

Safeguarding Children, Young People and Adults – Policy and Procedures



Purpose of Policy

The purpose of the Safeguarding Policy is to provide a framework for safeguarding and promoting the welfare of children, young people and adults. The policy aims to ensure that:

- All children, young people and adults are safe and protected from harm;
- Everyone is aware of expected behaviours and the organisation's legal responsibilities in relation to safeguarding and promoting the welfare of children, young people and adults.
- We believe that everyone has a responsibility to promote the welfare of all children, young people and vulnerable adults, to keep them safe and to practice in a way that protects them
- We will give equal priority to keeping all children, young people and vulnerable adults safe, regardless of their age, disability, gender reassignment, race, religion or belief, sex or sexual orientation

Policy Statement

This policy has been developed in line with government legislation, publications and guidance. One of our Directors will always be appointed as Safeguarding Lead. Our policy is publicly available.

CEPL12 takes seriously its responsibility under the current legislation to safeguard and promote the welfare of children, young people and adults; and to work together with other agencies to ensure that there are adequate arrangements within our organisation to identify and support those who are suffering harm. Where someone is suffering significant harm, or is likely to do so, action will be taken to protect that person.

CEPL12 recognises that for this policy to be effective, it is essential that everyone working in and for the organisation has an understanding of what safeguarding is, knows that 'safeguarding is everybody's responsibility', knows how to access safeguarding information, knows of any possible contribution that they may be required to make to safeguard children, young people and adults and how to access further advice, support or services.

We will ensure that children, young people and their families know about our Safeguarding Policy, and what to do if they have a concern.

We will ensure children and young people know how they are expected to behave and feel comfortable about sharing their concerns.

Individual responsibilities

Knowledge and understanding

CEPL12 recognises that safeguarding is not just about protecting children, young people and adults from deliberate harm. It also relates to health and safety more generally.

It can involve a range of potential issues such as: bullying, including cyberbullying (by text message, on social networking sites, and so on), peer on peer and prejudice-based bullying; racist and homophobic or transphobic abuse; sexting; substance misuse; issues which may be specific to a local area or population, for example gang activity and youth violence and other particular issues affecting children including domestic violence, sexual exploitation, female genital mutilation, extremist behaviour and radicalisation, forced marriage and modern slavery.

Everyone associated with CEPL12 must maintain an attitude of 'it can happen here' and be aware of the signs and indicators of abuse. Everyone will know how to respond to someone who discloses abuse, or for whom they have a concern, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.

Safe recruitment

CEPL12 operates safer recruitment practices including making sure that:

- statutory duties to undertake required checks on staff who work with children are complied with in line with the Disclosure and Barring Service requirements for Regulated Activity; the Child Care Act 2006 and Childcare (Disqualification) Regulations 2009
- statutory guidance relating to volunteers is followed
- recruitment panel members are properly trained.

Our recruitment policy and induction process include information on our arrangements and systems for safeguarding, code of conduct and details of the Safeguarding Lead. Everyone will be provided with opportunities to receive appropriate training which is regularly updated, in order to develop their understanding of the signs and indicators of abuse and of the organisation's safeguarding procedures.

Should we dismiss or remove someone because they have harmed a child or poses a risk of harm to a child or would have done so if they had not left, we will report this to the Disclosure and Barring Service (DBS) and any appropriate professional or regulatory body.

Working with third parties

We will seek to ensure the suitability of adults working with and in the presence of children and vulnerable adults at any time. When services are delivered by a third party or agency, we will check that the person presenting themselves is the same person on whom appropriate checks have been made.

Our safeguarding policies and procedures will be reviewed and updated annually.

Procedures to underpin Good Practice

If a child, young person or adult makes an allegation or disclosure of abuse against an adult or other child or young person, everyone should:

- stay calm and listen carefully;
- reassure the person that s/he has done the right thing in telling you;
- not investigate or ask leading questions;
- let the person know that s/he will need to tell the Safeguarding Lead;
- not promise to keep what they have been told a secret;
- inform the Safeguarding Lead as soon as possible; and
- make a written record of the allegation, disclosure or incident which will be signed, and dated. See Form appended below.

Confidentiality and Information Sharing

Information sharing is vital to safeguarding and promoting the welfare of children, young people and adults. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it to understand its significance and then take appropriate action.

