



Charity Number: 1160538

Policy Documentation

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

Policy Reference	11
Status	Approved
Original Author	Advising Communities
Date Written	May 2016
Date Approved on	October 2017

1 Introduction

Eastcott Community Organisation is firmly committed to the belief that all children and vulnerable adults have a fundamental right to be protected from harm and fully recognises its responsibility for child and adult protection. The safety and protection of all children and all vulnerable adults that the Eastcott Community Organisation supports is paramount and has priority over all other interests, unless life is at imminent risk. All Eastcott Community Organisation's employees, volunteers and contractors are required to comply with the procedures contained within this policy.

There are five main elements to the policy:

- ensuring that Eastcott Community Organisation practices safe recruitment in checking the suitability of staff and volunteers to work with children and vulnerable adults;
- raising awareness of child protection and vulnerable adult issues amongst all paid and unpaid staff;
- developing and implementing procedures for identifying and reporting cases or suspected cases of child or adult abuse;
- supporting the child or adult who has been abused;
- establishing a safe environment in which children and adults can develop and grow, where they are able to talk and be listened to.

2 Definitions

Term	Definition
Centre	The social hall managed by the Committee: Eastcott Community Centre, Savernake Street, Swindon, SN1 3LZ Telephone: 07599256969, e-mail: eastcottcommunity@yahoo.co.uk
Committee	The trustees who manage and run the Centre
Child or Children	The Children Act 1989 defines a child as a person under eighteen, for most purposes. The emphasis now is on activities and there are new definitions which scale back the breadth of regulated activities. Regulated activity relating to children covers: i) Unsupervised activities: teach, train, instruct, care for or



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	supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children. (ii) Work for a limited range of establishments ('specified places'), with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers. Work under (i) or (ii) is regulated activity only if done regularly. (iii) Relevant personal care, for example washing or dressing; or health care by or supervised by a professional. (iv) Registered child-minding; and foster-carers. The definition of regulated activity relating to adults places the emphasis on the kind of activity carried out for any adult who requires them rather than on any specific groups of people or vulnerabilities. These activities cover: ▪ Provision of healthcare ▪ Provision of personal care ▪ Providing social work ▪ Assistance with cash, bills, shopping etc. ▪ Assistance with conduct of personal affairs ▪ Conveying e.g. to receive healthcare
Emotional Abuse	Emotional abuse is continual emotional ill treatment causing severe and persistent effects on the child or vulnerable adult's emotional development and may involve: ▪ conveying the message that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person; ▪ imposing developmentally inappropriate expectations; ▪ causing the child or vulnerable adult to feel frightened or in danger – e.g. witnessing domestic violence; ▪ exploitation or corruption of children or vulnerable adults. Some level of emotional abuse is involved in most types of ill treatment, although emotional abuse may occur alone.



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Forms of abuse	The Children Act 1989 defines four types of abuse: physical, emotional, sexual and neglect. These categories of abuse apply and will be relevant to vulnerable adults as well as to children who Eastcott Community Organisation has contact with as part of its activities and social care role with people of all ages.
Neglect	Neglect involves the persistent failure to meet basic physical and/or psychological needs, which is likely to result in serious impairment of the neglected person's health and development. It may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of basic emotional needs. Staff should also be aware of other factors which influence these forms of abuse such as racial or homophobic abuse.
Physical Abuse	Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child or vulnerable adult. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness.
Sexual Abuse	Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening and includes, penetrative and non-penetrative acts. It may also include non-contact activities such as looking at, or being involved in, the production of pornographic materials, watching sexual activities or encouraging children or vulnerable adults to behave in sexually inappropriate ways.
Vulnerable Adult or Adults	The Protection of Vulnerable Adults Scheme (PoVA 2004) defined a vulnerable adult as a person aged 18 or over who has a condition of the following type: ▪ A substantial learning or physical disability; ▪ A physical or mental illness or mental disorder, chronic or otherwise, including addiction to alcohol or drugs; ▪ A significant reduction in physical or mental capacity.

3 Scope

This policy applies to all employees, trustees and volunteers. Its purpose is to protect the personal safety of all children and vulnerable adults using the facilities, resources and activities provided by Eastcott Community Organisation actively promoting awareness, good practice and sound procedures. The Trustees will review this policy regularly and as informed by risk assessments relating to all activities of Eastcott Community Organisation.



