

At Vital Life Solutions Ltd, we are committed to the highest standards of safeguarding and child protection. We recognise our responsibility to ensure the safety and wellbeing of all children, young people, and vulnerable adults who engage with our services and activities.

Our commitment extends to ensuring that our staff and anyone associated with our organisation are aware of their responsibilities and are equipped with the knowledge and skills to promote a safe and protective environment.

We are dedicated to practising in a way that protects everyone from harm, abuse, neglect, and exploitation. Vital Life Solutions Ltd acknowledges the importance of its role in identifying concerns early and providing help for children, young people, and vulnerable adults, to prevent concerns from escalating.

This policy applies to all staff, instructors, learners, and anyone working on behalf of Vital Life Solutions Ltd. It is linked to our organisational values and is integral to our professional code of conduct.

We will review our policy and procedures annually to ensure they continue to meet legal requirements and reflect best practices in safeguarding and child protection.

Scope and Purpose of Safeguarding Policy

Scope:

This policy applies to anyone working on behalf of Vital Life Solutions Ltd. It encompasses all aspects of our operations, including training sessions, online interactions, off-site activities, and any other circumstances where individuals represent or are involved with Vital Life Solutions Ltd.

Purpose:

1. **To Protect:** Ensure the safety and wellbeing of children, young people, and vulnerable adults who participate in any Vital Life Solutions Ltd activities, services, or interactions.
2. **To Educate:** Provide clear guidance and training to our staff, ensuring they are well-informed and confident in recognising and responding to safeguarding concerns.
3. **To Support:** Offer support to individuals who have been affected by abuse or neglect, ensuring they have access to the right resources and assistance.
4. **To Foster a Safe Environment:** Create and maintain an environment where everyone feels safe, respected, and valued, and where concerns about welfare are taken seriously and acted upon appropriately.
5. **To Collaborate:** Work collaboratively with external agencies, regulatory bodies, and other relevant organisations to ensure our safeguarding practices are in line with the latest laws, regulations, and best practices.
6. **To Comply:** Ensure that all aspects of our safeguarding procedures are compliant with relevant legislation, including the Children Act 1989, the Protection of Freedoms Act 2012, and other pertinent legal frameworks.

This policy is integral to our organisational ethos and reflects our commitment to safeguarding as a core responsibility of everyone associated with Vital Life Solutions Ltd. It is essential for creating a culture of safety, respect, and care in all aspects of our work.

Legal Framework

Vital Life Solutions Ltd's Safeguarding Policy is underpinned by the following key pieces of legislation and statutory guidance. This framework guides our procedures and practices to ensure we are compliant with the law and adhere to the best practices in safeguarding.

- 1. Children Act 1989 and 2004:** These Acts form the basis for child protection in England. They place a duty on organisations to safeguard and promote the welfare of children.
- 2. Safeguarding Vulnerable Groups Act 2006:** This Act sets out the legal framework for the vetting of individuals working with children and vulnerable adults.
- 3. Protection of Freedoms Act 2012:** This Act includes provisions about criminal records checks and barring arrangements.
- 4. Working Together to Safeguard Children (2018):** This guidance sets out how organisations and individuals should work
- 5. Care Act 2014:** This Act sets out the legal framework for adult social care, including the safeguarding of adults at risk of abuse or neglect.
- 6. Equality Act 2010:** This Act legally protects people from discrimination and is relevant to safeguarding in terms of preventing discriminatory abuse.
- 7. Data Protection Act 2018 and GDPR:** These legal frameworks govern how we manage and protect personal data, including sensitive information related to safeguarding concerns.
- 8. Prevent Duty Guidance (under the Counter-Terrorism and Security Act 2015):** As an educational organisation, we have a duty to have due regard to the need to prevent people from being drawn into terrorism.

This legal framework is not exhaustive and will be reviewed regularly to incorporate any new legislation or guidance relevant to safeguarding. Vital Life Solutions Ltd is committed to ensuring staff are informed and understand their responsibilities under these laws and guidelines.

