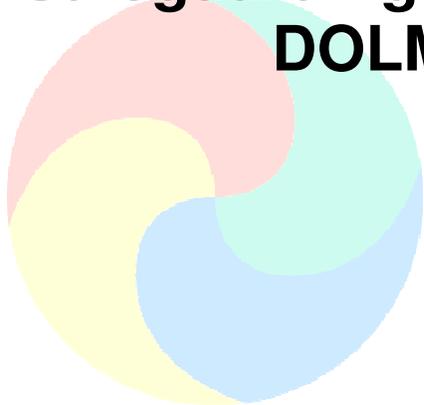


# **Safeguarding Policy and Procedures of DOLMA FOUNDATION**



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## **Safeguarding Policy Statement**

This policy will enable **DOLMA FOUNDATION** to demonstrate its commitment to keeping safe the vulnerable population with whom it works alongside. **DOLMA FOUNDATION** acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that staff, volunteers, service users and carers, and management committee can work to prevent abuse and know what to do in the event of abuse.

The Policy Statement and Procedures have been drawn up in order to enable **DOLMA FOUNDATION** to:

- Promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
  - To ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
  - And to stop that abuse occurring.
- The Policy and Procedures relate to the safeguarding of vulnerable people. Vulnerable people are defined as:
- People aged of any years who are directly or indirectly served by **DOLMA FOUNDATION** under their programme
  - Who are receiving or may need community care services because of learning, physical or mental disability, age, or illness
  - Who are or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.
- The policy also applies to all staff, including senior managers, management committee members, trustees, paid staff, volunteers, seasonal workers, agency staff, students and anyone working on behalf of **DOLMA FOUNDATION**.

It is acknowledged that significant numbers of vulnerable adults are abused and it is important that **DOLMA FOUNDATION** has a Safeguarding Adults Policy, a set of procedures to follow and puts in place preventative measures to try and reduce those numbers.

In order to implement the policy the **DOLMA FOUNDATION** will work:

- To promote the freedom and dignity of the person who has or is experiencing abuse.
- To promote the rights of all people to live free from abuse and coercion.
- To ensure the safety and well being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing.
- To manage services in a way which promotes safety and prevents abuse.
- Recruit staff and volunteers safely, ensuring all necessary checks are made.
- Provide effective management for staff and volunteers through supervision, support and training.
- Will ensure that all management committee members, trustees, staff, volunteers, service users, and carers/families are familiar with this policy and procedures
- Will work with other agencies within the framework of the Charity Commission Policy and Procedures.

- Will act within its confidentiality policy and will usually gain permission from service users before sharing information about them with another agency.
- Will pass information to Adult and Culture Services when more than one person is at risk. For example: if the concern relates to a worker, volunteer or organisation that provides a service to vulnerable people or children.
- Will inform service users that where a person is in danger, a child is at risk or a crime has been committed then a decision may be taken to pass information to another agency without the service user's consent
- Will endeavor to keep up to date with national developments relating to preventing abuse and welfare of adults
- Will ensure that the Designated Named Person understands his/her responsibility to refer incidents of adult abuse to the relevant statutory agencies (Police/Adult and Culture Services Directorate)

The Designated Named Person for Safeguarding Adults in **DOLMA FOUNDATION** is Saroj Powdel, Programme Director and his number is +977-9851016418 or email at [saraj@dolmafund.org](mailto:saraj@dolmafund.org)

They should be contacted for support and advice on implementing this policy and procedures.

This policy should be read in conjunction with the **DOLMA FOUNDATION** Child Protection Policy and Procedures documents which are available at: <http://www.dolmafoundation.org>



## Procedures

### 1. Introduction

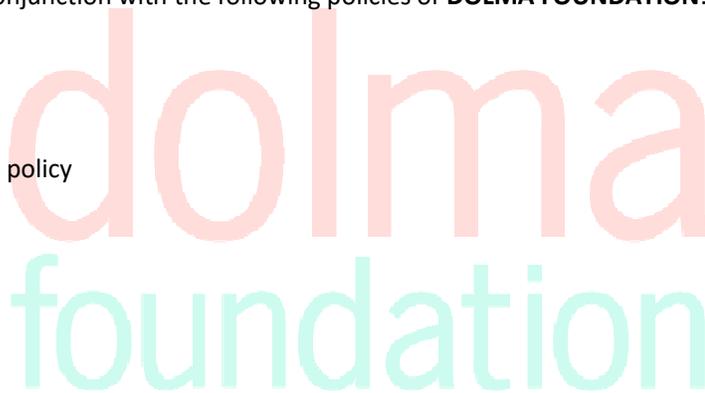
**DOLMA FOUNDATION** provides a poverty alleviation programme through education and eco tourism service to the vulnerable people. These procedures have been designed to ensure the welfare and protection of all vulnerable population who accesses services provided by **DOLMA FOUNDATION**. The procedures recognize that any kind of abuse can be a difficult subject for workers to deal with. **DOLMA FOUNDATION** is committed to the belief that the protection of vulnerable people from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all managers, trustees of the organisation, management committee members, staff and volunteers act appropriately in response to any concern around adult abuse.