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4 Responsibilities

Role	Responsibility
All employees, trustees and volunteers working on behalf of Eastcott Community Organisation	For the welfare of the children and vulnerable adults that they work with, in relation to their employment. A duty to ensure that any suspected incident, allegation or other manifestation relating to child and vulnerable adult protection is reported using the reporting procedures detailed in this policy.
Designated Safeguarding Officers	The Designated Safeguarding Officers will attend training as appropriate and make referrals to external agencies. Other aspects of their role include: ▪ obtaining information from staff, volunteers, children, parents or carers who have concerns relating to the protection of children or vulnerable adults and to record this information; ▪ assessing information quickly and carefully and asking for further information where appropriate; ▪ consulting with statutory child and vulnerable protection agencies e.g. the local social services department and police, to clarify doubts or worries; ▪ making referrals to Social Services, the Disclosure and Barring Service or the police, without delay.

5 Policy

5.1 Personnel/Recruitment

All employees, trustees and volunteers are required to provide references that Eastcott Community Organisation deems appropriate, which are always verified.

All paid and unpaid staff involved in regulated or intensive contact with children and/or vulnerable adults as part of their work for Eastcott Community Organisation will be subject to the current safeguarding legislation.

If the job or role is eligible, under current legislation, then appropriate checks will be carried out.

No new employees, trustees or volunteers should start employment/volunteer work until the relevant references have been verified and where one is required a safeguarding check has been received. If this is not possible then new employees, trustees and volunteers must not be involved with regulated activities as set out in section 2 until references and safeguarding checks are completed. Details of the checks to be carried out are set out in Part 5.7.



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All employees, trustees and volunteers will receive, and will be required to read and sign, this policy. All employees, trustees and volunteers will receive regular support in their work with children and vulnerable adults.

5.2 Designated Roles

Eastcott Community Organisation has a Designated Safeguarding Officer and a nominated deputy. The Manager, or their deputy in his or her absence, or if there isn't a paid worker post, the Chair of the Management Committee must also be informed of issues which arise under this policy. The Designated Safeguarding Officer and Deputy Safeguarding Officer are responsible for child and vulnerable adults protection and the implementation of this policy. It is the responsibility of the Designated Safeguarding Officer to take appropriate action following any expression of concern and make referrals to the appropriate agencies.

All employees, trustees and volunteers will be made aware of the named Designated Safeguarding Officers and how to contact them. Contact details also appear in [Appendix A](#) of this policy. The Designated Safeguarding Officers have contact telephone numbers for the local Area Safeguarding Boards and other statutory agencies.

5.3 Reporting Procedures: What to do if you suspect someone is being abused

All staff, volunteers and others working in direct or indirect contact with children and vulnerable adults as part of the organisation's activities or as part of the environment where the activities take place, must be alert to the signs of abuse. Anyone who suspects that abuse is taking place in this environment or to whom a child or vulnerable adult discloses issues relating to safeguarding should contact the Designated Safeguarding Officer immediately.

See [Appendix A](#) for key contact names within Swindon Borough.

Any suspicion or allegation must be reported as soon as possible on the day of the occurrence to the Designated Safeguarding Officer. Disclosure or evidence for concern may occur in a number of ways including a comment made by a child or adult, physical evidence such as bruising, a change in behaviour, or inappropriate behaviour or knowledge.

It is the responsibility of the Designated Safeguarding Officer to liaise with other relevant agencies where necessary and seek clarification from the Safeguarding and Protection Unit of the local Constabulary if there is any concern about the validity of any allegation.

Any suspicion or allegation of abuse must be recorded by the observer/s on the appropriate incident reporting form. This form must be kept strictly confidential and stored securely following the Data Protection Procedures. All employees and volunteers are instructed to report the disclosure or discovery of abuse or alleged abuse directly to their Line Manager who will inform the Designated Safeguarding Officer.

All trustees will report such incidents directly to the Designated Safeguarding Officer.

All stages of the reporting procedure must be documented, marked CONFIDENTIAL and stored securely following the procedures laid out in the Data Protection Policy.

