

Cherry Garden TRA

Children and Vulnerable Adults Safeguarding Policy (2024)

PART ONE

General Statement of Policy

1. General Policy

Cherry Garden TRA believes that all children and vulnerable adults have the right to be protected from harm. The safety and protection of all vulnerable people that we support is paramount and has priority over all other interests, unless life is at imminent risk. All our employees, volunteers and contractors are required to comply with the procedures contained within this policy. This policy aims to:

- ensure that we practise safe recruitment by checking the suitability of staff and volunteers to work with young people and vulnerable adults;
- raise awareness of child protection and vulnerable adult issues amongst all paid and unpaid staff;
- develop and implement procedures for identifying and reporting cases or suspected cases of child or adult abuse;
- support the child or adult who has been abused;
- establish 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

Children

The Children Act 1989 defines a child as a person under 18, for most purposes.

Vulnerable 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.

Young Person

This term will include those aged between 5 and 24 years.

2.2 Forms of abuse

The Children Act 1989 defines four types of abuse: physical, emotional, sexual and neglect. These categories apply to vulnerable adults as well as to children.

Physical Abuse

Physical abuse may take many forms e.g. hitting, shaking, throwing, burning or scalding, etc.

It may also be caused if a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child or vulnerable adult. (Fabricated or induced illness.)

Emotional Abuse

Emotional abuse is continual emotional ill treatment causing severe and persistent effects on emotional development. It 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;
- the exploitation or corruption of children, young people or vulnerable adults.

Emotional abuse is involved in most forms of ill treatment, although it may occur alone.

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.

It includes penetrative and non-penetrative acts. It may also include activities such as looking at, or being involved in, the production of pornographic materials, watching sexual activities or encouraging sexually inappropriate behaviour.

Neglect

Neglect involves the persistent failure to meet basic physical and/or psychological needs, which is likely to result in serious impairment of health and development.

2.3 Status of Policy

This policy applies to all employees, trustees and volunteers. It aims to protect the personal safety of all children, young people and vulnerable adults involved with Cherry Garden TRA by promoting awareness, good practice and sound procedures. It will be reviewed regularly and as informed by risk assessments.

PART THREE Procedures

3.1 Personnel/Recruitment

All our employees, trustees and volunteers are required to provide references where appropriate.

All involved in regulated activity with vulnerable people will be subject to the procedures of the Disclosure and Barring Service (DBS). If appropriate, a relevant DBS check must be in place.

All will be required to read, accept and agree to comply with this Safeguarding Policy.
All will receive regular support in their work with children and vulnerable adults.

3.2 Responsibilities

All our employees, trustees and volunteers have a responsibility for the welfare of the children and vulnerable adults that they work with.

All have a duty to ensure that any suspected incident or allegation relating to child and vulnerable adult protection is reported using the procedures detailed in this policy.

The Chair of the Committee must be informed of issues which arise under this policy. The Chair and the Designated Safeguarding Officer are responsible for implementing this policy and for taking appropriate action following any expression of concern.

3.2.1 Designated Safeguarding Officer

The role of the Designated Safeguarding Officer includes:

- obtaining information regarding concerns about the protection of children or vulnerable adults ;
- recording and assessing this information and following it up as appropriate;
- consulting with statutory protection agencies e.g. local social services;
- making referrals to Social Services, the DBS or the police, without delay.

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

All who are working with children and vulnerable adults must be alert to any signs of abuse. Anyone who suspects that abuse is taking place or hears of issues relating to safeguarding should contact the Designated Safeguarding Officer immediately. Evidence for concern may be verbal or physical, including changes in behaviour.

Any suspicion or allegation of abuse must be recorded on the appropriate form. All stages of the reporting procedure must be documented, marked CONFIDENTIAL and stored securely following Data Protection Policy.

3.4 Allegations against employees, trustees or volunteers

When any form of complaint is made against an employee or volunteer, it will be taken seriously and dealt with immediately, following the procedures recommended by Southwark Council.

PART FOUR Confidentiality

4. Confidentiality

All employees and volunteers must work under the principle that confidentiality is extremely important. However, under no circumstances will anyone involved with Cherry Garden TRA keep confidential any information that raises concerns about the safety and welfare of a child or vulnerable adult.

PART FIVE Recruitment

5. Safe recruitment of staff

Cherry Garden TRA undertakes to ensure that all staff are suitable to work in an environment where they might encounter children and vulnerable adults. We reserve the right to refuse to employ anyone who we believe may pose a risk to children and vulnerable adults.

Where appropriate we require the following checks to be made:

- A minimum of two references, one of which should be from a previous employer;
- Documentary evidence checks of identity, nationality, residency and “right to work” status;
- DBS Check at the level relevant for the job/role;
- Documentary evidence of qualifications;
- Satisfactory completion of the probationary period.

PART SIX The Disclosure and Barring Scheme

6. Vetting and Barring

Cherry Garden TRA will ensure that appropriate DBS checks are done on all who supervise or carry out regulated activity with children or vulnerable adults.

