



Stalham Town Council Safeguarding Policy

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If you require this information in large print, audio, Braille, alternative format or in a different language, please contact us and we will do our best to help.

Safeguarding Children, Young People & Vulnerable Adults

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1 Policy Statement

Stalham & Brumstead Recreation Ground Charity believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults, by a commitment to follow a practice which protects them.

We recognise that the welfare of all children, young people and vulnerable adults is paramount and that **all** children, young people and vulnerable adults – regardless of ability or culture, age, disability, gender, racial heritage, religious belief, sexual orientation or identity – have equal rights of protection from all types of harm or abuse. Under the Children Act 1989, you have a duty of care when they are in your charge and you will do everything you can to provide a safe and caring environment whilst they attend your activities. With regards vulnerable adults then the Department of Health 2000 'No Secrets' national framework provides guidance and the Safeguarding Vulnerable Groups Act 2006.

2 Policy Aim

The purpose of this policy is to provide protection for the children, young people and vulnerable adults who utilise the Poppy Centre facilities including those children of adult members or users.

This policy will provide guidelines for staff and volunteers on procedures they should adopt in the event they suspect a child, young person or vulnerable adult is experiencing or is at risk of harm.

The policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, students or anyone working on behalf of the Poppy Centre trust.

This policy does not replace the policy of the user groups of the building and each group should have its own safeguarding and safety policy.

This policy uses as a guide the Norfolk County Council policy on safeguarding and the processes/guidance of the Local Safeguarding Children Board (LSCB), Cultural Services Department, Adult Education and Guidance Services. It aims to attain LSCB standards in our activities with children, young people, vulnerable adults, their families and/or carers. We seek to achieve this by implementing this policy and the LSCB's guidelines and risk assessments where applicable.

3 Communication of the Policy

Details of the Policy will be made available to:

All staff (including volunteers) by means of induction and training.

Service users and visitors will be made aware of the Policy by means of a summary published in our buildings, on our web site and in our policy documentation,

Training should be available for all Trustees, staff and volunteers actively involved working within the Poppy Centre Trust building and its events. Staff training will be valid for 3 years. This can be online or by attending a recognised course.

Local Safeguarding Childrens Board Recommendations

Everyone needs to be vigilant in adhering to this Policy and assessing the risks of their own work and activities. *Risk assessments will be carried out annually by the Safeguarding Officer. *However it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.* It is only through adopting LSCB policies and practices that we can all be confident we have done everything we can to safeguard the children, young people and vulnerable adults in our care.

4 In Summary

We are **ALL** responsible for the safeguarding of children, young people and vulnerable adults

We will seek to safeguard children, young people and vulnerable adults by:

- valuing them, listening to and respecting them
- adopting child/vulnerable adult protection guidelines through procedures and a code of conduct for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child/vulnerable adult protection and good practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training.
- Following the guidance on the LSCB web site appropriate for our activities and involvement in the operation of the Stalham & Brumstead Recreation Ground Charity activities.
- Working with user groups to ensure they have the relevant child protection and e-safety policies in place as a pre-requisite before booking the centre.

We are also committed to reviewing our policy and good practice annually.

5 Why do we need a safeguarding children policy?

Government guidance is clear that all organisations working with children, young people, families, parents and carers have responsibilities. It is important to remember that children, young people and vulnerable adults can also abuse and that such incidents fall within the remit of this policy.

Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, all agencies and individuals should aim proactively to safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.'

We have a duty to safeguard and promote the welfare of children, young people and vulnerable adults who are using the Poppy Centre Trust facilities by:

- creating and maintaining a safe learning environment for children and young people
- identifying where there are child welfare concerns and taking appropriate action following the procedures and protocols provided by The Poppy Centre Trust Operational Handbook section on safeguarding and through partnership with other multi agencies including User Groups.