5.4 Allegations against employees, trustees or volunteers

When any form of complaint is made against an employee or volunteer, it must be taken seriously and the complaint should initially be dealt with by the Manager or the most senior staff member or trustee on site at



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the time the complaint is made. The senior staff member must report the complaint to the designated Safeguarding Officer immediately, giving details of the circumstances. If the designated Safeguarding Officer is unavailable (or is the person against whom a complaint has been made) the Chair or in their absence Vice Chair of the Management Committee must be informed immediately and they will deal with the complaint and ensure that the designated Safeguarding Officer is informed.

If any of the above (Chair, Vice Chair, Manager or the designated Safeguarding Officer) is the person against whom a complaint has been made they will be excluded from the processing of the complaint.

The Manager or the Chair/Vice Chair will attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made. If this is not possible, contact will be made by telephone.

The Manager or the Chair/Vice Chair will have the right to suspend from duty and/or the premises, any person who is a party to the allegation until a full investigation has been made in line with Eastcott Community Organisation's Disciplinary Procedures or the Code of Conduct.

This action does not prejudice the outcome of the investigation of the complaint or imply in any way that the person suspended is responsible for, or is to blame for, any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a totally professional and objective manner.

It is the responsibility of the Safeguarding Officer to make the decision as to whether to inform Social Services, NHS Community Mental Health Team (CMHT) and/or the Safeguarding Unit of the local Constabulary, depending on the nature of the allegation. They may also need to follow their legal duty to report the case to the Independent Safeguarding Authority (See 7 below).

Eastcott Community Organisation will co-operate fully with the Police, Social Services, the NHS and all other parties involved.

The Manager or his/her nominated deputy will ensure that the Chair of Eastcott Community Organisation, or in his/her absence the Vice-Chair, Secretary or Treasurer, is fully briefed. An agreed statement will be prepared for the purpose of accurate communication with external sources and for the protection of the legal position of all parties involved.

The Manager or his/her nominated deputy will make a full written report of the incident and the actions taken. This report will be stored securely following the procedures detailed in the Data Protection Policy.

5.5 Resignation

If, during the course of an investigation relating to safeguarding, an employee tenders his or her resignation, or ceases to provide their services, Eastcott Community Organisation is not prevented from following up an allegation in accordance with these procedures.

Every effort will be made to reach a conclusion, including in cases where the person concerned refuses to co-operate with the process.

5.6 Confidentiality

All employees, trustees and volunteers must work under the principle that confidentiality is extremely important and plays a large part in much of the work carried out with children and vulnerable adults. However, under no circumstances will any individual hiring the hall, in the employment of Eastcott Community Organisation, or acting as a volunteer, keep confidential any information that raises concerns about the safety



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and welfare of a child or vulnerable adult. This statement relating to confidentiality is made known to all who access any provision of Eastcott Community Organisation.

5.7 Safe recruitment of staff

Eastcott Community Organisation undertakes to ensure that paid and unpaid staff are suitable to work in an environment where they will encounter children and vulnerable adults as part of the Organisation's work. It also reserves the right to refuse to employ staff or volunteers whom it has a reasonable belief may pose a risk to children and vulnerable adults.

Eastcott Community Organisation has systems in place to prevent unsuitable people from working with children or vulnerable adults and to promote safe practice. These systems apply to all new staff and volunteers and require the following checks to be made on appointment:

- A minimum of two references, satisfactory to Eastcott Community Organisation, one of which should be from a previous employer;
- Documentary evidence checks of identity, nationality, residency and "right to work" status;
- Safeguarding check in line with current legislation at the level relevant for the job/role;
- Documentary evidence of qualifications;
- Satisfactory completion of the probationary period.

