

Safeguarding Policy for Romege Staffing LTD

Policy Statement

Romege Staffing LTD is committed to providing a safe and secure environment for all service users, staff, and stakeholders. As a healthcare staffing agency, we recognize our duty to protect individuals, particularly vulnerable adults and children, from harm, abuse, or neglect. This policy outlines our approach to safeguarding and the responsibilities of all staff and stakeholders involved in our services.

Scope

This policy applies to all employees, contractors, and volunteers of Romege Staffing LTD, including temporary healthcare staff placed in client settings. It covers safeguarding practices for adults at risk and children, regardless of the setting or sector in which our staff operates.

Objectives

1. Ensure that all service users are treated with dignity and respect.
2. Promote the welfare of vulnerable adults and children and protect them from harm.
3. Provide staff with clear guidelines on how to identify and report safeguarding concerns.
4. Ensure that all staff are trained in safeguarding and understand their role and responsibilities.
5. Work in partnership with other agencies and service providers to ensure the best possible safeguarding outcomes.

Legal Framework

This policy is based on key UK legislation and guidance, including:

- **The Children Act 1989 and 2004**
- **The Care Act 2014**
- **The Safeguarding Vulnerable Groups Act 2006**
- **Working Together to Safeguard Children 2018**
- **The Mental Capacity Act 2005**
- **The Health and Social Care Act 2008**
- **The Human Rights Act 1998**

Definitions

- **Safeguarding:** The protection of vulnerable adults and children from abuse, neglect, exploitation, or harm.
- **Vulnerable Adult:** An individual aged 18 or over who needs care and support, and who is at risk of, or is experiencing, abuse or neglect.
- **Child:** Any person under the age of 18.
- **Abuse:** A violation of an individual's human and civil rights through harm, mistreatment, or exploitation.

Types of abuse include but are not limited to:

- Physical
- Emotional or Psychological
- Sexual
- Financial or Material
- Neglect
- Discriminatory
- Institutional
- Domestic Violence
- Modern Slavery

Safeguarding Roles and Responsibilities

1. Staff Responsibilities

- All staff are responsible for the safety and well-being of vulnerable individuals with whom they come into contact.
- It is mandatory for all staff to complete safeguarding training appropriate to their role.
- All staff must report any safeguarding concerns immediately to their line manager or the designated safeguarding lead.
- Staff must cooperate with any investigations or assessments relating to safeguarding concerns.

2. Designated Safeguarding Lead (DSL)

- The DSL is responsible for overseeing safeguarding concerns and ensuring they are handled appropriately.
- The DSL will ensure staff training is up to date and that staff understand the safeguarding policy.

- The DSL will act as the main point of contact for safeguarding concerns and liaise with relevant external agencies (such as local authorities, the Care Quality Commission, and police).
- The DSL will ensure that all allegations or incidents of abuse are appropriately recorded, investigated, and, where necessary, referred to appropriate agencies.

3. Management Responsibilities

- Management will ensure that safeguarding is embedded within the organization's culture and that all staff understand their responsibilities.
- Management will ensure that safe recruitment practices are followed and that all staff undergo appropriate vetting, including DBS checks.
- Management will regularly review this safeguarding policy and update it as required.

Safe Recruitment and DBS Checks

Romege Staffing LTD follows a robust recruitment procedure to ensure that all staff are suitable for roles in healthcare settings. This includes:

- Ensuring that all prospective staff complete an application form and attend an interview.
- Obtaining at least two professional references for each candidate.
- Conducting Enhanced Disclosure and Barring Service (DBS) checks for all staff who will be working with vulnerable adults or children.
- Checking professional qualifications and registration with relevant healthcare bodies (e.g., NMC, GMC, HCPC).
- Regularly reviewing DBS checks and ensuring they are renewed every three years.

Safeguarding Training

Romege Staffing LTD is committed to ensuring that all staff receive regular safeguarding training, which will cover:

- Recognizing signs of abuse, neglect, and exploitation.
- Understanding legal obligations to safeguard vulnerable individuals.
- Reporting procedures and how to escalate concerns.
- Confidentiality and data protection principles relating to safeguarding.
- Role-specific training for healthcare workers on dealing with vulnerable adults and children.

Training will be refreshed annually, and new staff will receive safeguarding training as part of their induction.

Reporting Safeguarding Concerns

All staff have a duty to act if they suspect a safeguarding concern. The reporting process is as follows:

1. **Immediate Action:** If a staff member suspects abuse or harm, they must ensure the immediate safety of the individual at risk.
2. **Reporting:** Concerns must be reported to the designated safeguarding lead (DSL) as soon as possible. If the DSL is unavailable, the report should be made to a manager or senior member of staff.
3. **Record Keeping:** Staff must document their concerns accurately, including details of the person at risk, the nature of the concern, and any action taken.
4. **Referral:** The DSL will assess the concern and determine whether a referral to external agencies is necessary (e.g., local safeguarding boards, the police, the Care Quality Commission).
5. **Follow-up:** The DSL will ensure appropriate follow-up actions are taken, including liaising with external agencies, providing support to affected individuals, and ensuring that the staff member who raised the concern is informed of the outcome.

Whistleblowing

Romege Staffing LTD encourages all staff to report any safeguarding concerns, even if they involve colleagues, managers, or external partners. Whistleblowers will be protected under the Public Interest Disclosure Act 1998 and will not face repercussions for raising genuine concerns. Concerns can be raised anonymously if necessary, but staff are encouraged to provide their name for transparency and follow-up.

Confidentiality and Data Protection

All safeguarding matters are treated as confidential, and information will only be shared on a need-to-know basis in accordance with GDPR and the Data Protection Act 2018. Staff are required to maintain confidentiality unless there is a risk to the individual or others, in which case information will be shared with the relevant authorities.

Monitoring and Review

This safeguarding policy will be reviewed annually or sooner if there are changes in legislation or organizational practice. Feedback from staff, clients, and external agencies will be used to inform revisions of the policy.