



## St Werburghs Community Association

# Statement of SWCA's Children and Adults at Risk Safeguarding Policy

## PART ONE

### General Statement of Policy

#### 1. General Policy

St Werburghs Community Association is firmly committed to the belief that all Children and Adults at Risk have a fundamental right to be protected from harm and fully recognises its responsibility for child and adult protection. Safeguarding is everyone's responsibility. Abuse and neglect may not always be intentional but always requires a response. Children and Adults at Risk may be perpetrators as well as victims of abuse and neglect. The safety and protection of all vulnerable people that the St Werburghs Community Association supports is paramount and has priority over all other interests, unless life is at imminent risk.

There are five main elements to the policy:

- Ensuring that St Werburghs Community Association practices safe recruitment in checking the suitability of staff and volunteers to work with Children, Young People and Adults at Risk;
- Raising awareness of child protection and vulnerable adult issues amongst all paid and unpaid staff, members of association and tenants, who use our facilities to deliver services;
- 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.

## PART TWO

### Definitions

#### 2.1 Definitions

The following definitions apply throughout the Safeguarding Policy and associated procedures:

#### ***Child or Children***



The Children Act 1989 defines a child as a person under eighteen, for most purposes.

### ***Vulnerable Adults or Adults at Risk***

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.

Adults also might be at risk due to, for example, their age, illness, gender, race, religion or belief, sexual orientation, economic status or who may be unable to take care of themselves against abuse.

### ***Young Person***

The term young person will include those aged between 5 and 24 years. For the purposes of this policy, a young person aged under 18 years is regarded as a child and a vulnerable adult/adult at risk includes all people aged 18 and over subject to the criteria of the POVA Scheme.

## **2.2 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 Adults at Risk as well as to Children who St Werburghs Community Association has contact with as part of its activities and social care role with people of all ages. Abuse can take place in person or online, by any person (which could include by other Children and Adults at Risk or by people in positions of trust).

### ***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 Adult at Risk. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness.

### ***Emotional Abuse***

Emotional abuse is continual emotional ill treatment causing severe and persistent effects on the Child or Adult at Risk'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 adult at risk to feel frightened or in danger – e.g. witnessing domestic violence;
- Exploitation or corruption of Children, Young People or Adults at Risk.



Some level of emotional abuse is involved in most types of ill treatment, although emotional abuse may occur alone.

### ***Sexual Abuse***

Sexual abuse involves forcing or enticing a child or adult at risk to take part in sexual activities, whether or not they are aware of what is happening and includes penetrative (i.e. vaginal or anal rape or buggery) 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 Adults at Risk to behave in sexually inappropriate ways.

### ***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.

### ***Self-neglect (adults only)***

Not caring for personal hygiene, health or surroundings, including behaviour like hoarding which puts the person, or others, at risk.

### ***Financial***

Financial includes theft, borrowing money and not repaying it, obtaining money by deception, misappropriating benefits, putting on pressure about wills, cash, property, possessions.

### ***Institutional***

Described as repeated poor care and treatment of Children or Adults at Risk, and unsatisfactory professional practice.

### ***Modern slavery***

Slavery, human trafficking, forced labour and domestic servitude.

### ***Discriminatory***

Staff should also be aware of other factors which influence these forms of abuse such as racial or homophobic abuse. All forms of harassment and unequal treatment based on age, disability, gender reassignment, ethnicity, pregnancy and maternity, race, religion and belief, sex or sexual orientation (protected characteristics under the Equality Act 2010).



## **2.3 Safeguarding and Protecting**

### *Safeguarding*

Safeguarding is taking proactive steps to prevent abuse against Children and Adults at Risk, including the action the organisation takes to promote the welfare of people including Children and Adults at Risk to protect them from harm.

### *Protecting*

Protecting is the action of responding to concerns and/or disclosures that a Child or Adult at Risk may be experiencing or be at risk of abuse.

