

# States Greffe

## Safeguarding Policy

Document Profile		
<b>Document Status</b>	Approved	
<b>Document Purpose</b>	To provide staff with a clear understanding of their responsibility and the procedures to follow in relation to Safeguarding and Child/Adult Protection within the States Assembly and States Greffe.	
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<b>Target Audience</b>	<p>All staff, volunteers, contractors and States Members who come into contact with children, young people and adults at risk whilst engaged in the Greffe's Assembly-related activities.</p> <p>(Senior Leadership Team, Digital &amp; Public Engagement Team, Members' Resources, Scrutiny, Constituency Support, Specialist Secretariat Team, Support Services Team and States Members)</p>	
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## **Introduction to Safeguarding**

Safeguarding is everyone's business.

Safeguarding is everyone's business, and we all have a role to play in keeping those around us safe from harm or abuse. Abuse can happen to anyone, anywhere, and responsibility for dealing with it lies with us all as members of the public, volunteers and as professionals. We can prevent and respond to abuse accordingly by sharing information and raising concerns.

The States Greffe is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. This policy outlines our responsibilities and provides guidance on identifying and responding to safeguarding concerns in compliance with relevant legislation such as the [Children and Young People \(Jersey\) Law 2022, statutory guidance](#), the Safeguarding Partnership Board's (SPB) policies and procedures, and best practices.

This policy applies to all staff of the States Greffe, volunteers, contractors and States Members engaged in the Greffe's Assembly-related activities. It encompasses all interactions where individuals may come into contact with children, young people, or adults at risk.

## Definitions and Principles

### Definitions

- **Safeguarding:** Protecting individuals from abuse, harm, maltreatment or neglect and promoting their wellbeing.
- **Child:** Any person under the age of 18.
- **Adults at Risk:** A person aged 18 or over who may be unable to protect themselves from abuse due to age, disability, mental health conditions, or other factors.
- **Alleged Perpetrator(s):** For this policy, we use the term alleged perpetrator(s) to mean any person who has been named as the person responsible for abusing, neglecting, or exploiting a child or adult at risk.
- **Designated Safeguarding Lead (DSL):** The employee with responsibility for how safeguarding is embedded and operationalised within the organisation; they are the lead point of contact for anyone who is concerned about a child or an adult at risk. The DSL also provides advice and support as well as liaises with external safeguarding agencies as needed.

### Principles

- The welfare of children and adults at risk is paramount.
- All individuals have the right to live free from abuse, harm or neglect.
- Safeguarding is everyone's responsibility, and concerns must be reported promptly and appropriately.
- Practices and procedures will be fair, transparent and consistent with the duty of care.

## **Abuse**

Abuse is a form of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult at risk by inflicting harm or by failing to act to prevent harm. Children and adults at risk may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others.

Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children or adults at risk may be abused by an adult or adults or by a child or children.

All staff, volunteers, contractors and States Members should be aware of the types of abuse and neglect so that they are able to identify cases of children or adults at risk who may need help or protection. Any concerns, no matter how small or insignificant they appear, should be reported to the DSL (or Deputy DSL).

All staff, volunteers, contractors and States Members should be aware abuse, neglect, and safeguarding issues are rarely isolated events and cannot be covered by one definition, or one label alone. In most cases, multiple issues will overlap with one another.

All staff (but especially the Designated Safeguarding Lead and Deputy), volunteers, contractors and States Members should consider whether children or adults at risk are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children and adults at risk can be exposed to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, and radicalisation.

All staff, volunteers, contractors and States Members should be aware that technology is a significant component in many safeguarding and wellbeing issues. Children and adults at risk are at risk of abuse and other risks online as well as face to face. In many cases, abuse and other risks will take place concurrently both online and offline. Children and adults at risk can also abuse other children and adults at risk online; this can take the form of abusive, harassing, and misogynistic/misandrist messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography to those who do not want to receive such content.

In all cases, if staff, volunteers, contractors and States Members are unsure, they should always speak to the Designated Safeguarding Lead, or the Deputy Designated Safeguarding Lead.

## **Types of abuse**

**Child abuse** can take many forms but are grouped into these four categories:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

More information on the types of child abuse can be found here: [Safeguarding Children | Jersey Safeguarding Partnership Board](#)

**Adult abuse** can also take many forms:

- Physical abuse
- Emotional/Psychological abuse
- Sexual abuse
- Neglect (and acts of omission)
- Financial abuse
- Discriminatory abuse
- Self-neglect
- Organisational/institutional abuse
- Domestic abuse
- Modern Slavery
- Hate and Hate Crime
- Female Genital Mutilation (FGM)

More information on the types of adult abuse can be found here: [Safeguarding Adults | Jersey Safeguarding Partnership Board](#)

## **Recruitment, Training and DBS Checks**

### **Recruitment**

The States Greffe's recruitment process is a part of the wider Jersey Public Service process and follows the relevant policies for safe recruitment.