6 Associated Policies

Policy Name	Policy Ref

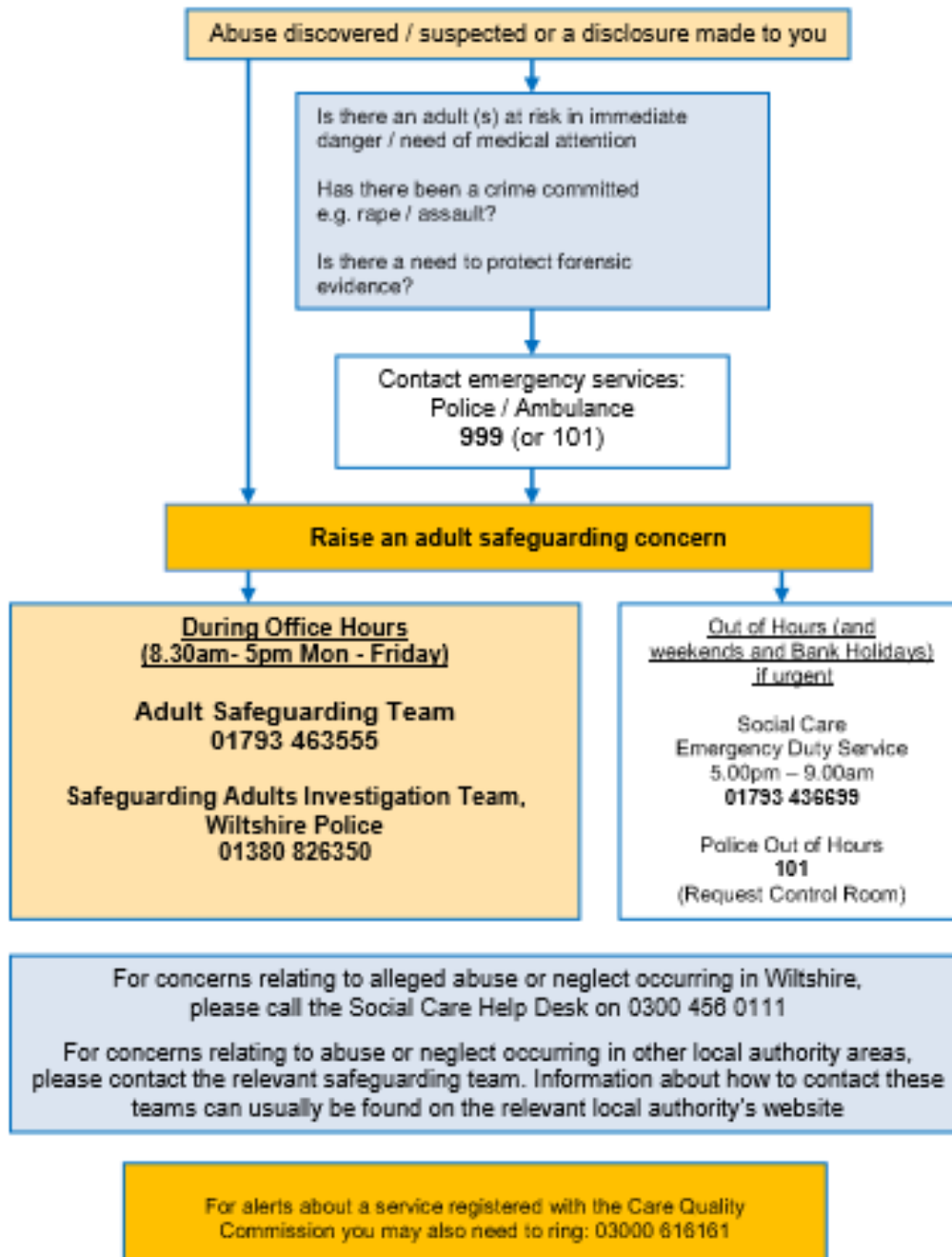
7 Version Control

Version	2.3	Date created on	26/06/17
Rational for changes	New policy taken from Advising communities (2.1 'current legalisation' rather than referencing specific law & inclusion of hirer) (2.2 removal of hirer, alternate solution found)		
	2.3 updated to Eastcott Community Centre, rather than Savernake Hall		
Status	Approved		
Revision Author	Jo Innes		
Date Approved On	9/10/17	Review Date	October 2018
Approved By Name	Role	Date of signature	
Caroline Davies-Khan	Chair	See minutes	
Anna Smart	Vice-chair		
Anne Stone	Treasurer		
Rebecca Campbell	Secretary	Jo Innes	Administrator
Laura Holmes	Trustee	Brian Davidson	Trustee
Steve Russell	Trustee	Druscilla Summer	Trustee

