

YORK DIAGNOSTIC IMAGING

Safeguarding Policy

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Document Control

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1. Aims

- 1.1 To ensure that children and vulnerable adults attending York Diagnostic Imaging (YDI) for examination are protected from harm or abuse or allegations of harm or abuse.
- 1.2 To ensure that YDI staff are protected from harm or abuse or allegations of harm or abuse.
- 1.3 To detail the process to be followed in the event of suspected harm or abuse or the allegation of harm or abuse of patients or staff.

2. Scope

- 2.1 The policy is written in the context of the service delivered by YDI and is to be followed by all staff members.
- 2.2 This policy should be used in conjunction with the University of York Safeguarding Policy : <https://www.york.ac.uk/about/safeguarding/#tab-2>

3. Definitions

- 3.1 Vulnerable Adult
 - 3.1.1 An adult (aged 18 or over) who is or maybe unable to take care of him or herself or take steps to protect him or herself from significant harm or exploitation.
- 3.2 Physical abuse
 - 3.2.1 This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to anyone, including by fabricating the symptoms of, or deliberately causing, ill health.
- 3.3 Sexual abuse
 - 3.3.1 This involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape) or non-penetrative acts. They may include involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways.

4. Roles and Responsibilities

- 4.1 The Director has ultimate responsibility for ensuring that all necessary and reasonable measures are in place, to provide a safe environment for children, vulnerable adults and staff.
- 4.2 Employees are responsible for:
 - Complying with this policy
 - Reporting any concerns relating to abuse of any child or vulnerable adult that they may have
 - Following the procedures relating to reporting of abuse or concerns
 - Ensuring that at all times the best interests of the patient in their care is maintained

5. Safeguarding Children

5.1. Introduction

- 5.1.1 All YDI staff will either undergo enhanced Disclosure and Barring Service (check) or work under the direct supervision of a member of staff who has undergone an enhanced DBS disclosure.
- 5.1.2 YDI staff will always ensure that a responsible adult (parent or guardian) known to the child is present at all times.

5.2 Recording a Concern

- 5.2.1 Where a member of YDI staff has any concerns of suspected child welfare or abuse the following process will be followed:
A YDI incident form will be completed at the earliest opportunity documenting the known facts (not opinions). The following details will be recorded:

- Name
- Address
- Gender
- Date of birth
- Name(s) of person(s) with parental responsibility
- Primary carer(s), if different
- All concerns
- Discussions about the child
- Decisions made
- The reasons for those decisions

The staff member will raise the issue at the earliest opportunity with their line manager.

Reporting safeguarding incidents further will adhere to the University of York's Safeguarding Policy which may include, but is not limited to, reporting of the incident to children's social care services and the police.

- 5.2.2 If a child begins to disclose information about abuse to a member of YDI staff then as far as is possible the following recommendations should be followed.
 - Never promise to keep anything the child tells you a secret – it is only by sharing information can a child be protected.
 - Never ask questions of the child.
 - Never stop a child from telling you such information.
 - Listen carefully and record the whole conversation.
 - Note also the child's demeanour during the conversation.
 - Listen but do not make any assumptions or interpretations about what the child is telling you.
 - This record must be concise, timed, dated and signed.
 - The YDI staff member must then inform a senior member of staff of this conversation.

These recommendations are from the article written by M Davis published in Radiography Ireland in 2004 entitled “The importance of the interaction in the room when x-raying children: the Radiographer as a potential evidence collator?”

6. Safeguarding Vulnerable Adults

6.1 Introduction

6.1.1 All YDI staff will either undergo enhanced Criminal Records Bureau (CRB) disclosure or work under the direct supervision of a member of staff who has undergone an enhanced CRB disclosure.

6.1.2 YDI staff will ensure that wherever possible an appropriate chaperone is present at all times.

6.2 Recording a concern

6.2.1 Where a member of YDI staff has any concerns regarding suspected abuse of a vulnerable the following process will be followed:
A YDI incident form will be completed at the earliest opportunity documenting the known facts (not opinions). The following details will be recorded:

- Name
- Address
- Gender
- Date of birth
- Primary carer(s), if different
- All concerns
- Discussions about the Adult
- Decisions made
- The reasons for those decisions

The staff member will raise the issue at the earliest opportunity with their line manager.

Reporting safeguarding incidents further will adhere to the University of York's Safeguarding Policy which may include, but is not limited to, reporting of the incident to social care services and the police.

7. Safeguarding Staff

7.1 Patient Interactions

- 7.1.1 Wherever requested or deemed necessary, YDI staff will ensure an appropriate chaperone (family member or another member of staff) is present at all times.
- 7.1.2 If a chaperone is not available due consideration should be given to the circumstances and if deemed necessary the examination should be re-scheduled.
- 7.1.3 If a staff member suspects an allegation of abuse may be made for any reason, then the circumstances should be noted, an incident form completed at the earliest opportunity and their line manager notified. The following details should be recorded:

- Name
- Address
- Gender
- Date of birth
- Others present (if any)
- Circumstances of event
- Decisions made
- The reasons for those decisions
- Outcomes

7.2 Staff interactions

- 7.2.1 Staff have the right to work in an environment free from abuse or harassment.
- 7.2.2 YDI staff are subject to the University of York Human resources policies regarding their working conditions and all complaints against staff should be made, in the first instance to their line manager or by using the York University Complaints procedure.

8. Addressing an allegation of abuse

- 8.1 All staff are responsible reporting abuse or any allegation of abuse.
- 8.2 Any allegation of abuse is to be treated seriously. It is important for staff to pass on information or concerns immediately to their line manager.
- 8.3 Any incidence or allegation of abuse will be fully recorded and detailed with precise facts using an Incident Report Form. The form will identify facts not opinions and give an objective clear account of what happened.
- 8.4 Where a criminal offence is suspected, the Police will be informed immediately.

9. Disciplinary Action

- 9.1 Any incidence or allegation of abuse by a member of YDI staff will be subject to an internal investigation.
- 9.2 A criminal investigation by the police takes priority over all other lines of enquiry and YDI will co-operate with all lines of enquiry where possible.

10. Breaches

- 10.1 Failure to follow this policy and or to fail to act in the best interests of any patient may result in disciplinary proceedings.

11. Priority

- 11.1 It is important to note that circumstances may dictate that emergency services may need to be contacted as a matter of priority for the health and safety of staff or patients. Under such circumstances, the recording and reporting of incidents can be undertaken retrospectively.

12. Review

- 12.1 This policy will be reviewed by the Director and Registered Manager every 3 years or in response to any change to legislation or National guidance.