This involves, but is not limited to:

- Clear, defined job descriptions with a full range of tasks, duties and responsibilities
- Thorough person specification used in the shortlisting process
- Wide-reaching advertising of job roles
- Use of a standard application form which identifies gaps in employment
- Referencing process
- Face-to-face interviews
- A minimum of three people on any interview panel, with one panel member being external from the department in the case of there being internal candidates
- For roles that involve working with children or adults at risk, at least one member of the interview panel will have completed safer recruitment training
- Standardised questions which include motivations for working in the role/organisation
- Pre-employment checks, including DBS checks at the appropriate level for each post
- A probationary period

### **Training**

All employees in the Jersey Public Service undergo a programme of Corporate Statutory/Mandatory training.

As a part of the induction process at the States Greffe, all new employees who work with children or adults at risk meet the Designated Safeguarding Lead to discuss the processes and procedures in place in this organisation and to confirm that they have read and understood the Safeguarding policy.

In addition to this, all employees working with children or adults at risk must complete their Foundation Safeguarding training every 3 years.

The Designated Safeguarding Lead and Deputy must undergo the 2-part DSL training sessions offered by the SPB. These are DSL: Your Role as Safeguarding Lead & DSL: Professional Differences and Managing Allegations.

The Designated Safeguarding Lead is responsible for keeping a record of all safeguarding training and reminding staff of the need to book on to refresher courses.

Additional training will be arranged for staff as and when required for dealing with specific safeguarding and wellbeing issues.

## **DBS Checks**

All employees in the Jersey Public Service undergo pre-employment screening in advance of taking up their role.

In addition to this, all employees working with children or adults at risk must undergo an Enhanced DBS check before working unaccompanied with either group. These employees will need to renew their Enhanced DBS checks every 3 years, in line with best practice. To ensure coverage of events, this includes the entirety of the Digital & Public Engagement Team.

The Designated Safeguarding Lead and Deputy will also be subject to Enhanced DBS checks.

The Designated Safeguarding Lead is responsible for keeping a record of all Enhanced DBS checks and reminding staff of the need to renew their certificate.



## Responding to a disclosure, concerns and allegations

It is not the responsibility of staff, volunteers, contractors or States Members to investigate and decide whether or not abuse is taking place. It is their responsibility to act on any disclosures, concerns or allegations that they are made aware of.

When abuse is suspected, there are several ways in which suspicion may arise such as:

- An allegation is made by a child or adult
- A child or adult at risk makes a disclosure
- A change is noticed in a child's or adult at risk's behaviour
- Physical damage to a child or adult at risk is noted

Staff, volunteers, contractors and States Members are encouraged to always trust their gut and report concerns when they are worried about someone – never do nothing.

### Children and Young People

Follow the [flowchart](#) (Appendix 1) to respond to a disclosure, concern or allegation regarding a Child or Young Person.

When a conversation with a child or young person causes a safeguarding concern, staff, volunteers, contractors and States Members should act on their concerns immediately and:

- stay calm and sympathetic. Listen carefully to what the person has to say and keep an open mind.
- not ask leading questions, that is, a question which suggests its own answer. Ask open questions that will encourage a secure and sympathetic environment such as 'is there anything else you want to tell me?'.
- keep a sufficient and accurate written record of the conversation. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should use names, not initials. The record must be kept securely and entered onto the Safeguarding Concerns [form](#) as soon as possible. If the member of staff is unable to enter directly onto the Safeguarding Concerns [form](#), they should pass their notes to the DSL.
- reassure them that we have a responsibility to keep them safe, but not give a guarantee of absolute confidentiality. The member of staff or volunteer should explain that they need to pass the information to a member of staff (the DSL) who will ensure that the correct action is taken. Staff or volunteers should not make promises that they cannot keep such as 'everything will be alright' but clearly explain what they must do next and who they will talk to.
- only share information on a need-to-know basis and must not discuss the matter with other colleagues.

