

## **TRUE YOGA: SAFEGUARDING POLICY FOR CHILDREN, YOUNG PEOPLE AND ADULTS at RISK**

True Yoga is fully committed to fulfilling its duty of care to children, young people and adults at risk, and believes that no child, young person or adult at risk should experience abuse of any kind. It believes in a culture and an environment that promotes the welfare of individuals and protects them from harm.

Safeguarding is everyone's responsibility and each individual working with a child, young person or adult at risk should play their full part.

### **I The purpose of this policy is to:**

- 1 Promote the welfare of any child, young person or adult at risk who uses the services of True Yoga.
- 2 Protect any child, young person or adult at risk who receives services from True Yoga.
- 3 Ensure that all those involved with True Yoga are aware of their responsibilities in respect of safeguarding the above individuals.
- 4 Ensure that all those involved in the organisation are aware of what action should be taken where an individual has concerns over the welfare of any child, young person or vulnerable adult.
- 5 Ensure that anyone involved in a case of safeguarding receives the opportunity to gain appropriate and timely support.

### **II Principles**

- 1 The welfare of a child, young person or adult at risk is paramount.
- 2 All children, young people or adults at risk regardless of age, colour, race, sex, sexual orientation, religious background or belief have a right to protection from all forms of abuse.
- 3 It is the duty of all those working with these groups to ensure that they work in partnership with other agencies to promote their welfare.
- 4 This policy applies to anyone working for or in the name of True Yoga in whatever capacity that may be; including but not limited to members, volunteers, paid members of staff, interns, students, guest visitors, teachers, or teaching assistants.

### **III Definitions**

- 1 Safeguarding is a term used to denote the protection from abuse of people, be they children or adults who may be in a vulnerable position, or at risk of abuse or neglect by another person.
- 2 A child or young person is any individual under the age of 18.
- 3 An adult at risk is an adult who is or may be at risk from abuse by reason of mental or other disability, age or illness. It includes those who may be unable to take care of themselves or unable to protect themselves from harm or exploitation.
- 4 Abuse includes physical abuse, domestic violence (including honour based violence), sexual abuse, psychological abuse, financial or material abuse, modern slavery, discriminatory abuse, organisational abuse, neglect and acts of omission, and self-neglect.

#### IV Promoting Good Practice

True Yoga will promote the above principles by ensuring that:

- 1 Children, young people and adults at risk are listened to, respected and their views are taken into account.
- 2 Where there are concerns over the safety of any member of the above groups these concerns are taken seriously and actioned in line with the procedure set out at V below.
- 3 All those who work for True Yoga with children, young people or adults at risk have been recruited appropriately ensuring that all necessary checks have been completed. i.e. Disclosure and Barring Scheme (DBS) document is up to date.
- 4 No person working for or in connection with True Yoga will be permitted to work where they have been barred from working with children, young people or adults at risk.
- 5 All those working with the above groups have had appropriate training in safeguarding (including complying with any requirements set by an external verifying body, regulatory body or insurer within the appropriate time frame).  
See: NSPCC online training courses for people working with children.  
See: SCIE online training for a recognised course for safeguarding adults.
- 6 Where individuals working in the name of True Yoga have contact on a one to one basis with children, young people or adults at risk, they will ensure that they have the consent of the person with parental/carers responsibility.  
See: Appendix A
- 7 Where individuals have contact with adults at risk they should ensure that the Mental Capacity Act 2005 is used to make decisions on behalf of those adults at risk who are unable to make particular decisions for themselves, and that they put into practice its five key principles:
  - I Assume that a person has capacity to make decisions, unless there is evidence otherwise.
  - II Do all you can to maximise a person's capacity.
  - III Unwise or eccentric decisions do not in themselves prove a lack of capacity.
  - IV If you are making a decision for or about a person who lacks capacity, act in their best interests.
  - V Look for the least restrictive option that will meet the need.

You should also expect to make available and help and support that a person may need to make a specific decision. This could include help with communication or, wherever possible, making sure that you talk to the person at a time they are best able to make the decision for themselves.

