

ST GEORGE'S (HANWORTH) YOUTH CLUB

**CHILDREN AND VULNERABLE
ADULTS PROTECTION POLICY**

Updated December 2022

The Designated Safeguarding Officer is:

**MRS JACQUALINE DIMMER
9 Sunbury Way
Hanworth, Feltham
TW13 6XJ**

1. Introduction

St George's (Hanworth) Youth Club makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

St George's (Hanworth) Youth Club comes into contact with children and / or vulnerable adults through the following activities: youth work with children aged 5-18, and with young adults aged 18-25.

The types of contact with children and / or vulnerable adults will be frequent regulated contact and occasional regulated intensive contact. There will also be controlled contact by trustees and administrators.

This policy seeks to ensure that St George's (Hanworth) Youth Club undertakes its responsibilities with regard to protection of children and vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

2. Confirmation of Reading

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for St George's (Hanworth) Youth Club.

Please complete the details below and return this completed form to Mrs Jacqueline Dimmer, Safeguarding Officer, 9 Sunbury Way, Hanworth, Feltham, TW13 6XJ.

Employee Name:

Employee Signature:

Date:

3. Legislation

The principal pieces of legislation governing this policy are:

- Working together to safeguard Children 2015
- The Children Act 1989
- The Adoption and Children Act 2002:
- The Children act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

4. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

Is elderly and frail

- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

5. Responsibilities

All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Additional specific responsibilities

Trustees have responsibility to ensure:

- The policy is in place and appropriate
- The policy is accessible
- The policy is implemented
- The policy is monitored and reviewed
- Liaison with and monitoring the Youth Workers & Volunteers
- Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented

The designated Lead Officer has responsibility to ensure:

- Promoting the welfare of children and vulnerable adults
- Ensure staff (paid and unpaid) have access to appropriate training/information
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately
- Keep up to date with local arrangements for safeguarding and CRB
- Develop and maintain effective links with relevant agencies.
- Take forward concerns about responses

The designated Safeguarding Officer is Mrs Jacqueline Dimmer.

6. Implementation

The scope of this Safeguarding Policy is broad ranging and in practice it will be implemented via a range of policies and procedures within the organisation. These include:

Grievance and disciplinary procedures

to address breaches of procedures/ policies

Health and Safety policy

including lone working procedures, mitigating risk to staff and members

Equal Opportunities policy

ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory

Data protection

Staff induction

Staff training

Safe recruitment

St George's (Hanworth) Youth Club ensures safe recruitment through the following processes:

- Providing the following safeguarding statement in recruitment adverts or application details –'recruitment is done in line with safe recruitment practices.'
- Job or role descriptions for all roles involving contact with children and vulnerable adults will contain reference to safeguarding responsibilities.
- There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding
- Shortlisting is based on formal application processes/forms and not on provision of CVs
- Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification
- DBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. Portable/ carry over DBS checks from another employer will not be deemed to be sufficient. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts.
- No formal job offers are made until after checks for suitability are completed (including DBS and 2 references).

Disclosure & Barring Service Gap Management

The organisation commits resources to providing Criminal Bureau Records check on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.

In order to avoid DBS gaps, the organisation will maintain and review a list of roles across the organisation which involve contact with children/ vulnerable adults and will ensure that established staff and roles are regularly reviewed through:

- A 2 year rolling programme of re-checking DBS's is in place for holders of all identified posts.
- Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children / vulnerable adults will be subject to a DBS check.

Service delivery contracting and sub contracting

There will be systematic checking of safeguarding arrangements of partner organisations

Safeguarding will be a fixed agenda item on any partnership reporting meetings.

Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non compliance procedures'.

7. Communications training and support for staff

St George's (Hanworth) Youth Club commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding

Induction will include:

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, the role of Safeguarding Officer (and who acts in their absence)
- Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding

Training

All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Current sources and types of training will be supplied by the Safeguarding Officer to any new staff at time of appointment.

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice: safeguarding as a regular agenda item across:

- Team meetings
- Trustee meetings
- One to one meetings (formal or informal)

Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

- Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.
- Seeking further support as appropriate e.g. access to counselling.
- Staff who have initiated protection concerns will be contacted by the Safeguarding Officer within 1 week

8. Professional boundaries

Professional boundaries are what define the limits of a relationship between a staff member and a service user (ie. youth club member). They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

St George's Youth Club expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:

- Personal relationships between a member of staff (paid or unpaid) and a current service user are prohibited. This includes relationships through social networking sites such as Facebook.
- It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.
- Abusive language is not permitted under any circumstances.
- Personal contact details should not be given to service users

If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures.

9. Reporting

The reporting process for any member of staff (paid or unpaid) is as follows:

- Communicate your concerns with the Safeguarding Officer*
- Seek medical attention for the vulnerable person if needed
- Discuss with parents of child or with vulnerable person. Obtain permission to make referral if safe and appropriate

- If needed seek advice from the Children and Families helpdesk or Adults helpdesk
- Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact
- Ensure that feedback from the Local Authority is received and their response recorded

*If the Safeguarding officer is implicated, then refer to the Chairman of Trustees.

10. Allegations management

St George's (Hanworth) Youth Club recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

St George's (Hanworth) Youth Club recognises its legal duty to refer any concerns about unsafe practice by any of its paid or unpaid staff to the Disclosure and Barring Service, following procedures as outlined in documents accessible at:

<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

11. Monitoring

The organisation will monitor the following Safeguarding aspects:

- Safe recruitment practices
- DBS checks undertaken
- References applied for new staff
- Records made and kept of supervision sessions
- Training – register/ record of staff training on child/ vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
- Presence and action of Designated Safeguarding Officer responsible for Safeguarding is in post

12. Managing information

Information will be gathered, recorded and stored in accordance with the Data Protection Policy.

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Safeguarding Officer.

All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.

13. Communicating and reviewing the policy

St George's (Hanworth) Youth Club will make the family/carer of service users aware of the Safeguarding Policy through the following means:

- Included with induction pack provided to family/carer of member

This policy will be reviewed by the Board of Trustees, every year and when there are changes in legislation.