

## **Open Door Charity - Child and Vulnerable Adult Safeguarding Policy Statement**

### **What is the purpose of Open Door Charity?**

Open Door Charity exists to shape meaningful change in mental health. We create inclusive communities, joyful places and evidence-based programmes that empower people to be mentally well. Our staff and volunteer mentors deliver:

- One to one psycho-education and CBT-based programmes
- Group peer and activity-based support for young people aged 11 upwards
- A central point of access for Wirral children and young people's mental wellbeing services
- Events in our venues and out in the community, that support our mission and/or fundraise for our charity.

### **What is this policy statement for?**

This policy statement outlines our organisational commitment to protect from harm the children, young people and vulnerable adults who use Open Door Charity's services; including the children of adults who use our services. We publish this policy statement on our website so we can inform our children and young people, vulnerable adults and their families, as well as our trustees, staff and volunteers, of our approach to child protection and keeping children safe. This statement is the starting point of how we embed a culture where safeguarding is paramount.

### **Who does our safeguarding policy apply to?**

Safeguarding is everyone's responsibility. Because of this our safeguarding policies and procedures apply to anyone working on behalf of Open Door Charity, including trustees, employed staff, mentors and other unpaid volunteers, sessional workers and any students on placement. To ensure that we carry out our safeguarding duties effectively we have a structure in place, where we outline which staff and trustees have specific responsibility for safeguarding, and what those responsibilities are. This means that everyone is clear on what their responsibilities are, what procedures to follow and what they can expect from others.

### **What legislation is the policy based on?**

This policy is based on legislation, policy and guidance that seeks to protect children in England, namely the Children Act 1989, the Children Act 2004, the Children and Social Work Act 2017, Children and Young Persons Act 2008, Children and Families Act 2014, Safeguarding Vulnerable Groups Act 2006, Equality Act 2010, Working together to safeguard children 2023, The Online Safety Act 2023.

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## **What other documents are related?**

Safeguarding is part of our wider charity policies and procedures. Employed staff can access this statement, and all our policies related to safeguarding listed below through our staff handbook, which is updated annually. Our mentors and other volunteers are provided with this information when they are trained.

If you don't work for Open Door Charity but would like to read any of these documents, please contact our Head of Services [alexshears@opendoorcharity.com](mailto:alexshears@opendoorcharity.com)

- Safeguarding structure including responsibilities of the Trustees, Designated Trustee for safeguarding (DTS), SLT safeguarding lead, responsible persons and designated safeguarding leads
- Dealing with disclosures and concerns about a child or young person, including response to self-harm and suicide ideation
- Managing allegations against staff, trustees and volunteers
- Recording concerns and information sharing
- Child protection records retention and storage
- Code of conduct for staff, trustees and volunteers, including use of social media.
- Behaviour codes for children, young people and adults who access the services
- Responsibility for information and GDPR
- Offsite activities and trips
- Photography and sharing images guidance
- Safer recruitment including DBS
- use of company equipment
- Equality, diversity and inclusion including anti-bullying
- Managing complaints and whistleblowing
- Health and safety, including lone working and adult to child ratios
- Induction, training, supervision and support

## **Our commitment to safeguarding**

We believe that children and young people and vulnerable adults should never experience abuse of any kind and that everybody has the right to be safe. We know that abuse, neglect and harm occur every day in our society, and when this happens it has a devastating impact on individuals, families and communities. It is our responsibility to promote the welfare of all children and young people and vulnerable adults, to keep them safe and to plan and deliver our services in a way that proactively and

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responsively protects them. We commit to making safeguarding our number one priority in our work.

**We recognise that:**

- Safeguarding is everyone's responsibility, and we will ensure that everybody in ODC works together to safeguard children, young people and vulnerable adults.
- Partnership working and information sharing is essential for promoting children and young people's welfare.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of risk or harm, and our approach to diversity, equality and inclusion works in tandem with our safeguarding policy and procedure.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse, and we take this into consideration when we are working with individuals and groups, planning and delivering support.
- Safeguarding is contextual and themes emerge and change all the time. We have an organisational and individual responsibility to keep our knowledge and practice up to date when working with children and young people.

**We will take action to keep children and young people safe by:**

- Valuing, listening to and respecting them
- Ensuring trustees, staff and volunteers are clear about their safeguarding responsibilities and those of others and have identified safeguarding roles.
- Adopting best practice through our policies, procedures and codes of conduct for staff and volunteers
- Implementing an effective online safety policy and related procedures
- Providing effective management and support for staff and volunteers tailored to their role: 1:1's, support, counselling, reflective practice, training and quality assurance.
- Having a safer recruitment policy and process in place for selecting staff and volunteers safely, ensuring all necessary checks are made and ensuring that all staff and volunteers are appropriately trained.
- Ensuring that any allegations about our employed staff, trustees, mentors and other volunteers, are dealt with appropriately through the LADO.
- Recording and storing and using information professionally and securely, in line with GDPR legislation and guidance

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- Making information about safeguarding visible to children and any other people who use our services through our website, posters and when working with them and making sure they know who to speak to if they have any concerns
- Using our local information sharing protocol ([100-Days-Day-91-WSCP-Information-Sharing-Protocol-and-Agreement-2022-1.pdf](#) ([wirralsafeguarding.co.uk](http://wirralsafeguarding.co.uk)) to direct sharing relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Creating and maintaining an anti-discrimination and anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any discrimination or bullying that does arise
- Ensuring we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

### **Contact details**

- SLT Safeguarding Lead: Alex Shears

[alexshears@opendoorcharity.com](mailto:alexshears@opendoorcharity.com)

Responsible people for Safeguarding:

- Amy Wood (Branch)

[amywood@opendoorcharity.com](mailto:amywood@opendoorcharity.com)

- Georgia Penny (Programmes and projects)

[georgia@opendoorcharity.com](mailto:georgia@opendoorcharity.com)

In case of sickness or annual leave our responsible people deputise for each other.