In the event of an allegation against a member of staff, volunteer, contractor or States Member who works with children or young people, the Deputy DSL (the Deputy Greffier) will contact the Jersey Designated Officer (JDO) on 443566 and record the information on this [form](#) which will be sent to [jdo@health.gov.je](mailto:jdo@health.gov.je). Working with the JDO, the Deputy DSL will follow the processes outlined in the Safeguarding Partnership Board's relevant [Managing Allegations Framework](#) which may include suspension from work whilst any investigation is ongoing.

## Adults at Risk

Follow the [flowchart](#) (Appendix 2) to respond to a disclosure, concern or allegation regarding an Adult at Risk.

When a conversation with an adult at risk causes a safeguarding concern, staff, volunteers, contractors and States Members should act on their concerns immediately and:

- stay calm and sympathetic. Listen carefully to what the person has to say and keep an open mind.
- not ask leading questions, that is, a question which suggests its own answer. Ask open questions that will encourage a secure and sympathetic environment such as ‘is there anything else you want to tell me?’.
- keep a sufficient and accurate written record of the conversation. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should use names, not initials.
- check if the adult gives consent to share information.
  - if they do give consent, ensure that the conversation is recorded in writing on the Safeguarding Concerns [form](#). The record must be kept securely and entered onto the Safeguarding Concerns [form](#) as soon as possible. If the member of staff is unable to enter directly onto the Safeguarding Concerns [form](#), they should pass their notes to the DSL.
  - if they do not give consent, and the concerns about the adult at risk do not have the potential to affect others, record the facts and rationale for your decision. Keep this document somewhere safe, secure and private.
- only share information on a need-to-know basis and must not discuss the matter with other colleagues.

In the event of an allegation against a member of staff, volunteer, contractor or States Member who works in a position of trust with adults at risk, the Deputy DSL (the Deputy Greffier) will contact the Adult Workforce Designated Officer (AWDO) on 444440 and record the information on this [form](#) which will be sent to [SPOR@health.gov.je](mailto:SPOR@health.gov.je). Working with the AWDO, the Deputy DSL will follow the processes outlined in the Safeguarding Partnership Board’s relevant [Managing Allegations Framework](#) which may include suspension from work whilst any investigation is ongoing.

If staff are not happy with a decision made by the DSL or Deputy DSL, or another agency, they should escalate their concerns to either the Children and Families Hub on [childrenandfamilieshub@gov.je](mailto:childrenandfamilieshub@gov.je), 519000 or the Single Point of Referral on [spor@gov.je](mailto:spor@gov.je), 444440.

## **Recording information**

If in doubt about recording requirements, staff, volunteers, contractors and States Members should discuss with the Designated Safeguarding Lead or the Deputy.

Records should be accurate, factual and contemporaneous. It is best practice to use as much verbatim from the conversation as possible.

Records should not include judgements, opinions or recommendations.

## **Children and Young People**

All concerns, discussions and decisions made (and the reasons for those decisions) regarding children and young people should be recorded in writing on the Safeguarding Concerns [form](#).

## **Adults at Risk**

Where consent to share information has been given, all concerns, discussions and decisions made (and the reasons for those decisions) regarding adults at risk should also be recorded in writing on the Safeguarding Concerns [form](#).

Where consent has not been given but the concerns about the adult at risk have the potential to affect others, record the concerns on the Safeguarding Concerns [form](#).

Where consent has not been given and the concerns about the adult at risk do not have the potential to affect others, record the facts and rationale for your decision. Keep this document somewhere safe, secure and private.

## **Storing information**

All staff, volunteers, contractors and States Members have a responsibility to ensure that data is kept securely.

Information that is input into the Safeguarding Concerns [form](#) is securely stored on the Safeguarding Teams Channel which is only accessible by the Designated Safeguarding Lead and the Deputy.

Information which is shared with staff, volunteers, contractors and States Members about an adult at risk when the adult does not give consent to share should be stored on a personal OneDrive area of Office365. The document should be clearly labelled as 'Safeguarding Concern DD.MM.YYYY'.

When participating in events such as the Jersey Youth Assembly, consent for media participation will be requested from children and young people's parents/carers. This information, along with any written consent to share information, will also be stored securely on the Safeguarding Teams Channel for 4 years.

## **Sharing information**

All information obtained by staff, volunteers, contractors and States Members about a child, young person or adult at risk is confidential and can only be shared with other professionals and agencies with their (or their family's) consent.

The DSL or Deputy should obtain written informed consent from the adult at risk or a child/young person's parents/carers, which should be signed and dated in order to share information.