## V Raising Concerns

- 1 Where a member of True Yoga becomes aware of a possible safeguarding issue relating to a student or client of True Yoga, whether related to the work of True Yoga or not, they must raise the issue with the Safeguarding Adviser (SA).
- 2 If there is any doubt about reporting an issue, then the matter *should* be reported.
- 3 The SA will inform the Course Director of True Yoga immediately.
- 4 Where there is reasonable cause to believe that a child or young person may be suffering or may be at risk of suffering significant harm then these concerns must be referred to the Duty Social Worker from Children's Services at the Local Authority or to the police in line with the Local Safeguarding Children Board Procedures.
- 5 Where there is reasonable cause to believe that an adult at risk may be suffering or may be at risk of suffering significant harm then these concerns must be referred to the Duty Social Worker of the Adult Safeguarding Team at the Local Authority in line with the Safeguarding Adult Board Procedures.
- 6 In the case of adults at risk or children, ensure that service users, their relatives or informal carers have access to information about how to report concerns or allegations of abuse.
- 7 Concerns over the safety or welfare of a child, young person or adult at risk may take many forms and all those working with these groups, must be aware of what constitutes abuse and what should alert them to possible abuse. It is therefore mandatory for any member who works with these groups to have received appropriate up to date training in line with IV.5 above and to maintain this.
- 8 All those involved in a potential safeguarding case should ensure that they keep an up to date, accurate written record of disclosures, events, and meetings in as much detail as possible and sign and date these.  
See: Appendix B. This should be done as soon as is practicable and kept securely in line with The Data Protection Policy (see [www.trueyoga.co.uk/policies](http://www.trueyoga.co.uk/policies)).
- 9 Where a member of the True Yoga receives a possible disclosure about abuse they should:
  - Listen carefully
  - Take the earliest opportunity to tell the person that the information they have heard will need to be shared with others
  - Ask questions that clarify matters without asking questions that suggest a particular answer (a 'leading question')
  - Reassure the person that they have done the right thing by sharing the information
  - Tell them what will happen next
  - If the person requires urgent medical assistance – call 999
  - If a crime has occurred, be aware of the need to preserve evidence
  - Keep a written record of the conversation (in line with V.6 above)
  - Inform the SA of True Yoga without delay. If consulting the Safeguarding Adviser will lead to an undue delay and thereby leave a person in a position of risk, you should raise a Safeguarding concern yourself and report this immediately to the duty social worker of the Children's or Adult Safeguarding Team at the Local Authority in line with the Safeguarding Board Procedures.

- In the event a referral needs to be made to social care: the individual working for True Yoga should complete a referral form and send to the local authority social worker after speaking directly to the social worker on duty.

See: Appendix B.

## **VI Role and responsibly of SA where concerns are raised**

- 1 The SA will receive initial information from anyone who works in connection with True Yoga and has safeguarding concerns and record it.
- 2 Ensure that the individual working with the client is and advised to take the required and appropriate action.
- 3 Support the individual to work in partnership with all statutory bodies where there is a referral to social care required.
- 4 Respect the individual's right to confidentiality as set out in the Data Protection Policy (see [www.trueyoga.co.uk/policies](http://www.trueyoga.co.uk/policies)), ensuring that where a child, young person or adult is at risk of harm the information is shared with appropriate Safeguarding agencies only.
- 5 Ensure that the individual is offered support and if required, the member of True Yoga can request a formal support/supervision session with a mentor/SA or supervisor in order to support them following a safeguarding incident.

## **VII Allegations against a member of True Yoga**

- 1 Any allegation made against a member of True Yoga should be made to the SA.
- 2 The SA will immediately notify the Director of True Yoga and discuss the matter with them.
- 3 If the allegation is about the Director or SA then the matter must be referred to the Whistleblowing Officer. This person should then discuss the matter with another member of the Management Committee.
- 4 The matter will be discussed with the individual against whom the allegation has been made. The matter will then be discussed findings with the Director and a way forward agreed.
- 5 The SA will also have an exploratory discussion with the external statutory safeguarding agency about the proposed internal response and take advice as to whether the internal response is appropriate and if any further steps should be taken. The SA will keep detailed written and dated notes of this.
- 6 Suspension of the individual with or without pay may be considered while matters are being investigated.
- 7 The individual against whom the allegation has been made will be informed as to what action will be taken as soon as is practicable.

## **VIII Supporting Policies**

This policy should be read in conjunction with the following policies:

- Code of Ethical Conduct
- Data Protection Policy

- Raising Concerns Policy
- Complaints Policy
- Equality and Diversity Policy
- Reasonable Adjustments Policy
- Special Considerations Policy
- Health and Safety Policy

## **IX Legislation**

This policy respects and follows all current legislation in respect of safeguarding including:

- The Children Act 1989
- The United Convention on the Rights of the Child 1991
- The Sexual Offences Act 2003
- The Children Act 2004
- The Data Protection Act 1998
- The Mental Capacity Act 2005
- The Protection of Freedoms Act 2012
- The Care Act 2014
- Guidelines from the Local Safeguarding Children Board (LSCB) and Safeguarding Adults Board (SAB)

## **X Policy Review**

True Yoga is committed to ensuring best practice and will therefore review this policy annually in September every year.

