



<b>Safeguarding Mentees Policy</b>	
This is a policy of Shadow To Shine. The policy applies to all Shadow To Shine staff, volunteers, mentors.  <i>Please note: delivery partners will have their own policies in place. It is the responsibility of Shadow To Shine to check that these policies meet the standards of Shadow To Shine</i>	
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**Who does this policy apply to?**

All staff, volunteers and mentors working with Shadow To Shine mentees

**Delivery partners please note:**

Delivery partners will use their own policies but should check that these at least meet the standards of Shadow To Shine's policies.

**The Policy**

- Shadow To Shine staff, volunteers and mentors must report all safeguarding concerns
- All safeguarding concerns raised will be responded to sensitively and quickly and managed appropriately
- Shadow To Shine staff, volunteers and mentors will receive appropriate training and instruction on safeguarding best practice
- Views of mentees involved will be considered when making decisions that affect them as individuals
- All Shadow To Shine staff, volunteers and mentors working with mentees will be subject to the Shadow To Shine due diligence processes in

Shadow To Shine values and will respond promptly and constructively to all information presented by mentees or third parties regarding the safety and welfare of mentees. We believe that working in partnership with young people, their parents, carers and other agencies is key to promoting the welfare of young people.

### **Aims**

Shadow To Shine provides mentoring and facilitates work experience to disadvantaged young people aged 16-25 (referred to throughout as mentees). Due to the background of our mentees and the work Shadow To Shine carries out, there is a likelihood Shadow To Shine staff, mentors and volunteers will encounter mentees with safeguarding concerns. This policy will benefit Shadow To Shine and mentees by ensuring that the needs of mentees are dealt with appropriately.

Shadow To Shine will not tolerate the abuse of mentees in any of its forms and is committed to safeguarding mentees with care and support needs from harm.

This policy outlines the steps Shadow To Shine will make to safeguard mentees if they are deemed to be at risk or at risk. This policy sets out the roles and responsibilities of Shadow To Shine in working together with other professionals and agencies in promoting the mentee's welfare and safeguarding them from harmful situations.

Shadow To Shine will ensure that decisions made will allow mentees to make their own choices and include them in any decision making. Shadow To Shine will also ensure that safe and effective working practices are in place.

This policy is intended to support staff, volunteers and mentors working within Shadow To Shine to understand their role and responsibilities in safeguarding mentees. All staff and volunteers are expected to follow this policy.

The key objectives of this policy are for all employees, volunteers and mentors of Shadow To Shine to:

- have an overview of mentee safeguarding
- be clear about their responsibility to safeguard mentees
- ensure the necessary actions are taken where a mentee is deemed to be at risk

Under the Human Rights Act 1998, everyone has the right to live free from abuse and neglect. <https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

Copies of this policy should be available within Shadow To Shine and Shadow To Shine will not tolerate the abuse of mentees in the organisation and staff, mentors and volunteers should be made aware of how this policy can be accessed.

### **What is Safeguarding adults?**

*'Safeguarding means 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 including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.'*

*Care and Support Statutory Guidance, Department of Health, updated February 2017*

\*note: all Shadow To Shine Mentees are over the age of 16 and therefore, deemed 'adults' for the purposes of definition.

All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse.

An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

Shadow To Shine adheres to following the six key principles that underpin safeguarding work

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

Shadow To Shine will not tolerate the abuse of mentees in staff and volunteers should ensure that their work reflects the principles above and ensure the mentee is involved in their decisions and informed consent is obtained. Shadow To Shine ensure that the safeguarding action agreed is the least intrusive response to the risk. Shadow To Shine should be transparent and accountable in delivering safeguarding actions.

### **What is Making Safeguarding Personal (MSP)?**

MSP means a case should be person-led and outcome-focused. The individual should be involved in identifying how best to respond to their safeguarding situation by giving them more choice and control as well as improving quality of life, wellbeing and safety.

Shadow To Shine will not tolerate the abuse of mentees. Shadow To Shine will ensure that mentees are involved in their safeguarding arrangements and each individual is dealt with on a case by case basis. As mentees may have different preferences, histories and life styles, the same process may not work for all.

### **Who do adult safeguarding duties apply to?**

The Care Act 2014 sets out that adult safeguarding duties apply to *any* adult who:

- has care and support needs, and
- is experiencing, or is at risk of, abuse and neglect, and

- is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs.

### **Who do I go to if I am concerned?**

The named responsible person for safeguarding duties for Shadow To Shine is Korinna Williams ([korinna@shadowtoshine.com](mailto:korinna@shadowtoshine.com))

All staff and volunteers should contact Korinna Williams for any concerns/queries they have in regards to safeguarding adults. A log of the concern must be kept.

Korinna Williams will be responsible to make decisions about notifying other services if required and consider alternative actions, where necessary.