Definitions

In the context of this safeguarding policy, it is important to clarify key terms to ensure a common understanding:

- 1. Child:** A person under the age of 18 years, as defined by the United Nations Convention on the Rights of the Child.
- 2. Vulnerable Adult:** An adult who is or may be in need of community care services due to disability, age, or illness and who is or may be unable to take care of themselves or protect themselves against significant harm or exploitation.

3. **Abuse:** A form of maltreatment of a child or vulnerable adult. It may involve inflicting harm or failing to act to prevent harm. Abuse can be physical, emotional, sexual, neglectful, or a combination of these.
4. **Physical Abuse:** Deliberately causing physical harm to a child or vulnerable adult. This includes hitting, shaking, throwing, poisoning, burning, or otherwise causing physical injury.
5. **Emotional Abuse:** The persistent emotional ill-treatment of a child or vulnerable adult. It may involve conveying to them that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person.
6. **Sexual Abuse:** Forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening.
7. **Neglect:** The persistent failure to meet a child's or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development.
8. **Exploitation:** Taking advantage of a child or vulnerable adult for personal or financial gain, including sexual exploitation and modern slavery.
9. **Safeguarding:** Measures taken to protect the health, well-being, and human rights of individuals, particularly children and vulnerable adults, which allow people to live free from abuse, harm, and neglect.
10. **Duty of Care:** A legal obligation to safeguard others from harm while they are in your care, using your services, or exposed to your activities.

These definitions are in line with statutory guidance and best practices in safeguarding and child protection. They provide a foundation for understanding and implementing the safeguarding policy effectively at Vital Life Solutions Ltd.

Prevention

Vital Life Solutions Ltd is committed to establishing a safe environment that prevents harm to children and vulnerable adults. Our prevention strategies include:

1. **Safe Recruitment Practices:** Implementing robust recruitment procedures, including thorough background checks (DBS checks), reference checks, and ensuring that safeguarding roles and responsibilities are understood.
2. **Creating a Safe Environment:** Ensuring that our physical and online environments are safe and secure. This includes regular risk assessments and taking appropriate measures to minimize potential harm.
3. **Policies and Procedures:** Developing clear policies and procedures that are in line with current safeguarding legislation and best practices. These policies are to be readily accessible.
4. **Code of Conduct:** Establishing a clear code of conduct that outlines acceptable and expected behaviours within Vital Life Solutions Ltd. This code serves to protect both the individuals we work with and our staff.
5. **Reporting Mechanisms:** Establishing clear and accessible procedures for reporting safeguarding concerns or allegations. These mechanisms should ensure confidentiality and provide guidance on the steps to follow when a concern is raised.
6. **Support Services:** Providing access to support services for staff, children, and vulnerable adults. This includes counselling and other forms of support.
7. **Regular Monitoring and Review:** Continuously monitoring and reviewing our practices, procedures, and environment to identify and address any potential safeguarding risks.

By implementing these preventative measures, Vital Life Solutions Ltd aims to create a culture of safety and awareness, where safeguarding is everyone's responsibility, and the welfare of children and vulnerable adults is always a priority.

Procedures for Recognising and Reporting Abuse

Vital Life Solutions Ltd is committed to ensuring that all staff are equipped to recognise signs of abuse and know the correct procedures for reporting concerns.

Recognising Abuse:

1. **Training:** Staff will receive training to recognise signs of abuse, including physical, emotional, sexual abuse, and neglect. This training will be updated regularly.
2. **Observation and Vigilance:** All members of the team should remain vigilant and observant for signs of abuse or neglect. These signs could be physical (e.g., unexplained injuries), behavioural (e.g., sudden changes in behaviour), or verbal (e.g., disclosures).
3. **Creating a Trusting Environment:** Encourage an environment where children and vulnerable adults feel comfortable discussing concerns and know that they will be taken seriously.

