



## Safeguarding and DBS Policy

### 1. Aims of Treasure Chest

Treasure Chest aims to promote, support and encourage breastfeeding in the York area. Our volunteers (International Board Certified Lactation Consultants [IBCLCs], Breastfeeding Counsellors [BFCs], Peer Supporters and Breastfeeding Advocates) provide information and support through a range of free-to-access services – antenatal workshops, in-person or online postnatal groups, support at York Hospital, and a Facebook group. All our information is in line with UNICEF BFI standards.

We are aware that some people may wish to use the term chestfeeding instead of breastfeeding and may prefer to identify as a parent rather than as a mother, and we will use the terms the person wishes to use.

### 2. The purpose and scope of this policy

Treasure Chest believes that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all vulnerable people and keep them safe. We are committed to practise in a way that protects them.

The purposes of this policy are:

- to protect from harm children, young people and vulnerable adults who receive services from Treasure Chest; and
- to provide volunteers, as well as children and young people and vulnerable adults and their families, with the overarching principles that guide our approach to safeguarding.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children, young people and vulnerable adults including The Children Acts 1989, 2004; Working Together to Safeguard Children 2018; and The Care Act 2014.

This policy applies to anyone working on behalf of Treasure Chest, including members of the Core Committee, paid contractors and volunteers.

This policy should be read alongside our other policies and guidance, in particular:

- Safeguarding Guidance for Volunteers
- Health and Safety Policy

### 3. Definitions

The following definitions apply in this policy:

- 'Children': those under the age of 18.
- 'Young people': those aged 11-17.
- 'Vulnerable adults': those who are or may be at risk by reason of mental disability, sensory impairment, age or illness, and who are or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

- 'Vulnerable people' or 'a vulnerable person': this is to be read inclusively to refer to children, young people and vulnerable adults.

#### 4. Safeguarding aims

We will seek to keep children, young people and vulnerable adults safe by:

- valuing, listening to and respecting them;
- appointing a nominated safeguarding lead who reports to the Core Committee;
- adopting safeguarding best practice through our policies and procedures;
- developing and implementing an effective online safety policy and related procedures;
- providing effective management of volunteers through supervision, support, training and quality assurance measures so that all volunteers know about and follow our policies, procedures and behaviour codes confidently and competently;
- recruiting and selecting volunteers safely, ensuring all necessary checks are made;
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance;
- building a safeguarding culture where volunteers, vulnerable people and their families treat each other with respect and are comfortable about sharing concerns.
- making sure that vulnerable people and their families know where to go for help if they have a concern;
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving vulnerable people and their families/carers appropriately;
- using our procedures to manage any allegations against volunteers appropriately;
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
- fostering an environment where volunteers feel safe to express their concerns about the practice of others and ensuring we have effective complaints and whistleblowing measures in place; and
- ensuring that we provide a safe physical environment for all service users and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance (see the Health and Safety policy).

#### 5. Responsibility

Treasure Chest has a designated safeguarding lead – the Safeguarding & DBS Coordinator – who is responsible for safeguarding and safe recruitment.

Currently, the Safeguarding & DBS Coordinator is **Kath Weston**, who can be emailed at **treasurechestyork@gmail.com**.

The Safeguarding & DBS Coordinator is responsible for:

- ensuring children, young people and vulnerable adults are protected from harm;
- ensuring the production and availability of good information related to this policy;
- establishing and maintaining links with the local authority and other bodies with regards to safeguarding;
- ensuring volunteers have applied for the correct level of Disclosure & Barring Service (DBS) check and supplied evidence of this (see sections 6 and 7 below);
- ensuring volunteers have completed safeguarding training;
- keeping a record of DBS and safeguarding certificate information and informing volunteers when DBS checks or training need to be updated;
- providing advice and support when a concern is raised and making contact with the relevant authorities as necessary; and
- reviewing this policy at least annually.