### 2. Preventing abuse

**DOLMA FOUNDATION** is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within **DOLMA FOUNDATION** will be treated with respect.

Therefore this policy needs to be read in conjunction with the following policies of **DOLMA FOUNDATION**:

- Child Protection Policy
- Human Resource Policies
- Complaint Filing
- Equal Employment & Anti Bullying policy
- Confidential Policy
- Disciplinary and Grievance
- Data Protection
- Recruitment and Selection
- Sexual Harassment Policy

The logo for DOLMA FOUNDATION features the word 'dolma' in a large, lowercase, pink font, with the word 'foundation' in a smaller, lowercase, teal font directly below it. The text is set against a background of overlapping circles in shades of pink, teal, and light blue.

**DOLMA FOUNDATION** is committed to safer recruitment policies and practices for paid staff, trustees and volunteers. This may include all kind of disclosures for staff and volunteers, ensuring references are taken up and adequate training on Safeguarding is provided for staff and volunteers.

Management committee members/trustees will be required to provide two references and where appropriate have a Criminal Records Bureau disclosure.

The organisation will work within the current legal framework for reporting staff or volunteers that are abusers.

Service users will be encouraged to become involved with the running of the organisation. Information will be available about abuse and the complaints policy and Safeguarding Adults policy statement will be available to service users and their carers/families.

### 3. Recognising the signs and symptoms of abuse

**DOLMA FOUNDATION** is committed to ensuring that all staff, the management committee, trustees and volunteers undertake training to gain a basic awareness of signs and symptoms of abuse. **DOLMA FOUNDATION** will ensure that the Designated Named Person and other members of staff, trustees and volunteers have access to training around Safeguarding.

“Abuse is a violation of an individual’s human and civil rights by any other person or persons”

**Abuse includes:**

- Physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- Sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- Psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- Financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- Neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- Discriminatory abuse: including racist, sexist, that based on a person’s disability and other forms of harassment, slurs or similar treatment
- Institutional or Organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

#### **4. Designated Named Person for safeguarding**

**DOLMA FOUNDATION** has an appointed individual who is responsible for dealing with any Safeguarding concerns. In their absence, a deputy will be available for workers to consult with. The Designated name of Person for Safeguarding Adults within **DOLMA FOUNDATION** are:

Designated Named Person for Safeguarding – Saroj Powdel  
Work Telephone number - +977-1-4424720  
Mobile Number - +977-9851016418  
Emergency Contact Number - +977-9851016418

**Should either of these people be unavailable then management committee members, trustees, staff or volunteers should be contacted directly.**

The roles and responsibilities of the named person(s) are:

- To ensure that all staff including volunteers and trustees are aware of what they should do and who they should go to if they have concerns that a vulnerable adult may be experiencing, or has experienced abuse or neglect.
- To ensure that concerns are acted on, clearly recorded and referred to an Adult Social Care Direct team or to the allocated social worker/care manager where necessary.
- To follow up any referrals and ensure the issues have been addressed.
- Consider any recommendations from the Safeguarding Adults process

- To reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice with regard to confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest.
- To ensure that staff and volunteers working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.
- If appropriate staff or volunteers will be given support and afforded protection if necessary under the Public Interest Disclosure Act 1998: they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and its outcome

## 5. Responding to people who have experienced or are experiencing abuse

**DOLMA FOUNDATION** recognizes that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff, volunteers and service users safe
- To inform the Designated Named Person in your organisation
- To record what happened in the location where safeguarding adults concerns will be recorded

All situations of abuse or alleged abuse will be discussed with the Designated Named Person or their deputy. If a member of the management committee, staff or volunteer feels unable to raise this concern with the Designated Named Person or their deputy then concerns can be raised directly with Board of Directors/ Trustees. The alleged victim will be told that this will happen. This stage is called the alert.

