

M E D W A Y



Medway Neurological Network (MNN)

The voice of neurology in Medway

**NEUROLOGICAL
N E T W O R K**

This document describes MNN Health & Safety and Safeguarding policies.

1. MNN HEALTH AND SAFETY POLICY STATEMENT

MNN recognises the importance of effective health and safety management in compliance with the Health and Safety at Work Act 1974 as a key responsibility in ensuring the well being of its participants, volunteers, and visitors to its activities and events.

MNN is committed to developing a positive safety culture, which places appropriate responsibility on its Officers and the MNN Steering Committee. They have the responsible for ensuring health and safety features in the planning of all activities.

MNN policies and procedures ensure compliance with all UK and European Law as a minimum. It will meet its responsibilities within the framework of the Health and Safety at Work Act 1974 and associated legislation. So far as is reasonably practicable, MNN will aim to provide: -

- A safe & healthy venue for all of its activities and events
- Adequate welfare facilities
- Adequate arrangements for the safe use, handling, storage and transport of articles and substances used for running its activities and events
- Sufficient information, induction, training and supervision to enable all volunteers to avoid hazards and contribute positively to their own health and safety

- Systems to ensure all MNN activities and locations are subject to risk assessment by Officers or delegated volunteers and that action to control risks is taken where identified as necessary
- Administrative and management systems designed to ensure effective safety management
- A procedure for the recording, reporting and monitoring of all accidents and incidents of ill health occurring as result of MNN activities, and effective follow-up where necessary

Dissemination of the Policy

This Policy will be brought to the attention of all MNN Participants and volunteers.

Monitoring the Policy

The implementation and operation of this Policy will be monitored to ensure that health and safety standards are being achieved and to ensure that local and corporate safety procedures are updated when necessary to take account of legislative or organisational changes. Information will be provided to the quarterly MNN Steering Committee meetings

Public Liability Insurance

MNN has purchased appropriate public liability and employers' liability insurance; a copy of the certificate of insurance will be held by the MNN Secretary.

Reporting of Conditions

Provided that the appropriate prevention measures are adhered to, MNN volunteers, participants and visitors are likely to remain safe. However, if any of the above mentioned considers that they have developed any such condition, they should report it to an MNN Officer, who will investigate the matter, and be responsible for reporting any notifiable condition to the enforcing authority.

MNN Steering Committee, ratified 18 May 2018

Co-leads: Philip Bungay & Martin Nagler, Secretary: Linda Nicolaides

2. MNN Safeguarding Policy

MNN is committed to safeguarding its volunteers, its participants and all vulnerable adults who it is providing services for. All MNN volunteers have a role to play in protecting vulnerable people from harm.

MNN has clear procedures for reporting safeguarding concerns and incidents, and recording this information. This includes actual concerns or incidents, as well as alleged or suspected concerns or incidents. MNN provides guidelines on identifying harm, abuse or neglect, and the different forms this may take, including physical, emotional, sexual abuse and neglect. This awareness will help to ensure that everyone can be the organisation's 'eyes and ears' on the ground, and know their roles and responsibilities and how to take action.

Listed below are the main points that the MNN safeguarding policy covers:

- MNN explicitly states its commitment to protecting its clients and volunteers from all forms of abuse, including physical, emotional and sexual harm.
- Provides clear guidelines on what to do in the event of an allegation or incident, or if concerns are raised about the welfare of a vulnerable person.
- Identifies who vulnerable adults and children can contact in the event of an incident; the MNN Safeguarding Officer.
- Provides a Safeguarding Officer who has received Safeguarding Adults Awareness Training.
- Clearly defines what constitutes emotional, physical or psychological abuse, harm and neglect.
- Provides details of the complaints and disciplinary procedures to manage concerns about the behaviour of volunteers.
- Outlines the procedures for recording allegations and incidents, and the disciplinary mechanisms that result in the event of any transgressions.
- Specifies organisational responsibilities for recording abuse or harm to avoid volunteers assuming it is 'somebody else's responsibility'.
- Provide practical advice to volunteers on dos and don'ts within the organisation.

The MNN Safeguarding Officer will be responsible for making any referral to the relevant Adult Social Services team. Enquiries or investigations are undertaken only by Adult Social Services; the Police will investigate if

there is deemed to be criminal activity.

No MNN volunteer should undertake any kind of investigation.

Disclosure and Barring Service (DBS) checks

MNN's activities do NOT currently involve close and unsupervised contact with vulnerable adults and children (Regulated Activity), and hence DBS checks are not required. The MNN Safeguarding Officer will have a valid and current DBS certificate and if in the future any MNN volunteer does become involved with a Regulated Activity, then the MNN Safeguarding Officer will ensure that a DBS check is carried out on this volunteer BEFORE this work commences.

Currently ALL MNN volunteers are also volunteers of a parent neurological charity and some of these will already be DBS checked and some of these have a DBS passport; this passport will be recognised. Any prospective MNN volunteer who is known to have failed a DBS check, carried out by their parent charity, will NOT be recruited to work with MNN.

This policy was ratified at the MNN Steering Group meeting held on:

18 May 2018.