## **2.4 Disclosure and Barring Service (DBS)**

Disclosure and Barring Service (DBS) is a service in England provided to help employers make safer recruitment decisions for people working in regulated activities and prevent unsuitable people from working with Children and Adults at Risk. There are equivalent services in the devolved administrations within the UK including but not limited to Disclosure Scotland, Access NI and the Protecting Vulnerable Groups (PVG) Scheme or equivalent police checks overseas. These services process requests for criminal records checks and decides whether it is appropriate for a person to be placed on or removed from a list of people who are barred from working with Children and Adults at Risk.

## **2.5 Status of Policy**

This policy forms part of the Terms and Conditions of Employment and applies to all employees, trustees and volunteers. Its purpose is to protect the personal safety of all Children, Young People and Adults at Risk using the facilities, resources and activities provided by St Werburghs Community Association actively promoting awareness, good practice and sound procedures.

## **PART THREE Procedures**

### **3.1 Personnel/Recruitment**

All employees, trustees and volunteers are required to provide references that St Werburghs Community Association deems appropriate, which are always verified.

No new employees, trustees or volunteers should start employment/work until references have been verified. If this is not possible then new employees, trustees and volunteers must not have contact with vulnerable people until references are completed.

### **3.2 Responsibilities**

All employees, trustees and volunteers working on behalf of St Werburghs Community Association have a responsibility for the welfare of the Children and Adults at Risk that they work with, in relation to their employment.



All employees, trustees and volunteers have a duty to ensure that any suspected incident, allegation or other manifestation relating to Child and Adult at Risk's protection is reported using the reporting procedures detailed in this policy.

St Werburghs Community Association has a Designated Safeguarding Officer (Centre Director) and a Deputy Safeguarding Officer (Finance and HR Manager). In absence of the Centre Director the staff member on duty will report issues which arise under this policy to the Deputy Safeguarding Officer or in their absence to the Chair of the Board. The Designated Safeguarding Officer and Deputy Safeguarding Officer are responsible for child protection and the implementation of this policy. It is their responsibility to take appropriate action following any expression of concern and make referrals to the appropriate agency.

All employees will be made aware of the named Designated Safeguarding Officer and how to contact them. Contact details also appear in Part 11 of this policy.

### **3.3 Reporting Procedures: What to do if you suspect someone is being abused**

All staff, volunteers and others working in direct or indirect contact with vulnerable people 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.

Any suspicion or allegation must be report 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 Centre Director, or his/her deputy as the Designated Safeguarding Officers. All stages of the reporting procedure must be documented, marked CONFIDENTIAL and stored securely following the procedures laid out in the Data Protection Policy.



### 3.4 Keeping Bristol Safe Partnership contact details

If you have concerns that anyone (child or adult) is at risk of immediate harm call 999. If it is not an emergency but you still need help call 101. Textphone 18001 followed by 101. Textphone in an emergency 18000

If you're concerned that a **child** (under 18) in Bristol is at risk of being abused or neglected contact the First Response Team on 0117 903 6444 or submit a safeguarding referral through the online form.

[Click here to raise a safeguarding concern about a child.](#)

If you're concerned that an **adult with care and support needs** in Bristol at risk of being abused or neglected contact Care Direct on 0117 922 2700 or submit a safeguarding referral through the online form.

[Click here to raise a safeguarding concern about an adult with care and support needs](#)

You can submit safeguarding referrals for adults and children whether you are a professional or a member of the public. Outside of working hours you can call the [Emergency Duty Team](#) on 01454 615 165.

You can find information about how to report **Anti-Social Behaviour** through [Keeping Communities Safe](#) and the [Community Trigger](#)

### 3.5 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 most senior staff member on site at the time the complaint is made. The senior staff member must report the complaint to the Director or his/her nominated deputy immediately, giving details of the circumstances.

The Director or his/her nominated deputy 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 Director or his/her nominated deputy 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 St Werburghs Community Association's Disciplinary Procedures or the Code of Conduct.

This action does not 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 manner. It is the responsibility of the Director or his/her nominated deputy 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.



