# Staying Safe – How we make sure everyone involved with Grace Hosting remains safe, secure, and the steps we take to prevent harm.

## Overview

* LASSN has based its safeguarding policy and procedures on the Leeds Adult Safeguarding Board’s model policy and Leeds’ Safeguarding Children’s Board.
* Each of LASSN’s projects implements these in different ways, and produces a short summary of the steps it takes to implement this policy.
* These are the procedures for **Grace Hosting**

## Staff and Volunteers

### Selection

1. All volunteers and staff work to clear role descriptions, and are selected on the basis of how well they will be able to perform these roles.
2. All volunteers and staff are required to provide two references (one of which must be from a previous employer, or someone who knows them in a professional capacity) who can comment on their suitability for the role they are undertaking.
3. All volunteers and staff undergo background checks suitable for the roles they are undertaking (Basic Disclosure, Disclosure and Barring Service Check)
4. If any offences/intelligence is received which suggests a person’s unsuitability for the role, then LASSN will use the processes outlined in its Criminal Records (Disclosure) recruitment to assess, and manage the identified risks, and to decide if the person can undertake the role they have applied for safely.
5. LASSN provides training to all volunteers and staff about safeguarding, staying safe (personal safety and lone working), effective boundaries, and the code of conduct. The purpose of this training is to help build capacity and confidence in identifying and responding to concerns, as well as recognizing and responding to indicators of abuse and disclosures of abuse.
6. A person’s suitability for the role will continue to be assessed during the induction process/training and assessment, and any concerns acted upon.
7. Safeguarding and other key policies are
   * included in the volunteer induction training,
   * the Volunteer Information Pack and
   * prominently displayed on LASSN’s website.

### Ongoing support

1. All volunteers and staff complete a risk assessment about their usual tasks, to ensure they have thought about and manage the risks related to their work effectively.
2. All volunteers and staff receive regular supervision, where issues of safety and safeguarding are discussed.
3. Where worries or concerns are identified, these are dealt with using the Adult Safeguarding Board’s model processes, Children’s Safeguarding Board.
4. All staff undergo basic Adult and Children’s Safeguarding Training, at least every 3 years.

## Clients, or the people we work with

### At referral

1. The referral agency will complete a risk assessment to determine if the client is suitable for referring to Grace Hosting.
2. If the client is deemed suitable but there are some risks identified, a discussion will take place with either the Volunteers Manager or Director to determine if these risks can be managed safely.

### At the beginning of support

1. When we start to work with people in Emergency / short stay hosting, we ask that referral agencies or Grace Hosting explains the importance of staying safe, and how they can give feedback about the help we provide to them.
2. We encourage people to tell us if they have any worries or concerns and leave people with written instructions of how they can do so.

### At reviews

1. We conduct regular reviews with all clients in Longer stay accommodation (every 2 – 3 months). Prior to a review the referral agency meets with the client to discuss how things are going, how comfortable the client feels in the host’s home, are they able to make choices in contributing to household tasks and if they have any worries or concerns. Thus ensuring that both clients and hosts have the opportunity to do this without the other person being there.
2. During a review we discuss how things are going, how the client is getting on with their host, and if they have any concerns.
3. Referral agencies understand the importance of periodically having these conversations with all clients referred and not just at times of review.

## Project Reviews/Evaluations

1. LASSN Trustees review the performance and quality of each project at least every 6 months, using the Quality Assurance Framework.
2. Each LASSN project evaluates its work annually in collaboration with clients, volunteers and partners. A range of methods are used for these reviews including anonymous postal/online surveys, focus groups and telephone/one to one interviews. Safeguarding and safety arrangements, and how they have been used are a key feature of these reviews.

## Addressing Safeguarding Concerns

1. All safeguarding concerns and referrals to social care and/or specialist agencies to be discussed with Director (or Chair in their absence) and clearly recorded in accordance with the Safeguarding Reporting Procedure.
2. Any referrals to social care will be done so in accordance with good practice guidance around keeping the client appropriately informed and involved.