Those providing initial Peer Supporter/Breastfeeding Advocate training have an important relationship with volunteers. Regarding safeguarding, trainers are responsible for:

- fostering a culture where safeguarding is promoted, where each volunteer understands they have a part to play in protecting vulnerable people, and where volunteers feel able to raise concerns and feel supported;
- ensuring all volunteers know their role; and
- ensuring volunteers receive regular supervision.

Volunteers are responsible for:

- ensuring children, young people and vulnerable adults are protected from harm;
- complying with safe recruitment requests (see section 5 below);
- maintaining their own awareness of safeguarding issues, policies and procedures by completing training and attending supervision sessions;
- immediately discussing any safeguarding concerns with the Safeguarding & DBS Coordinator; if safeguarding concerns arise while volunteering at York Hospital or a community venue, the relevant designated person at that venue should also be notified; and
- keeping accurate, timely, dated and signed records of their concerns and actions.

## **6. Safe recruitment**

To adhere to good practice in the safe recruitment of volunteers, all volunteers will be issued with a role outline and asked to sign to show their agreement.

In addition, for Peer Supporters and Breastfeeding Advocates, the following recruitment process will apply:

- Volunteers should complete an application form and supply the names and details of two referees.
- Volunteers will be expected to apply for a Basic DBS check before commencing peer supporting or work as an advocate.
- Volunteers must complete basic training about safeguarding children and vulnerable adults before commencing their roles.

## **7. DBS checks – Peer Supporters and Breastfeeding Advocates**

In assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service, Treasure Chest complies fully with the code of practice<sup>1</sup> and undertakes to treat all applicants for positions fairly.

Treasure Chest will discuss any matter revealed on a DBS certificate with the individual before starting as a Peer Supporter/Breastfeeding Advocate or before withdrawing the opportunity to act as a Peer Supporter/Breastfeeding Advocate.

The Safeguarding & DBS Co-ordinator will maintain a record of DBS certificate information to ensure all active Peer Supporters/Breastfeeding Advocates have undergone a criminal record check and ensure checks are reviewed over time. This data will be kept securely in compliance with obligations under the Data Protection Act 1998 and other legislation pertaining to the safe handling, use, storage, retention and disposal of data (please see Treasure Chest's Data Protection policy).

A new Basic DBS check will need to be applied for every five years. It is not currently possible to register Basic DBS certificates on the government's Update Service.

---

<sup>1</sup> <https://www.gov.uk/government/publications/dbs-code-of-practice>

The nature of volunteering for Treasure Chest often changes over time. Peer Supporters and Breastfeeding Advocates who do not continue peer supporting or acting as an advocate face-to-face at support groups (in person, or online Zoom groups), or at York Hospital, at our Antenatal Workshops, or in a workplace or community group (e.g. volunteers who provide written support on the Facebook group, or conduct administrative tasks) will not need to re-apply for a DBS certificate.

Treasure Chest will accept a pre-existing Basic DBS certificate obtained through work with another organisation, providing:

- a Basic check was performed (legislation does not allow Treasure Chest to view information on Standard or Enhanced certificates);
- the certificate is no more than four years old; and
- the individual's address shown on the certificate is in the York area.

Peer Supporters who volunteer at York Hospital will need to follow the hospital's safeguarding and DBS requirements.

## **8. DBS checks – IBCLCs**

IBCLCs volunteering for Treasure Chest will need to apply for a Standard DBS check. This is a higher level of check, reflecting the IBCLC's closer proximity to the role of providing healthcare and the likelihood of working alone with families.

After receiving a Standard DBS certificate, the IBCLCs will be encouraged to register with the Update Service. This will enable the Safeguarding & DBS Coordinator to check, free of charge, whether any information has been added to the individual's record. The individual's consent will be sought before any Update Service checks are performed. IBCLCs who continue to volunteer for Treasure Chest but do not register with the Update Service will be required to make a fresh Standard DBS check application after five years.

For IBCLCs, Treasure Chest will accept a pre-existing DBS certificate obtained through work with another organisation providing:

- a Standard check was performed (not Basic or Enhanced);
- the certificate is no more than four years old;
- the certificate covers the child and adult workforces; and
- the individual's address shown on the certificate is in the York area.