Reporting Abuse:

1. **Immediate Action:** If a member of staff suspects abuse or neglect, or if a concern is raised, they should act immediately. The primary concern should be the safety and well-being of the individual involved.
2. **Internal Reporting:** Concerns should be reported as soon as possible to the director of Vital Life Solutions Ltd. In situations where the allegation involves Vital Life Solutions Ltd, it should be reported to the relevant authorities.
3. **Recording Information:** It is crucial to record all information accurately and factually. This should include the details of the concern, any actions taken, and decisions made.
4. **Confidentiality and Sharing Information:** Respect the confidentiality of all involved but understand that information must be shared on a need-to-know basis with the relevant authorities if someone is at risk.
5. **External Reporting:** If the concern indicates immediate danger or risk, contact the relevant local authority or the police immediately. The Safeguarding Officer/director of Vital Life Solutions Ltd will assist with this process.
6. **Support:** Provide support to the individual who has raised the concern and the person affected by the abuse. This includes access to counselling and other appropriate services.
7. **Follow-Up and Review:** Follow up on the concern to ensure that it has been addressed appropriately and review the situation to prevent future occurrences.

This procedure aims to ensure that any concerns about abuse or neglect are dealt with swiftly and effectively, with the welfare of the child or vulnerable adult as the paramount consideration.

Responding to Allegations

At Vital Life Solutions Ltd, we take all allegations of abuse seriously. Our response is guided by the principles of fairness, openness, and prompt action. We ensure that all allegations are dealt with efficiently and effectively, while respecting the rights of all individuals involved.

Initial Response:

1. **Immediate Action:** On receiving an allegation, ensure the immediate safety and wellbeing of the individual concerned. If there is a risk of imminent danger, contact the relevant authorities, such as the police or social services, immediately.
2. **Report the Allegation:** Allegations must be reported immediately to the designated Safeguarding Officer. In situations where the allegation involves Vital Life Solutions Ltd, it should be reported to the relevant authorities.
3. **Confidentiality:** Respect the confidentiality of all parties involved. Information should only be shared on a need-to-know basis and in line with legal and policy requirements.

Investigation:

1. **Internal Investigation:** Initiate an internal investigation promptly. The nature and extent of the investigation will depend on the seriousness of the allegation.
2. **Suspension:** Consider the suspension of the individual against whom the allegation is made. This suspension is not an admission of guilt but is an important measure to safeguard all parties involved during the investigation.
3. **Cooperation with Authorities:** If the allegation suggests a criminal offence may have been committed, inform and cooperate fully with the police and other statutory agencies.
4. **Support:** Provide appropriate support to the person making the allegation and the person against whom the allegation is made. This includes access to counselling services and ongoing support.

Following the Investigation:

1. **Outcome:** Communicate the outcome of the investigation to all relevant parties, respecting confidentiality and data protection laws.
2. **Action Plan:** If the allegation is upheld, take appropriate action. This may include disciplinary action, additional training, or other measures to prevent future occurrences.
3. **Review and Learning:** Review the case and the organisation's response to it. This review aims to learn from the incident and improve future safeguarding practices.
4. **Records:** Keep detailed records of the allegation, the investigation process, and the outcome. These records should be stored securely in compliance with data protection legislation.

We are committed to dealing with all allegations fairly and thoroughly, ensuring the safety and welfare of all individuals involved.

Support:

1. **Resources and Guidance:** Staff will have access to resources and guidance materials to assist them in their safeguarding roles. This includes written materials, online resources, and access to external expert advice.
2. **Counselling and Emotional Support:** Recognising the emotional impact of dealing with safeguarding issues, we will provide access to counselling and emotional support if needed.
3. **Feedback Mechanism:** Encourage feedback from staff and the people we work with about our safeguarding practices. This feedback will be used to continually improve our approach to safeguarding.

By providing comprehensive training and robust support systems, Vital Life Solutions Ltd aims to empower and equip our team to effectively uphold our safeguarding responsibilities, ensuring the safety and wellbeing of everyone involved in our activities.

Code of Conduct

The Code of Conduct at Vital Life Solutions Ltd is a set of guidelines that outlines the standards of behaviour expected from anyone associated with our organisation. This code is integral to our commitment to safeguarding and ensuring a safe, respectful, and professional environment.