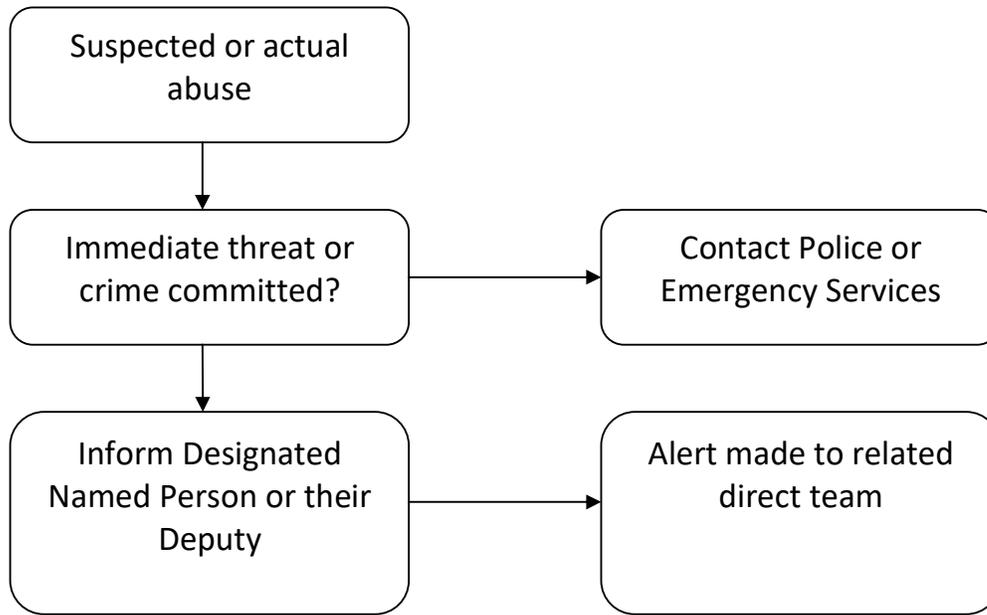
If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral (alert) will be made to the Charity Commission directly.

If the individual experiencing abuse does not have capacity to consent a referral will be made without that person's consent, in their best interests.

The Designated Named Person may take advice at the above stage from the Charity Commission and/or other advice giving organisations such as Police.

You should ask to make a safeguarding alert.

The telephone call should be followed up in writing to the Direct related team. Following will be the process flow chart for any cases that are reported:



## 6. Managing allegation made against member of staff or volunteer

**DOLMA FOUNDATION** will ensure that any allegations made against members or member of staff will be dealt with swiftly.

Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

The Designated Named Person will liaise with the related agencies to discuss the best course of action and to ensure that the **DOLMA FOUNDATION** disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

**DOLMA FOUNDATION** has a whistle blowing policy and staffs are aware of this policy. Staff will be supported to use this policy.

## 7. Recording and managing confidential information

**DOLMA FOUNDATION** is committed to maintaining confidentiality wherever possible and information around Safeguarding issues and should be shared only with those who need to know. For further information, please see **DOLMA FOUNDATION** confidentiality policy.

All allegations/concerns should be recorded in the place of its occurrence, properly filed or kept in logs as per the requirement where all the safeguarding concerns will be recorded. The information should be

factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate.

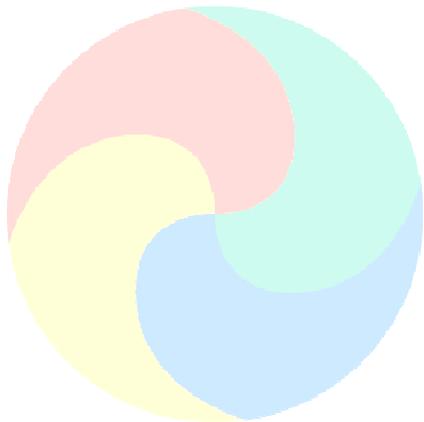
The information that is recorded will be kept secure and will comply with data protection.

This information will be secured in a locked filing cabinet/ or kept secured in the operational office of the organization under the Chairman's monitoring. Access to this information will be restricted only to the designated personnel.

#### **8. Disseminating/Reviewing policy and procedures**

This Safeguarding Policy and Procedure will be clearly communicated to staff, trustees, volunteers, service users, parents, carers and any other vulnerable population which is benefitted by **DOLMA FOUNDATION's** programme. The Designated Person will be responsible for ensuring that this is done.