However, the welfare of children and young people is paramount and there may be times when the DSL or the Deputy need to make a professional judgement in circumstances where children, young people or adults at risk are likely to be at risk of significant harm. Where it is in the interests of this person, information can be shared with relevant authorities. For example, Health and Care Jersey (HCJ), Police, School Nurses, Health Visitors in line with the [Data Protection \(Jersey\) Law 2018](#) and [Children and Young People \(Jersey\) Law 2022](#).

Parents or carers will be informed prior to a referral to the Children and Families Hub, except where the parent/carer is the alleged perpetrator; in which case the PARENT/CARER SHOULD NOT be informed as this may increase risk of harm to the child and/or hinder a police investigation. If you are in doubt if contacting the parent may put the child at risk the Children and Families Hub should be contacted for advice.

Only relevant information should be disclosed to those professionals who 'need to know' in adherence to the [Data Protection \(Jersey\) Law 2018](#). Staff, volunteers, contractors and States Members should consider the purpose of the disclosure and remind recipients that the information is confidential and only to be used for the stated purpose.

Staff, volunteers, contractors and States Members should discuss any concerns or difficulties around confidentiality or information sharing with either the DSL, Deputy DSL or seek advice from the Children and Families Hub or the SPOR teams.

## **Supervision Ratios**

When running events or activities for children and young people, such as the Jersey Youth Assembly, it is important to have a high enough ratio of adult supervisors to participants.

The factors to take into consideration include:

- sex, age and ability of group
- participants with special educational or medical needs
- nature of activities
- experience of adults in off-site supervision
- duration and nature of any journey
- type of any accommodation
- competence of staff, both general and on specific activities
- requirements of the organization or location to be visited
- competence and behaviour of participants
- first aid cover

Supervision ratios must be included in risk assessments that are created for events and activities involving children and young people to ensure appropriate levels of oversight, safety, and support. The above factors must be considered and clearly reflected in these assessments.

### **In-house sessions**

For all events and sessions run in-house in either the normal meeting place at Morier House or in the States Chamber, there should always be a minimum of two adults present with one adult being an employed member of States Greffe staff who holds an Enhanced DBS (with barred lists) check. The other adult/s could be other staff, volunteers, contractors or States Members.

For sessions that include both children and participants aged 18 or older, those who are 18 or older will be held to the same expectations as staff, volunteers, contractors or States Members and provided with the appropriate training and guidance.

### **On-island visits**

In the case of activities away from the normal meeting place such as on trips/visits/residentials the ratios and processes will follow the [Educational Visits Policy](#). Ratios for on-island visits are:

- 1 adult for every 6 pupils in Reception, Years 1 and 2
- 1 adult for every 12 pupils in Years 3 to 6
- 1 adult for every 16 pupils in Year 7 and above

For on-island trips away from Morier House or the States Chamber, supervising adults must include at least one employed member of States Greffe staff who holds an Enhanced DBS (with barred lists) check. The other adult/s could be other staff, volunteers, contractors or States Members.

## **Off-island and residential visits**

In the case of trips and visits involving children and young people that take place off-island, and any residentials (including those on-island), the ratios and processes will also follow the [Educational Visits Policy](#). Ratios for residentials and off-island visits are:

- A minimum of two adults accompanying the group when participants are 17 years or younger
- 1 adult for no more than 10 children
- Only staff members who hold an Enhanced DBS (with barred lists) check may accompany groups on residential or off-island visits. This includes employed staff of the States Greffe, as well as any volunteers or contractors acting in a supervisory role.

If a participant in an initiative such as the Jersey Youth Assembly is 18 or older, they do not require accompanying adults for supervision on an off-island visit. However, they are still expected to adhere to relevant safeguarding protocols and maintain appropriate communication with organisers.

If a residential includes both children and participants aged 18 or older, those who are 18 or older will be subject to the same arrangements as staff, including any training or safeguarding requirements.

Additionally, at least one accompanying adult on all off-island or residential visits must have first aid training to ensure emergency preparedness.

## **Whistleblowing and complaints**

As a part of Jersey's Public Service, staff and volunteers at the States Greffe abide by the [Whistleblowing policy](#) for public servants.

Similarly, in instances where a complaint has been made or received, the States Greffe follows the [Complaints Handling Procedure](#).