## **9. Safeguarding training**

As part of their initial training, all Peer Supporters and Breastfeeding Advocates will undertake basic training in safeguarding children **and** adults. This must be completed before commencing their Treasure Chest roles.

The Core Committee will decide which training courses to use. Currently, volunteers should use NHS Health Education England e-learning for healthcare. Two separate modules in safeguarding children and safeguarding adults must be completed. More information can be found here: <https://portal.e-lfh.org.uk>

It is possible that the content of safeguarding training may trigger a negative emotional response in people who can identify either personally or generally with the subject matter. This will be made clear to all volunteers and they will be invited to discuss their needs and the possibility of alternative training if they feel they will be personally affected.

Once safeguarding training is completed, volunteers must inform the Safeguarding & DBS Co-ordinator by sharing a record/certificate of completion. A note of this will be kept on the Safeguarding/DBS database. These records will be reviewed over time to ensure that volunteers undertake regular safeguarding training, at least every five years.

Treasure Chest will accept successful completion of safeguarding training undertaken with another organisation, providing:

- the individual can show a record or certificate of completion, which bears their name and the completion date; and
- the training was completed within the last four years.

## **10. Reporting a safeguarding concern**

All reports of safeguarding concerns will be taken seriously.

Volunteers are encouraged to report any concerns about a vulnerable person, even if they are unsure about whether their concerns are well founded, to **the Safeguarding & DBS Coordinator**. In an emergency, concerns should be reported to the Police by dialling 999.

The Safeguarding and DBS Coordinator will refer concerns to the local authority, who work with the Police to investigate safeguarding concerns.

Other than sharing concerns with the Safeguarding & DBS Coordinator and external agencies who need to know, all safeguarding concerns/allegations/disclosures will be kept confidential.

More detailed guidance about reporting safeguarding concerns is contained in Treasure Chest's Safeguarding Guidance document.

## **11. Allegations made against volunteers**

Treasure Chest volunteers are encouraged to feel safe to express their concerns about the practice of others. If a volunteer has concerns, they should not be victimised in any way for expressing them.

In the event that an allegation is made against a volunteer, either by a vulnerable person or by another volunteer, the allegation **must be reported to the Safeguarding & DBS Coordinator or a member of the Core Committee**. They will take steps to protect any vulnerable people involved, report to external agencies, apply disciplinary procedures, and support the volunteer facing the allegation.

All incidents will be investigated internally, after any external investigation is complete, to review practice and put in place any additional measures to prevent a similar incident.

More detailed guidance about the steps to take following an allegation against a volunteer is contained in Treasure Chest's Safeguarding Guidance document.

## 12. Contacts

### Emergency contacts

Police ..... 999

Local Authority – concerns about children:

Multi-Agency Safeguarding Hub (MASH) ..... 01904 551900

Out of hours ..... 0300 131 2131

Email ..... mash@york.gov.uk

Local Authority – concerns about adults:

City of York Adult Social Care ..... 01904 555111

Out of hours ..... 0300 131 2131

Email ..... adult.socialsupport@york.gov.uk

Safeguarding Adults Board ..... www.safeguardingadultsyork.org.uk/

### Reporting safeguarding concerns, help and guidance

Treasure Chest Safeguarding & DBS Coordinator:

Kath Weston ..... treasurechestyork@gmail.com

York community Midwives:

York West Team (Hob Moor Children's Centre) ..... 01904 555045

York East Team (The Avenues Children's Centre) ..... 01904 551778

York Healthy Child Service ..... 01904 555475

Email ..... HCS-Secure@york.gov.uk

### Helplines

Police (non-emergency) ..... 101

NSPCC ..... 0808 800 5000

Childline ..... 0800 1111


Family Lives ..... 0808 800 2222

National Domestic Abuse Helpline ..... 0808 2000 247

Samaritans ..... 116 123

## 13. Review

This policy and the procedures outlined within will be reviewed every year.

Signed (Trustee): 

Name: Kath Weston

Date: March 2025

Next review due: March 2026