8 Appendix A

8.1 Vulnerable Adults

Flow chart for those raising a concern Who to contact in Swindon

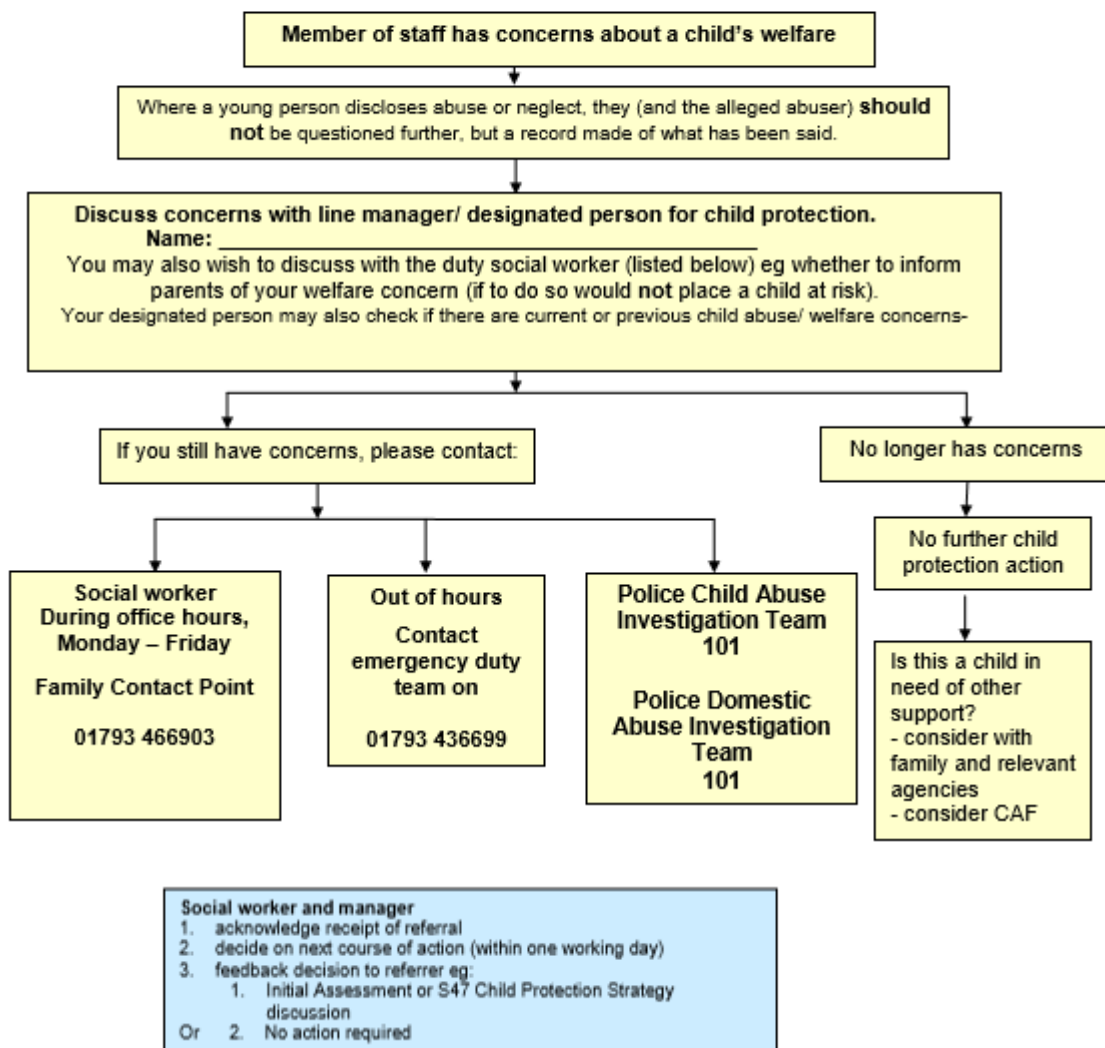


8.2 Children



Swindon Local Safeguarding Children Board

“What to do if you are worried a child is being abused or neglected”



This document is intended for use as a brief guide. Please refer to the South West Child Protection Procedures at www.swcpp.org.uk or www.swindonlscb.org.uk



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8.3 Designated Safeguarding Officers

Role	Name
Designated Safeguarding Officers Vulnerable Adults	Caroline Davies-Khan
Designated Safeguarding Officers Children	Laura Holmes