## **Contact Information**

**Designated Safeguarding Lead:** Molly Gladwin, [m.gladwin@gov.je](mailto:m.gladwin@gov.je), 441109 or 07797 819793

**Deputy Designated Safeguarding Lead:** William Millow, [w.millow@gov.je](mailto:w.millow@gov.je), 441079

**Children and Families Hub:** [childrenandfamilieshub@gov.je](mailto:childrenandfamilieshub@gov.je), 519000

**Children's Services (Out of Hours):** 442000

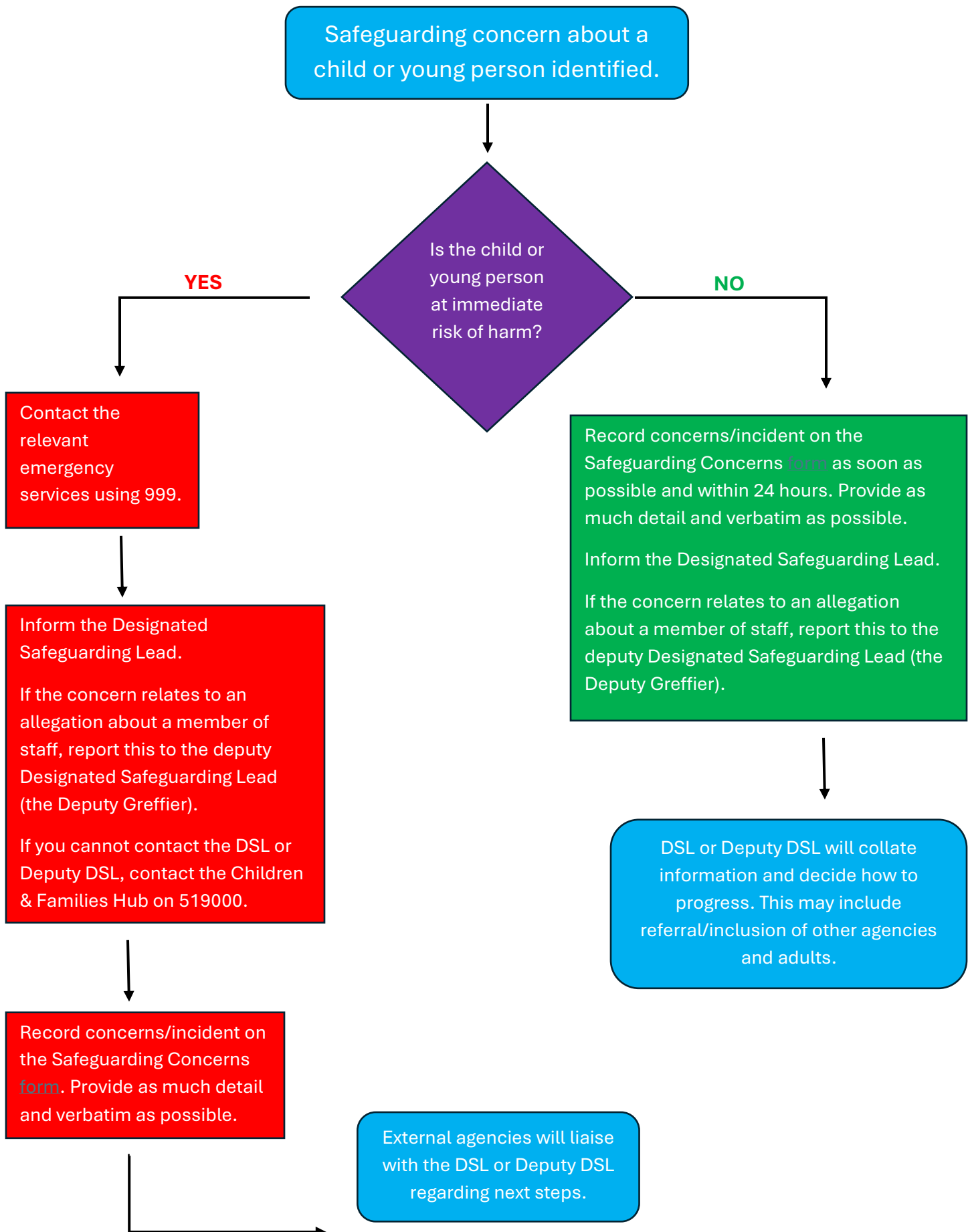
**Single Point of Referral (SPOR):** [spor@gov.je](mailto:spor@gov.je), 444440

**Safeguarding Partnership Board:** [safeguardingpartnershipboard@gov.je](mailto:safeguardingpartnershipboard@gov.je), 442752

**States of Jersey Police Public Protection Unit:** 612612 or 612300

**Emergency Services:** 999

## Appendix 1: Safeguarding Concerns about a Child or Young Person Flowchart





## Appendix 2: Safeguarding Concerns about an Adult at Risk Flowchart