The Safeguarding Policy and Procedures will be reviewed annually by **Chairman/Board Member/Trustee**. Designated Named Person for Safeguarding policy will be involved in this process and can recommend any changes. The Designated Named Person will also ensure that any changes are clearly communicated to staff, trustees and volunteers. It may be appropriate to involve service users in the review and service users and parents/carers need to be informed of any significant changes



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## Appendix 1

**Safeguarding Alert Form**  
Reference: DFSF-1

**Person completing the form:**

**Organisation Name:**

**Service / Ward Name:**

**Phone contact details:**

**Details of incident/suspected or actual abuse**

**To be completed by the manager or lead officer within the organisation responsible for safeguarding**

**Date of alleged incident/harm:**

**Area where incident/harm took place:**

**Time of alleged incident/harm:**

**Who reported the alert:**

**Date:**

**Who was involved:**

**Details of Alleged Victim**  
**Name:**

**Address:**

**Ethnic Origin:**

**Date of Birth:**

**Nature of alleged victims' vulnerability:**

**Phone :**

**Any other details (e.g. communication needs):**

**Details of Alleged Perpetrator**  
**Name :**

**Ethnic Origin:**

**Address:**

**Relationship to victim:**

**Are they a vulnerable adult? Yes/No**

**Date of Birth:**

**Phone Contact:**

**Any other details:**

**If the alleged perpetrator is a staff member please provide staff details**

(E.g. job role, employer, address of place of work)

**Have you made the victim aware that details of the incident are being recorded and will be investigated:**

**Yes/No**

**If not, why not?**

**Type of Abuse** (Please tick one or more)

✓			
<b>Sexual</b>		<b>Physical</b>	
<b>Emotional</b>		<b>Neglect or omission</b>	
<b>Psychological</b>		<b>Financial/Material</b>	
<b>Discriminatory Abuse</b>		<b>Institutional</b>	
<b>Other i.e. suspicious death of a service user</b>			

**Description of alleged incident / alleged harm, detailing all people involved including witnesses**

On this page please give a detailed description of the incident (please include times) and any other comments you feel are relevant. If necessary attach further pages.

**What action did you take immediately after the incident/allegation of harm** (E.g. administered first aid, asked perpetrator to leave, took victim to secure area)

<b>Were the Police called: Yes / No</b>	<b>Were any other emergency services called:</b> If yes, which service(s)? <b>Yes / No</b>
<b>Names and ID number of Police:</b>	<b>Outcome:</b> (Response time, taken to hospital etc)
<b>Are there any other Agencies involved? Yes/No</b>	<b>Please provide details of agencies:</b>
<b>Are there any capacity issues? Yes/ No</b>	<b>Please provide details:</b>
<b>Has the victim made any previous referrals/alerts? Yes/No</b>	<b>Please provide details</b> (e.g. dates, type of abuse):
<b>Is the victim in immediate danger of further abuse? Yes/No</b>	<b>Have any immediate actions been identified to reduce the potential for further abuse? Yes/No</b>
<b>Has an initial assessment been made to determine further potential risk to the victim? Yes/No</b>	<b>What actions have been taken to reduce the potential for further abuse?</b>
<b>Are there any risks to others? Yes/No</b> (Vulnerable adults, children)	<b>Please provide details</b> (include who this information has been shared with – e.g. Children’s Social Care, Police, Charity Commission):
<b>Signed:</b>	<b>Date:</b>
	<b>Time:</b>
<b>This form must be sent to the Direct team / or allocated social worker within 24 hours of the suspected or actual abuse, or as soon as possible after being made aware.</b>	

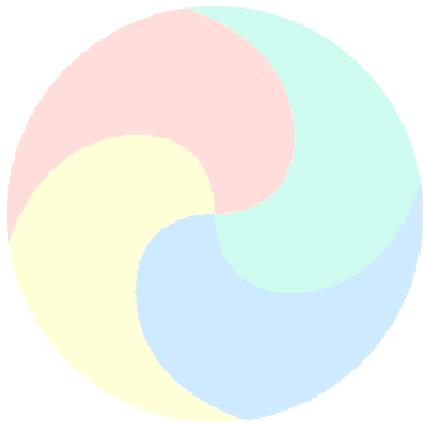
This form can be emailed to [contact@dolmafund.org](mailto:contact@dolmafund.org) directly as well.

This is a confidential document and should be stored securely according to **DOLMA FOUNDATION'S** Confidential policy. It is the Designated named person's responsibility to ensure that this is done.

**Decision by Safeguarding Manager:**

**Safeguarding Alert Yes / No**

**If No – please give reasons for decision**



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## Appendix 2

### Decision and strategy stage