Korinna Williams will also ensure that the safeguarding mentees policies and procedures are in place and up to date. They will ensure a safe environment is promoted for staff and volunteers and mentees accessing the Shadow To Shine support. Korinna Williams will ensure they are up to date with their safeguarding adults training.

### **What should I do if I am concerned?**

Staff, mentors and volunteers at Shadow To Shine who have any mentee safeguarding concerns should:

1. Respond
  - Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services
  - Get brief details about what has happened and what the mentee would like done about it, but do not probe or conduct a mini-investigation
  - Seek consent from the mentee to take action and to report the concern. Consider whether the mentee may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.
2. Report
  - Name the person to whom staff/volunteers/mentors need to report any potential safeguarding concerns. This will usually be the organisation's designated safeguarding lead (see above)

### 3. Record

- The information should be recorded via email and sent to [info@shadowtoshine.com](mailto:info@shadowtoshine.com) immediately. The information will then be stored in a report logbook kept by Korinna Williams
- As far as possible, records should be written contemporaneously, dated and signed.
- Keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access to the record. Access should not be given to any unauthorised personal for accessing confidential information including the sharing of passwords.

### 4. Refer

In making a decision whether to refer or not, the designated safeguarding lead should take into account:

- (1) the mentee's wishes and preferred outcome
- (2) whether the mentee has mental capacity to make an informed decision about their own and others' safety
- (3) the safety or wellbeing of children or other adults with care and support needs
- (4) whether there is a person in a position of trust involved
- (5) whether a crime has been committed

This should inform the decision whether to notify the concern to the following people:

- the police if a crime has been committed and/or
- relevant regulatory bodies such as Care Quality Commission, Ofsted, Charities commission
- family/relatives as appropriate

The designated safeguarding lead should keep a record of the reasons for referring the concern or reasons for not referring.

Incidents of abuse may be one-off or multiple and may affect one person or more. Staff, mentors and volunteers should look beyond single incidents to identify

patterns of harm. Accurate recording of information will also assist in recognising any patterns.

The logo for Shadow To Shine is located in the top right corner. It features the words "SHADOW" and "TO SHINE" stacked vertically in a bold, white, sans-serif font. A purple circle is positioned behind the letter "O" in "TO".

### **What are your roles and responsibilities?**

All staff, management, trustees, mentors and volunteers at Shadow To Shine are expected to report any concerns to the named person for safeguarding. If the allegation is against one of Shadow To Shine members, volunteers, trustees or directors, seek advice from Shadow To Shine safeguarding lead Korinna Williams. If the allegation is against the safeguarding lead, seek advice from Becky Fatemi.

The designated safeguarding mentees lead should be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

### **Complaints procedure**

Shadow To Shine promotes transparency and honesty when things go wrong. All staff and volunteers should apologise and be honest with relevant people when things go wrong.

If a staff or volunteer or any other member of the organisation is unhappy with Shadow To Shine's decision about the safeguarding concern, then a formal complaint can be launched.

### **Whistle Blowing**

Shadow To Shine is committed to ensuring that staff and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

### **Mental Capacity**

The Mental Capacity Act 2005 is to be used when decisions on behalf of those adults with care and support needs who are unable to make some decisions for themselves. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>. You will need to involve an advocate if the person lacks capacity to make decisions about the safeguarding concern.

### **Why is it important to take action?**

It may be difficult for mentees in certain situations to protect themselves and to report harm. They rely on you to help them.

### **Confidentiality and information sharing**

Shadow To Shine expects all staff, volunteers, trustees to maintain confidentiality at all times. In line with Data Protection law, Shadow To Shine does not share information if not required.

It should however be noted that information should be shared with authorities if an adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm. For further guidance on information sharing and safeguarding see: <https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

### **Recruitment and selection**

Shadow To Shine is committed to safe employment. Safe recruitment practices, such as Disclosure and Barring checks reduce the risk of exposing mentees to people unsuitable to work with them.

### **Training, awareness raising and supervision**

Shadow To Shine ensures that all staff and volunteers receive basic awareness training on safeguarding mentee. Those mentees may report things of concern to staff or volunteers who should be equipped with the basic knowledge around safeguarding mentees and be confident to identify that abuse is taking place and

action is required. All staff and volunteers should be clear about the core values of Shadow To Shine and commitment to safeguarding mentees.

Shadow To Shine does not work with mentees under the age of 16 so any safeguarding concerns staff and volunteers may encounter indirectly about the safety and wellbeing of children should be reported directly to the relevant authorities.

### **Prevent**

Radicalisation can take place through direct personal contact, or indirectly through social media.

If staff are concerned that a mentee is at risk of being radicalised and drawn into terrorism, they should treat it in the same way as any other safeguarding concern