

Safeguarding



Safeguarding is everyone's responsibility Please report any safeguarding concerns to the activity leader or our safeguarding lead; **our safeguarding lead is currently Kate Sankey**. Please take the time to complete our feedback form (www.yellowsubmarine.org.uk/feedback) after each session.



Yellow Submarine is committed to keeping our young people and vulnerable adults safe from harm, both whilst they are with us and when they are in other settings. When you're with us, you'll need to ensure that you pay attention to the well-being of the people you are supporting. This means looking out for any signs at all that those people are not ok. **If something feels wrong, doesn't sit quite right, leaves you frowning or just makes you feel a bit unsettled, then listen to your gut instinct. Something might be wrong and you might be the only person who knows about it.**

If you have any concerns at all, about any child or adult, you must tell your Activity Leader straight away.



Safeguarding 'the Golden Rules'

- Go with your gut instinct – if something feels wrong, it probably is
- Talk to the person; reassure them its ok to talk to you
- If you are told something, reassure them it's a good thing to talk, and that you can help
- **NEVER** promise to keep a secret; you might have to break that promise, in which case you will probably damage their trust in you
- Don't share the info with anyone other than the person you are reporting to.
- Tell your Activity Leader/Line Manager/Safeguarding Lead as soon as you physically can. There may be a time-sensitive issue
- Take any advice you are given and act on it to the letter
- Write down everything you have seen or heard. You will be given help with this
- Make sure someone, if not you, lets the young person/adult know what will happen next, and reassures them.

If someone tells you something that makes you worried, don't agree to keep it a secret. Let them know that you might have to tell someone, and that you will ask the activity leader/supervisor/safeguarding lead for advice.

Confidentiality



Keep it private!

Yellow Submarine adheres to strict guidelines relating to protecting personal data and respecting the dignity and confidentiality of our service users.

All personal information, written, verbal or otherwise, should be treated as confidential.

Whilst spending time with us you are likely to have access to personal information about the people we work with. This could include anything, from addresses and phone numbers, to medical diagnoses, behavioural issues and family information.

It is absolutely vital that information is kept private and safe, at all times. You may need to be told some information to carry out your role, but should remember that, if it is shown to you, it is for your eyes only! Never give information about someone we work with out to another person and please take care to keep this information secure and private.



If a disclosure of abuse is made by a child or young person it is important for everyone to understand that they must not promise to keep anything secret.

Roles & Responsibilities



It is common for people who work or volunteer with people with learning disabilities to get to know them really well, and to quickly strike up a positive rapport.

Sometimes this can cause confusion when a person with a learning disability finds it hard to negotiate and interpret relationships. You may find an adult or child becomes attached to you, asks you to give personal details, e.g. inviting you to be 'friends' on Facebook, or inviting you for a drink, to their house or to swap mobile numbers.

As a volunteer or member of staff you are in a professional "befriending" capacity, and have a responsibility towards our clients.

Yellow Submarine would request that volunteers and sessional staff as a general rule:

Don't give out your personal details

Don't connect with anyone on social media

Do not meet service users outside of Yellow Submarine

Don't engage in physical contact with service users, unless an individual is in imminent significant danger

If you have any concerns please speak to the activity leader