St Werburghs Community Association will co-operate fully with the Police, Social Services, the NHS and all other parties involved. The Director or the Finance & HR Manager of St Werburghs Community Association will ensure that, or in their absence the Chair, Vice Chair 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 Director or his/her nominated Deputy (Finance & HR Manager) 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.

## **PART FOUR Confidentiality**

### **4. Confidentiality**

All employees 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, young people and adults at risk. However, under no circumstances will any individual in the employment of St Werburghs Community Association, or acting as a volunteer, keep confidential any information that raises concerns about the safety and welfare of a child or vulnerable person.

## **PART FIVE Recruitment**

### **5. Safe Recruitment of Staff**

St Werburghs Community Association reserves the right to refuse to employ staff or volunteers whom it has a reasonable belief may pose a risk to vulnerable people

SWCA ensures that its paid and unpaid staff are suitable to work in an environment where they will encounter children and Adults at Risk as part of the Organisation's work. St Werburghs Community Association has systems in place to prevent unsuitable people from working with children or Adults at Risk 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 St Werburghs Community Association, one of which should be from a previous employer;
- Documentary evidence checks of identity, and "right to work" status;
- Disclosure DBS checks, when working directly and one to one with public.

Any employee or volunteer undertaking a role at the Community Centre or on behalf of the St Werburghs Community Association must take full responsibility for safeguarding Children, Young People and/or Adults at Risk, and follow our procedures which protect and safeguard children and Adults at Risk in the workplace. Anyone who refuses to act in line with this Policy and SWCA Code of Conduct will face disciplinary action.



When you report concerns, which are about something dangerous, unlawful or unethical this is called whistleblowing. We are committed to operating at all times, and in everything that we do, to the highest standards of integrity. All employees are covered by our Whistleblowing Policy and Procedures. All Policies, Procedures and Code of Conduct are included in Staff Handbook.

## **PART SIX**

### **The Vetting and Barring Scheme**

6. St Werburghs Community Association carried out Standard Disclosure checks on all staff whose jobs involve some contact with Children or Adults at Risk. Positions which fall into this category include administration staff, where unsupervised access to Children or Adults at Risk is not a large part of the job.

## **PART SEVEN**

### **Independent Safeguarding Authority**

#### **7. Reporting cases to the Independent Safeguarding Authority (The Authority is now a part of the Disclosure and Barring Service)**

St Werburghs Community Association has a statutory duty to make reports and provide relevant information to the Disclosure and Barring Service (former ISA) where there are grounds for believing, following an investigation, that an individual is unsuitable for work with Children or Adults at Risk, or may have committed misconduct. The responsibility for reporting cases to the DBS lies with the Designated Safeguarding Officer.

The **Disclosure and Barring Service** make barring decisions for Section 142 of the Education Act (formally known as List 99), The Protection of Children Act List (PoCA) and the Protection of Vulnerable Adults Lists (PoVA).

## **PART EIGHT**

### **Support for Staff**

#### **8.1 Training**

All staff and workers who come into direct contact with learners must undertake training on the subject of safeguarding. The Children and Adults at Risk Safeguarding Policy will be issue to all new staff as part of their induction.

See also St Werburghs Community Association's Induction Procedure.

#### **8.2 BUPA Employee Assistance Programme**

The St Werburghs Community Association is aware that safeguarding cases can be distressing and that both paid and unpaid staff who have been involved may find it helpful to talk about their experiences, in confidence, with the Designated Safeguarding Officer or with a trained counselor.



Staff wishing to be referred for counseling should contact their line manager or the Designated Safeguarding Officer. To access the BUPA EAP service employees need to call the helpline number 0800 269 616. Once through to the service you will then be asked to give the name of the company you work for.