Several documents are important in the understanding of the role of child and vulnerable adults protection and processes:

- *Working Together to Safeguard Children 2006 (available through HMSO or the internet at <http://www.doh.gov.uk>):*

'All children, whatever their religious or cultural background must receive the same care and safeguards with regards to abuse and neglect'

- National framework for Vulnerable Adults. In 2000, the Government published a national framework, '**No Secrets**', so that local councils with social services responsibilities, local NHS bodies, local police forces and other partners could develop local multi-agency codes of practice to help prevent and tackle abuse.
- Safeguarding Vulnerable Groups Act 2006 – this introduced the barring and vetting scheme that operated under the Independent Safeguarding Authority (ISA). The act sets out the activities and work which are regulated activity which a person who is barred by the ISA must not undertake. This act was amended by the Protection of Freedoms Act 2012.
- Protection of Freedoms Act 2012 made provision for the establishment of the Disclosure and Barring Service [DBS]. It also amended the Safeguarding Vulnerable Groups Act 2006 in terms of the scope of the vetting and barring scheme and made changes to the system of criminal records. We will refer employees or volunteers to the DBS in appropriate circumstances. We will carry out checks on individuals before allowing them to undertake regulated activity.

6 Recognition of child abuse

The Children Act 1989 defines a child as being anyone under the age of 18. This definition includes young people who have not yet reached their 18th birthday. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

- **Physical Abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately causes ill health in a child.

- **Emotional Abuse** is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or in the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts. They may also include non-contact activities, such as involving children looking at, or in the production of pornographic material; or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to ensure adequate supervision including the use of inadequate care-takers, or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

7 Recognition of vulnerable adult abuse

The Department of Health (2000) defines a vulnerable adult as:

Any person aged 18 or over 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

- **Physical Abuse** Including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- **Sexual Abuse** Including rape or sexual assault or sexual acts, to which the vulnerable person has not consented, or could not consent or was pressured into consenting.
- **Psychological Abuse** Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

- **Financial Abuse** Including theft, fraud, exploitation, pressure in connection with wills, property or inheritance of financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect and acts of omission** Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Discriminatory** Including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.
- **Abuse caused by poor care or by poor practice** Poor professional practice also needs to be taken into account. This may take the form of isolated incidents of poor or unsatisfactory professional practice, at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other.

In all these incidences it is useful to examine,

- the impact on the victim or others, i.e. has s/he been caused unacceptable distress, pain, loss, a hospital admission or serious trauma
- the intention of the suspected perpetrator. Was it a genuine mistake or an act of avoidable ignorance?
- the institutionalising pattern of the actions. Repeated incidents of poor care may be an indication of more serious problems and this is sometimes referred to as **institutional abuse**.

8 Confidentiality

Stalham & Brumstead Recreation Ground Charity staff, volunteers and trustees may have access to confidential information about service users in order to undertake their responsibilities. In some circumstances they may be given sensitive or private information. They should never use confidential or personal information about a service user or her/his family for their own or others advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate or embarrass the user e.g. a child, young person or vulnerable adult.

Confidential information about a service user should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the learner's identity does not need to be disclosed, the information should be used anonymously.

Stalham & Brumstead Recreation Ground Charity has a clear policy regarding confidentiality, in line with Data Protection legislation. It does however recognise that all Trustees, staff or volunteers have a duty to share information in instances of suspected or alleged child or vulnerable adult abuse. In such cases, individuals have a duty to pass information on without delay and in line with local procedures.

If a member of staff is in any doubt about whether to share information or keep it confidential, he or she should seek guidance from the nominated child protection

Trust Officer or a senior member of the management committee following agreed protocols.

9 DBS Check

Some Trust members and volunteers may be required to undertake a DBS check dependent upon the activities required. The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS), therefore, CRB checks are now called DBS checks.

A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out. The Stalham & Brumstead Recreation Ground Charity can use the DBS update service to keep a certificate up to date or carry out checks on a potential employee's/volunteers certificate.