PART SEVEN Disclosure and Barring Service (DBS)

7. Reporting cases to the Disclosure and Barring Service

Cherry Garden TRA will comply with the statutory duty and report cases of concern to the DBS for consideration under their Vetting and Barring Procedures.

PART EIGHT Supporting Staff

8.1 Support for Staff

All who come into direct contact with children and vulnerable adults should undertake training on the subject of safeguarding.

8.2 Whistle-blowing

Anyone raising an issue about behaviour they believe to be unlawful, below standard or contrary to this policy is protected by the Public Disclosure Act 1998, provided they comply with statutory procedures.

Anyone involved in whistle-blowing will be supported, and the TRA will follow the proper procedures.

PART NINE Equal Opportunities

9. Equality of Opportunities

All children and vulnerable adults have the right to be safeguarded from harm and exploitation. This policy is therefore in line with Cherry Garden TRA's equality and diversity policies.

PART TEN

Operational Practices Policy

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

Cherry Garden TRA may take photographs of children and young people participating in activities. Written permission from parents/guardians should be obtained beforehand.

We reserve the right to prohibit the use of cameras and other photo-taking devices.

10.2 Employee Ratios

The ratio of employees/volunteers to children will be at least one to eight for those aged 8 years and under and one to ten for those aged 9 years or over as laid down by guidance issued under the Children Act (1989).

Outdoor adventure activities will always have a minimum of 2 appropriately trained adults, one of whom must hold a First Aid at Work qualification.

In all but exceptional circumstances there will be two employees present when transporting children and vulnerable adults in a minibus or other forms of public and private transport. The ratio of employees/volunteers working with children and vulnerable adults with special needs will be as laid down under the Special Needs section.

10.3 Outside Organisations

Any club, society, organisation or individual undertaking activities on Cherry Garden TRA's behalf involving children or vulnerable adults will be required to either adopt our Safeguarding Policy or show proof that they have their own robust policies.

PART ELEVEN

Special Needs Policy

11. Special Needs

All Cherry Garden TRA's employees, volunteers and contractors are required to comply with the procedures in our Children and Vulnerable Adults Safeguarding Policy.

11.1 Medication

11.1.1 Screening

Screening must take place prior to the commencement of activities and will complement our booking procedures. Screening will include illnesses, medication, health, emergency numbers and, in certain cases, special reference to asthma sufferers and inhalers, epilepsy and allergies and whether the child is able to administer their own medicines. Screening must include a medication sheet for children and vulnerable adults with individual medical requirements e.g. dosage, symptoms, times to be

administered, doctor's surgery number, etc.

Our TRA is within its rights to turn away a child or vulnerable adult with a medical condition which a parent has neglected to inform us about during the screening process.

11.1.2 Contagious illness

Our TRA will not accept any child or adult suffering from a contagious illness; they will be turned away.

11.1.3 Three to Five Years old

For activities where 3–5 year olds are left in the sole care of Cherry Garden TRA and where medication needs to be administered, parents will be required to return to administer the medication at the appropriate time. Where a child needs our help with an inhaler, parents must give us written consent.

11.1.4 Six Plus

Parents must leave written consent for any medicines to be given or overseen. It is their responsibility to inform us whether their child has an inhaler and where it is kept.

It is not our responsibility to assist in the administering of injections. A child must either be able to administer and control their condition or be supervised by a parent/guardian. If a child needs to inject themselves, we must be advised during the screening process.

11.1.6 Dietary requirements

Parents or carers must inform us if a child or vulnerable adult has specific dietary requirements.

11.1.7 Medicines

Employees and volunteers will be responsible for the safekeeping of any medicines. Children and vulnerable adults will be given the option of leaving inhalers in safekeeping or in their bags. All medicines must be clearly marked with their name.

11.1.8 Illness

Should a child or vulnerable adult become ill during an activity, their parent or carer will be requested to collect them at the earliest opportunity.

11.1.9 Nut Allergies

Nut allergies must be made known to Cherry Garden TRA, but we cannot be responsible for ensuring that other service-users do not have nut products in their lunch boxes.

11.1.10 Dangers of the Sun

Parents/carers should provide children and vulnerable adults with sun cream and sun hats.

11.2 Other Special Needs

11.2.1 Clinically Diagnosed Behavioural Problems

Cherry Garden TRA will require parents/carers to inform us during the screening process prior to the activity if their child or vulnerable adult has any known behavioural problems.

11.2.2 Additional Conditions

Cherry Garden TRA will take all reasonable steps to accommodate children and vulnerable adults with

conditions that have been made known to us.

11.2.3 Disabled Children and Vulnerable Adults

Children and vulnerable adults who are wheelchair users will be encouraged to participate in activities wherever possible, unless the safety of other children and vulnerable adults might be compromised.