## **PART NINE Equal Opportunities**

### **9. Equality of Opportunities**

As part of the community served by St Werburghs Community Association all children and Adults at Risk have the right to be safeguarded from harm and exploitation whatever their race, culture, ethnic origin, religion, gender, sex, sexual orientation, economic status, age or disability. This policy relates to the Organisation's legal obligation to protect children and Adults at Risk who are suffering forms of abuse as defined in the Children Act 1989 and is therefore in line with St Werburghs Community Association's Equality and Diversity Policy.

## **PART TEN Operational Practices Policy**

### **10.1 The use of cameras, videos or camera mobile phones**

St Werburghs Community Association will obtain a written permission from parents/carers of children or Adults at Risk participating in activities and events before photographs are taken.

St Werburghs Community Association reserves the right to prohibit the use of cameras, videos and mobile telephones with picture or video taking capacity on its land and within any of its properties or at events it promotes.

Used security videos will be kept in a secure place and when no longer needed shall be destroyed.

### **10.2 Outside Organisations**

Any club, society, organisation, business or individual undertaking activities on the St Werburghs Community Association's behalf involving children aged 18, young people up to age 24 and/or Adults at Risk will be required to either adopt St Werburghs Community Associations' Children and Adults Safeguarding Policies or show proof that they have their own robust policies.

Any club, society, organisation, business or individual undertaking activities at the Community Centre must take full responsibility for safeguarding children, young people and/or Adults at Risk, and have clear procedures which protect and safeguard children and Adults at Risk in their care, throughout their activity in a hired space and when using the communal areas: lobby, toilets, gardens, taking into account that the Community Centre is an open access public building.

Any club, society, organisation, business or individual working with children and/or Adults at Risk who refuse to adopt St Werburghs Community Association's policies and procedures or adopt their own policies and procedures will not be permitted to use St Werburghs Community Association's facilities.



## **PART ELEVEN**

### **Contacting the Designated Safeguarding Officer**

#### **11. The Designated Safeguarding Officer**

Name: Goska Ong, Centre Director

Tel: 0117 955 1351

All paid and unpaid staff who are approached with concerns about a child or adult at risk, must immediately bring the concerns raised to the attention of the Designated Safeguarding Officer or her Deputy: Alison Saunders, Finance and HR Manager, or their line manager.

A written note of concern related to safeguarding must be kept by all staff to whom a vulnerable person discloses any information. The staff member must also complete an Incident Form immediately after the issues have been noted by them or reported to them.

## **PART THIRTEEN**

### **Review of Policy**

#### **13. Review and Maintenance of Policy**

St Werburghs Community Association shall undertake to review this policy, its implementation and effectiveness annually. The views of all employees and volunteers shall be sought where necessary and reflected in the review process.

Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments.

All employees and volunteers will receive training in Child and Adult at Risk protection procedures and training will be reviewed as and when required.

This policy was approved and agreed by the Management Board of St Werburghs Community Association on the date shown below.

Signed: J. Thompson

Name: Jack Thompson

Position: Chair of the Board of Trustees

Date: 09/03/2023

Next Review date: March 2024

Charity Number 1074495

Company Number: 3713212



Further resources from The National Lottery:

If you require advice, we recommend that you review the guides for organisations produced by:

- The Department of Education at: <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- NHS England at: <https://www.england.nhs.uk/wp-content/uploads/2017/02/adult-pocket-guide.pdf>
- The NSPCC at: <https://learning.nspcc.org.uk/safeguarding-child-protection/>
- Guidance on safeguarding Adults at Risk by Social Care Institute for Excellence at: <https://www.scie.org.uk/safeguarding/adults>
- The Charity Commission for England and Wales at: <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees> and <https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities>
- The Scottish Charity Regulator at: [https://www.oscr.org.uk/media/3164/v10-interim-safeguarding-guidance\\_.pdf.pdf](https://www.oscr.org.uk/media/3164/v10-interim-safeguarding-guidance_.pdf.pdf)
- Disclosure checks for England, Wales the Channel Islands and the Isle of Man at: <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>
- NCVO Safeguarding Resources at; <https://knowhow.ncvo.org.uk/safeguarding/>