The DBS definition of a volunteer is defined in the Police Act 1997 (criminal records) Regulations 2002 as:

“Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses) or doing something which aims to benefit some third party and not a close relative.”

To qualify for a free-of-charge criminal record check, the applicant must not benefit directly from the position the DBS application is being submitted for. The applicant must not:

- benefit directly from the position for which the DBS application is being submitted
- receive any payment (except for travel and other approved out-of-pocket expenses)
- be on a work placement
- be on a course that requires them to do this job role
- be in a trainee position that will lead to a full time role/qualification

Paid employees of Stalham & Brumstead Recreation Ground Charity are not eligible for free DBS checks.

10 Record keeping

Any information relating to incidents that invoke Stalham & Brumstead Recreation Ground Charity safeguarding procedures must be kept confidential and will be securely kept in a locked cabinet/drawer to which only the Town Council employees will have access. Records will only be kept as long as necessary and all information will be passed to Children's Services or Adult Social Services as soon as possible. All records will be handwritten by the person with the concern within 24 hours, on headed paper or incident sheets and will be factual and non-judgemental. It is helpful to record any relevant known details of the child / children, young person or vulnerable adult involved e.g. name, address, date of birth etc. It is equally important to record the reasons for making the decision *not* to refer to Children's Services or Adult Social Services, as when the decision is taken to refer. Bear in mind that anyone mentioned in the reports has a right under the Data Protection Act to request to see what information is recorded about them.

11 Handling disclosures

A disclosure may be made in many ways, including verbally, in writing, through a drawing, through play or behaviour by a child, young person or an adult and it is important for everyone that this information is communicated to the correct safeguarding authorities and the Stalham & Brumstead Recreation Ground Charity guidelines followed. These guidelines are given to anyone in this situation:

GUIDELINES ON HANDLING DISCLOSURES

You may become aware of suspected or likely abuse by:

- Your own observations and concerns
- Being told by another person that they have concerns about a child
- The child or vulnerable adult tells you
- The abuser tells you.

Also remember that you may also become concerned because of difficulties experienced by the adult(s) with a child young person or vulnerable adult e.g.

- Domestic Violence incidents
- Mental Health issues
- Substance and Alcohol Abuse Incidents

REMEMBER:

- 1) Do not delay
- 2) Do not investigate
- 3) Seek advice from Stalham & Brumstead Recreation Ground Charity, or, if the person is with a User group then alert the User group manager.
- 4) Make careful recording of anything you observe or are told.
- 5) Remember to follow the Confidentiality Policy
- 6) If the person is in imminent danger call 999.

12 Use of images

The use of images or photographs should be encouraged where there is no breach of copyright or rights of another person. This includes images downloaded from the internet and images belonging to staff or learners. Permission will be sought from all service users or where appropriate parents or carers, before any images are used for the purposes of publicity for the Stalham & Brumstead Recreation Ground Charity.

No image / photograph can be downloaded, shared or distributed online without the permission of the service user, parent or carer. No photograph or image should contain personal details of the individual without their permission or where appropriate that of their parent or carer.

13 Personal Information

Processing of personal data is strictly monitored and complies with the Data Protection Act 1998.

14 Allegations of Abuse made against a person who works with children

The Trust Safeguarding officer must contact the Local Authority Designated Officer (LADO) within one working day of receiving an allegation or concern. The Safeguarding Trust officer should not investigate the allegation at this stage.

The document '**Child Protection: Duties to report concerns**', Standard Note SN/SP/6793 last updated on 16th Jan 2014 reiterates the responsibilities on reporting abuse and the process to follow summarised from the '**Working together to safeguard children**'. Together these documents will form the policy for actions to be taken in this situation and with the Norfolk LSCB guide. **NCC Children's Services LADO Team can be contacted on 01603 223473**

Acknowledgements:

- NCC Multi Agency Safeguarding policy
- NSPCC model policy