General Conduct:

1. **Professional Boundaries:** Maintain professional boundaries at all times. Avoid inappropriate relationships or conduct with children and vulnerable adults.
2. **Respect and Dignity:** Treat everyone with respect and dignity. Ensure that all interactions are appropriate and respectful of individual differences and needs.
3. **Confidentiality:** Uphold confidentiality at all times, sharing information only when it is in the interest of safeguarding and in line with our policies.
4. **Communication:** Use appropriate language and behaviour in all forms of communication. This includes face-to-face interactions, telephone, email, and social media.

Behaviour towards Children and Vulnerable Adults:

1. **Positive Environment:** Create a positive, safe, and supportive environment. Encourage participation, listen to concerns, and show respect and understanding.
2. **Physical Contact:** Any physical contact should be appropriate for the training they are receiving and necessary for the individual's wellbeing or safety. Avoid unnecessary physical contact.
3. **One-to-One Situations:** Be cautious in one-to-one situations. Ensure they occur in a visible and open environment or are known and approved by supervisors.
4. **Reporting Concerns:** Be vigilant and report any concerns about a child's or vulnerable adult's welfare to Vital Life Solutions Ltd or relevant authorities.

Accountability and Compliance:

1. **Adherence to Policies and Procedures:** Adhere to all policies and procedures, including those relating to health and safety, equality, and diversity.
2. **Training and Development:** Engage in training and development opportunities related to safeguarding and professional conduct.
3. **Reporting Misconduct:** Report any misconduct or breach of this code.
4. **Reflecting Values:** Reflect the values and principles of Vital Life Solutions Ltd in all aspects of conduct and practice.

This Code of Conduct provides a framework for ensuring that all individuals associated with our organisation understand and adhere to the standards of behaviour that support our safeguarding commitments.

Review and Monitoring

We are committed to the regular review and monitoring of our safeguarding policy and practices to ensure they remain effective, relevant, and compliant with current legislation and best practices.

Regular Review:

1. **Annual Policy Review:** Our safeguarding policy will be reviewed annually to ensure it reflects any changes in legislation, guidance, and organisational practices. This review will also consider feedback from clients, and any safeguarding incidents that have occurred.
2. **Monitoring Compliance:** Annual audits will be conducted to ensure that the procedures and practices outlined in the safeguarding policy are being followed. This includes checks on recruitment practices if relevant, training records, and the reporting and management of safeguarding concerns.
3. **Updating Training:** Training programmes will be reviewed and updated regularly to reflect changes in the safeguarding policy and emerging safeguarding issues in the sector.

Stakeholder Engagement:

1. **Feedback Mechanism:** Encourage ongoing feedback from service users about our safeguarding practices. This feedback is crucial for continuous improvement.
2. **Involvement in Reviews:** Engage different stakeholders in the policy review process to ensure a broad range of perspectives and experiences inform our safeguarding practices.

By regularly reviewing and monitoring our safeguarding policy and practices, Vital Life Solutions Ltd aims to foster a culture of continuous improvement and vigilance in safeguarding matters, ensuring the highest standards of protection and care for all individuals we work with.

Contact Information

For any safeguarding concerns, queries, or to report a safeguarding incident, the following contact information should be used. Vital Life Solutions Ltd ensures that these contacts are accessible and responsive to any safeguarding matters.

Internal Contacts:

Director of Vital Life Solutions Ltd

- Name: Candice Manby
- Position: Director/Trainer
- Contact Number: 07726296854 • Email: vital-life-solutions@outlook.com

External Contacts:

1. Local Authority Safeguarding Team:

- Find your local authority: <https://www.gov.uk/find-local-council>

Hampshire Children Services

Monday to Thursday 8.30am to 5pm

Friday 8.30am to 4.30pm, phone 0300 555 1384

At all other times, contact the out-of-hours service, phone 0300 555 1373

2. Police:

- In emergencies, dial 999
- For non-emergencies, dial 112

3. NSPCC Helpline:

- Contact Number: 0808 800 5000
- Email: help@nspcc.org.uk

4. Childline (for children and young people):

- Contact Number: 0800 1111

Vital Life Solutions Ltd is committed to ensuring that everyone in our organisation knows how and where to raise safeguarding concerns. These contacts should be regularly reviewed and updated to ensure they are current and effective.