## **XI Contact Details**

- 1 Safeguarding Adviser: Carole Lyons [carolelyons1@hotmail.com](mailto:carolelyons1@hotmail.com) 07941833736
- 2 Course Director: Colin Dunsmuir [colin@trueyoga.co.uk](mailto:colin@trueyoga.co.uk) 07775527222
- 3 Whistleblowing Officer: Viktorija Tebbett [victoriab757@gmail.com](mailto:victoriab757@gmail.com)
- 4 British Wheel of Yoga <http://www.bwy.org.uk/safeguarding-vulnerable-groups/>
- 5 NSPCC <https://www.nspcc.org.uk/preventing-abuse/>
- 6 NHS <http://www.nhs.uk/conditions/social-care-and-support-guide/pages/vulnerable-people-abuse-safeguarding.aspx>
- 7 Age UK [http://www.ageuk.org.uk/Documents/EN-GB/Factsheets/FS78\\_Safeguarding\\_older\\_people\\_from\\_abuse\\_fcs.pdf?epslanguage=en-GB&dtrk=true](http://www.ageuk.org.uk/Documents/EN-GB/Factsheets/FS78_Safeguarding_older_people_from_abuse_fcs.pdf?epslanguage=en-GB&dtrk=true)
- 8 SCIE [www.scie.org.uk](http://www.scie.org.uk)

## APPENDIX A

### Consent Form

Date:

Name:

Address:

Email:

Mobile:

Permission to get in touch over email:      Yes      No

Permission to leave voicemail messages:      Yes      No

Preferred method of communication:

GP name and contact details:

I consent to my personal details, including my medical history and contact details, being recorded and kept in line with the Data Protection Act 1998.

I understand that any such information will be kept securely and safely.

I understand that any information held is confidential and will only be shared if I give express consent or where there is reasonable cause to believe that a child, young person or adult at risk may be suffering or may be at risk of suffering significant harm or where disclosure is required by law.

I consent to .....contacting my GP should there be the need to do so.

I consent to my personal information being used in supervision between my teacher and mentor.

Name and signature:

Name of parent /carer and signature:

Date:

Where the individual is under the age of 18 both the minor and a person with parental authority must sign.

**APPENDIX B**

**Incident Report Form**

Your Name	
Your Position:	
Child's Name/ Adult's name:	
Male / Female	
Child's/Adult's (delete as appropriate) Address:	
Child's /Adult's (delete as appropriate) Date of birth:	
Is there a Disability?	Yes / No
Is there a Special Need?	Yes / No
Ethnic Origin	White: British Irish Mixed: White & Black Caribbean White & Black African White & Asian Asian or Asian British: Indian Pakistani Bangladeshi Black or Black British: Caribbean Chinese Other Prefer not to say
Parents/Carers/relatives Names and Addresses:	
Date & Time of Incident:	
Your Observations:	
Name of person reporting incident:	
When the child /vulnerable adult (delete as appropriate) has reported directly to you, state exactly what the individual said and what you said – record actual details. (Remember, do not lead the child – record actual details.	

Continue on separate sheet if necessary)	
When the report has not come directly from a child/vulnerable adult, please detail the concern of the person(s). (Continue on separate sheet if necessary.) Actions taken so far:	
<b>If allegations made against a member of staff</b>	
Name of accused: Their position in yoga organisation	
Relationship between the accused and the child/adult (delete as appropriate):	
<b>For all concerns/allegations External Agencies contacted (date and time):</b>	
POLICE: YES / NO If YES, which? Date: Name & Contact No: Time: Details of advice received:	
True Yoga YES / NO Name & Contact No: Date: Time: Details of advice received:	
LOCAL AUTHORITY: YES/NO If YES, which? Date: Name & Contact No: Time: Details of advice received:	
SOCIAL SERVICES: YES / NO If YES, which? Date: Name & Contact No: Time: Details of advice received:	
OTHER: (eg NSPCC) YES/NO If YES, which? Date:	



Name & Contact No: Time: Details of advice received:	
Signature:  Print Name:  Date:	