- we recognise that all matters relating to protection are confidential;
- we will disclose personal information about a child, young person or adult on a need to know basis only;
- everyone will know that they have a responsibility to share information with other agencies in order to safeguard children, young persons or adults;
- everyone is aware that they cannot promise to keep secrets which might compromise the safety or well-being of a child, young person or adult, or that of another; and
- we will always share our concerns with the Multi-Agency Referral Unit (MARU), unless to do so could put the child, young person or adult at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the MARU.

Whistleblowing

Everyone is encouraged to raise concerns about the attitude and actions of colleagues where these are inappropriate or unsuitable.

Managing Allegations against individuals who work for us.

We are aware of the possibility of allegations being made against someone who works in our organisation. They can be made by children, young person or adults or other concerned adults. Everyone in our organisation has been made aware of the process to be followed if such an allegation is made.

In such circumstances we will:

- report the matter to the Multi-Agency Referral Unit
- consider the safeguarding arrangements of the child, young person or adult to ensure they are not in contact with the alleged abuser;
- consider the rights of the individual concerned for a fair and equal process of investigation;
- ensure that the appropriate disciplinary procedure is followed, including whether suspending that person from work or volunteering for us until the outcome of any investigation is deemed necessary;
- advise the Disclosure and Barring Service (DBS) and any other appropriate regulatory or professional body where the individual has been disciplined or dismissed as a result of the allegations founded or would have been if they have resigned.

Supporting Staff and volunteers

We recognise that staff and volunteers working in our organisation who have become involved in the case of an individual who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting. We support them by providing an opportunity for them to discuss their anxieties with the Safeguarding Lead, or another person and/or a representative as appropriate.

Our Safeguarding Lead has access to support, and to appropriate workshops, courses or meetings as organised or recommended by the Cornwall and Isles of Scilly Safeguarding Children Board (CloSSCB), Safeguarding Standards Unit (SSU) or Local Authority (LA).

Training

Everyone will have access to appropriate safeguarding training which is **regularly updated** in order to keep it in line with local and national guidance/legislation. We will also, as part of our induction, issue information in relation to our Safeguarding Policy and any other policy and information related to safeguarding and promoting our Safeguarding Policy to all newly appointed individuals

Guidelines for Working With Children, Young People and Adults

- Do** treat everyone with respect
- Do** provide an example you wish others to follow
- Do** respect a person's right to personal privacy
- Do** encourage children, young people and vulnerable adults to feel that you are approachable
- Do** remember that someone else might misinterpret your actions, no matter how well intentioned
- Do** listen to and respect children and young people

- Do NOT** have any inappropriate physical or verbal contact with others
- Do NOT** allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes
- Do NOT** exaggerate or trivialise abuse issues
- Do NOT** discuss abuse issues outside of Community Enterprises PL12
- Do NOT** show favouritism to any individual
- Do NOT** make suggestive remarks or gestures to, about or in the presence of others
- Do NOT** smoke or swear in the presence of others.
- Do NOT** give children, young people or vulnerable adults sweets, cigarettes or presents
- Do NOT** give children, young people or vulnerable adults your phone number or email address
- Do NOT** ring email or text them
- Do NOT** invite anyone to your home alone
- Do NOT** rely on just your good name to protect you
- Do NOT** conduct or plan activities outside the scope of Community Enterprises PL12 agreed terms of reference.
- Do NOT** engage in social media or online friendships with people who are users of Community Enterprises PL12 services.
- Do NOT** take photographs without authority.

If you have any cause for concern about any of the above, please feel able to discuss them with a member of the Safeguarding Lead.

Cause for Concern Form

Details of child, young person or adult allegedly abused:

Name.....Age.....

Gender: M / F

Address.....

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Details of child, young person or adult's family/guardian/carers:

Names.....

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What is alleged (what is said to have happened in the child, young person or adult's own words exactly)?

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What was seen and heard?

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Date, time and place of occurrence and other witnesses:

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Identity of alleged abuser

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Signed:

Date:

Confidentiality

Matters on this form should be kept confidential. Pass it right away to the relevant Director or Safeguarding Lead, as below:

Community Enterprises PL12 Designated Safeguarding Team is:

CEPL12 Safeguarding Lead – Vulnerable Adults: Rose Edwards

CEPL12 Safeguarding Lead – Children and Young People: Sam Gardner

Transport Safeguarding Lead: Sue Ellingham

Market/Hub Safeguarding Lead: Jo Baskott

Dementia Voice Safeguarding Lead: Rose Edwards

Community Fridge & Larder Safeguarding Lead: Sam Gardner

Belle Vue Safeguarding Lead: Peter Ryland