

Safeguarding Policy

General

The Trustees have a responsibility to ensure that the Safeguarding Statement and Safeguarding Policy are in place and appropriate and that we have a Designated Safeguarding Lead who is aware of the importance placed on this role.

The Nominated Safeguarding Trustee is Dr Alan Makepeace.

The Designated Safeguarding Lead (DSL), Simone Brainch, is responsible for dealing with any safeguarding concerns, together with a Secondary Designated Safeguarding Lead (SDSL), Claire Pesterfield.

Our intent is that the charity is a safe and caring place for people to be by providing guidance on conduct for staff and users. This is communicated to all staff at Induction and reinforced through training and with which they are expected to comply with at all times.

Designated Safeguarding Lead: Simone Brainch (MAAD Programme Manager)

Secondary Designated Safeguarding Lead: Claire Pesterfield (Client Applications Coordinator)

Nominated Safeguarding Trustee: Dr Alan Makepeace

Staff Recruitment and Vetting

All staff, trustees and volunteers will be carefully selected and vetted appropriate to their role to try and ensure they do not pose a risk to children or vulnerable adults.

All trustees and certain staff are required to have a criminal record check carried out by the Disclosure and Barring Service before they start working for the Charity as their job is likely to bring them into contact with vulnerable adults and children. To protect potentially vulnerable people, we have taken the view that staff in financial roles or with financial approval responsibilities will need a standard check. Staff working in dog supply, MAAD, Drivers and Trustees will need an enhanced check. Medical Detection Dogs reserves the right to withdraw the offer of employment if the DBS checks indicate any potential risk.

It is the Charity's policy that those who have a DBS check should register for the update service, but where this is not possible a check will be done every three years for staff and Trustees. MDD HR will be responsible for ensuring DBS checks are carried out upon joining and then tracked and renewed as necessary in accordance with this policy.

If, in the opinion of the Charity, the periodic DBS check carried out on an individual indicates a potential risk, the Charity reserves the right to take such reasonable steps as it deems necessary in its absolute discretion to enable the member of staff to continue working without bringing him/her into contact with children or vulnerable adults. This may include, but is not limited to:

- Removing him/her from their current role; or
- Amending their current role.

In the event that s/he cannot be placed in a role in which he or she does not come into contact with vulnerable individuals, Medical Detection Dogs reserves the right to dismiss the member of staff.

Staff Induction and Training

Level 1

All staff and volunteers will receive an in-house “**Introduction to Safeguarding**” training as part of the induction process. The training will be delivered online utilising the package developed by Guide Dogs, the leading industry experts in this field.

The training will cover the following topics:

- What is Safeguarding?
- Why it is important for Medical Detection Dogs
- An introduction to the vulnerable groups we work with
- Recognising possible signs of abuse
- How to respond – using the MDD Safeguarding Reporting Procedure
- Where to find the MDD Incident Report Form and how to use it

All staff & volunteers will receive a training update (online) at least every 3 years. Records of attendance will be kept by HR and the Training and Development Officer who will also be responsible for ensuring that all relevant training is delivered and is up to date.

Level 2

Staff that are in direct contact with **children, families and vulnerable adults** will undertake more detailed ½ day training which will be delivered by Guide Dogs, the leading industry experts in this field.

Staff that require Level 2 training include:

- All members of the Medical Alert Assistance Dogs Team, including Dog Trainers, Instructors and support staff
- The Volunteer Coordinator
- Fundraisers and Events staff
- Regional fundraisers

All staff will receive a training update at least every 3 years. Records of attendance will be kept by HR and the Training and Development Officer who will also be responsible for ensuring that all relevant training is delivered and is up to date.

Level 3

The **Designated Safeguarding Leads**, together with the **Nominated Safeguarding Trustee**, will attend specialist external training – delivered as a combination of online and face to face.

They will attend this training at least every 3 years and records of attendance will be kept by HR and the Training and Development Officer who will also be responsible for ensuring all relevant training is delivered and is up to date.

Reporting Procedure

All the charity's trustees, staff and volunteers have a responsibility to report any concerns to the **Designated Safeguarding Lead or in her absence the Secondary Designated Safeguarding Lead**.

All staff will be issued with a copy of the **MDD Safeguarding Reporting Procedure** flowchart in their induction pack, together with a copy of the **MDD Incident Report Form**. These are also located on the shared drive at [X:\Company\SAFEGUARDING](#).

Response to a Safeguarding Issue

If someone believes that a child or adult may have been harmed or is at risk of harm, or they have had a disclosure made to them indicating this, then they should:

- Speak to the Designated or Secondary Designated Safeguarding Lead immediately.
- In the unusual situation where it is felt to be inappropriate to report the concern to the DSL or SDSL speak instead immediately to the Nominated Safeguarding Trustee or the Chair of the Charity.
- Complete a written record of concern using the MDD Incident Report Form as soon as possible, but at least by the end of the working day.
- The MDD Incident Report Form should be passed to the DSL or SDSL by the end of the working day (or by exception the Nominated Safeguarding Trustee or Chair).

If someone has a safeguarding concern about a child or adult that they have contact with, or a disclosure has been made to them indicating safeguarding concerns, then they should:

- Speak to the Designated Safeguarding Lead or in her absence the Secondary Designated Safeguarding Lead within 24 hours of the issue occurring or the disclosure being made.
- In the unusual situation where it is felt to be inappropriate to report the concern to the DSL or SDSL speak instead within 24 hours to the Nominated Safeguarding Trustee or the Chair of the Charity.

- Complete a written record of concern using the MDD Incident Report Form as soon as possible, but at least within 24 hours.
- The MDD Incident Report Form should be passed to the DSL (or by exception the Nominated Safeguarding Trustee or Chair) within 24 hours.

The DSL, SDSL (or by exception the Nominated Safeguarding Trustee or Chair) will follow the MDD Safeguarding Reporting Procedure and refer the matter to the appropriate authority taking into account the seriousness and urgency of the situation based on the facts made available to them.

The appropriate authority may not be local to the Charity's Training Centre and the DSL, SDSL or Nominated Safeguarding Trustee will contact the local authority in which the safeguarding concern arises.

Contact details:

DSL and SDSL: safeguarding@medicaldetectiondogs.org.uk, 01296 655888

Nominated Safeguarding Trustee alan.makepeace@medicaldetectiondogs.org.uk, 07850 440395

Chair: clive.everest@medicaldetectiondogs.org.uk, 01494 765564

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