11.3 Unacceptable Behaviour

Cherry Garden TRA expects reasonable behaviour from the children and vulnerable adults in its care and reserves the right to remove anyone from an activity, if the safety and enjoyment of others are compromised by bad behaviour. Where this is done, a full report must be completed and kept on file.

PART TWELVE

Contacting the Designated Safeguarding Officer

12. Designated Safeguarding Officer

Name:

Tel:

Deputy Designated Safeguarding Officer

Name:

Tel:

All paid and unpaid staff with concerns about a child or vulnerable adult, must bring these immediately to the attention of the TRA Chair, the Designated Safeguarding Officer or his/her Deputy.

Anyone to whom a vulnerable person discloses safeguarding issues must keep written notes of the concerns. They must also complete an Incident Form immediately once such issues have been raised.

**PART THIRTEEN
Review of Policy**

13. Review and Maintenance of Policy

Cherry Garden TRA will review this policy annually. The views of all employees and volunteers shall be sought and reflected in the review process. The policy will be updated to reflect any new legislation or developments in existing legislation.

All employees and volunteers will receive training in child and vulnerable adult protection procedures.

This policy was approved and agreed by the Committee on the date shown below.

Signed:

Name (print):

Position:

Date:

Review dates:

Name of Organisation

Template for a risk assessment

1. Name of activity/event:

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2. Nature, length and frequency of contact: (Insert text describing the type of activity, length of time involved and the frequency e.g. lunch club, 1.5 hours once a fortnight.

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3. Safeguarding Risk Rating:

High: Legal Action is being taken and Protection Plan is being implemented

Moderate: Safeguarding Protection Plan is in place

Low: Safeguarding Issue has been addressed

None: No Safeguarding Action is taking place

4. Contact

Contact Name of Employee/Volunteer	Nature of Contact	Length	Type of Contact	Risk

5. Health and Safety Issues

Hazard	Risk	Action	Alternative working practice

6. Any children or vulnerable adults particularly vulnerable:

Hazard	Risk	Action

7. Identified children or vulnerable adults with particular needs (medical, disability, behavioural)

Hazard	Risk	Action

Hazard	Risk	Action

8. Any additional requirements for DBS (CRB) check?

9. Safe use of ICT

Hazard	Risk	Action

10. Risk assessment carried out by: (insert name)

Date completed:

Signed off by Safeguarding Officer: (insert name)

Signature of Safeguarding Officer:

Reporting and Recording a Safeguarding Issue

When a safeguarding issue is raised it is important to record what is said or seen and what action was taken. All such written records should be kept in a locked cabinet. Access should be limited to only: 1) the person who has completed the form, 2) the designated Safeguarding Officer, 3) the Manager or Chair of the Management Committee.

The child/vulnerable adult can be shown this record but discretion should be used. Their permission should be sought before showing it to the parent/guardian/carer.

It may be shown to the police and/or social services, and could be used in court, although this is rare.

Guidelines for Responding to an Allegation of Abuse

General Points

- Keep calm – do not appear shocked or disgusted.
- Accept what the child/vulnerable adult says without passing judgement (however unlikely the disclosure may sound).
- Look directly at the child/vulnerable adult.
- Be honest.
- Let them know you will need to tell someone else; don't promise confidentiality.
- Be aware the child/vulnerable adult may have been threatened and fear reprisals for having spoken to you.
- Never push for information or question the child/vulnerable adult as this can undermine any subsequent criminal investigation. If at any point a child/vulnerable adult decides not to continue, accept that and let them know that you are ready to listen should they wish to continue at any time.

Helpful things to say or show

- Show acceptance of what the child/vulnerable adult says.
- "I take what you are saying very seriously."
- "I am pleased that you have told me. Thank you for telling me."
- If appropriate,
"It isn't your fault and you are not to blame at all."
"I am sorry that happened to you."
"I will help you."

Things not to say

- “Why didn’t you say something before?”
- “I really can’t believe it.”
- “Are you sure this has happened?”
- “Why?” “Where?” “When?” “Who?” “What?” “How?”
- Don’t make false promises to the child/vulnerable adult – like confidentiality. Be honest now; any lies will be further abuse and betrayal.
- Never make statements such as ‘I am shocked!’ or ‘Don’t tell anyone else.’

Concluding the conversation

- Reassure the child/vulnerable adult that they were right to tell you.
- Let the child know what you are going to do next and tell them that you will let them know what is happening at each stage.

The following is a template that you can use:

Record of Concerns

Name of Child/Vulnerable Adult:	
Address:	
Telephone Nos:	
Parent/Carers details: Name(s):	Telephone No(s):
What is said to have happened or what was seen?	

Name of Child/Vulnerable Adult:
When and where did it occur?
Who else, if anyone, was involved and how?
What was said by those involved?
Were there any obvious signs e.g., bruising, bleeding changed behaviour?
Was the child/vulnerable adult able to say what happened, if so, how did they describe it?
Who has been told about it and when?
Do the parents/carers know?

Signed

Date