




Totton & Eling Community Association Safeguarding Policy

1) Safeguarding Policy

Version	Action	Date	Signed
Version 01	Created	14/08/2021	 C D Compton
	Authorised		

2) Introduction

- a) All children, young people and vulnerable adults have the right to be protected from harm in all elements of their lives including when engaged in voluntary activities. The Totton & Eling Community Association (the CA) is committed to working with and involving children, young people, and vulnerable adults in its own and others' community work. Trustees, staff, and volunteers have a responsibility to ensure that the welfare of children and vulnerable adults is always paramount when involved in activities or attending events run or supported by the CA.
- b) A child is defined as, under 18 years of age, by the Children Act 1989.
- c) A vulnerable adult is defined (by the Law Commission) as a person over 18 years, who is or maybe in need of, community care services by reason of mental or other disability, age or illness; and who is unable to take care of or protect him or herself against significant harm or exploitation.
- d) The aim of this policy is to
 - i) Provide children and vulnerable adults with appropriate safety and protection whilst in the care of the CA staff and volunteers; and
 - ii) Enable all staff and volunteers to make informed and confident responses to specific child or vulnerable adult protection issues.
- e) A code of guidance for staff and volunteers is provided in Appendix A. Paragraph 6.
- f) The CA will always strive towards best practice. We will adopt and adapt our code of guidance in line with recommendations and best practice adopted by our local authority and other statutory partners.
- g) All Trustees, staff and volunteers have a responsibility to report any concerns. Such concerns must be responded to swiftly and appropriately.
- h) A copy of this policy must be made available to all individuals working with, for or on behalf of the CA.

3) Recruitment and selection of staff and volunteers

- a) The CA recognises that anyone may have the potential to cause harm in some way and it is therefore important and appropriate that all



Totton & Eling Community Association Safeguarding Policy

Page 2 of 9

reasonable steps are taken to ensure unsuitable people are prevented from working with Children or vulnerable adults. The CA's recruitment process will therefore include the following:

- i) All volunteers and staff who may potentially come into contact with children or vulnerable adults must complete an application form. The form will seek information about the applicant's work experience and ask for self-disclosure about any criminal record.
 - ii) Where appropriate and relevant to the role, consent will be obtained from an applicant to seek a DBS <https://www.gov.uk/guidance/basic-dbs-checks-guidance> check. Checks will be carried out on all front-line staff and volunteers where there is regular and/or frequent work involving children, young people or vulnerable adults,
- b) Records
- i) All records will be kept locked and secure with other personnel records. Access is limited to the Centre Administrators and Trustees. Individual staff and volunteers have the right to see their own records.
- c) Unsolicited information from third parties
- i) Information will be received on a confidential basis and records kept by the Centre Administrators and Trustees. The individual concerned will be informed that it has been received. Any actions taken will be after discussion with the Trustees. The individual concerned would be able to appeal to the Trustees in the event of any action being taken.
- d) Equal Opportunities
- i) It is important to realise that some groups in society may be more likely to have a criminal record that will not be relevant to their ability to carry out our work, e.g., non-payment of fines. Therefore, the results of disclosure must be read carefully and sensitively considered.
- e) Relevance of Criminal records
- i) We shall not assume that any criminal record makes someone unsuitable to work at the CA. However given the nature and extent of our work it will not be appropriate to take on any staff or volunteers who are listed on the sex offenders register or where their disclosure is not clear in this area. If other offences are revealed, a judgement will be made based on an assessment of risk to the organisation as a whole.
 - ii) The CA therefore undertakes to treat all applicants for positions within the organisation fairly and undertakes not to discriminate unfairly against volunteers or paid staff who voluntarily reveal that they have a criminal conviction. Equally, it undertakes not to



Totton & Eling Community Association Safeguarding Policy

Page 3 of 9

discriminate unfairly against any subject of a DBS disclosure on the basis of a criminal conviction or other information revealed.

- iii) A disclosure will be requested for a post only after a risk assessment has indicated that it is both proportionate and relevant to the position concerned. Guidance is that there are risks posed by staff with access to clients which may necessitate a DBS check. For those positions where a disclosure is appropriate, recruitment literature will contain a statement that a disclosure would be requested in the event of appointment. Should a criminal record be revealed, a decision whether or not to maintain employment must have regard to the nature of crime, when it was committed, the client group involved and the reputation of the service. Failure to reveal information that is directly relevant to the position sought would play a significant part in the making of that decision.
- f) When considering risk, the CA will look at:
 - i) Risk to those we work with – is there harm in any way? What supervision is in place or could be put in place to reduce the risk?
 - ii) Reputation of the organisation – will this be affected if it became known that the organisation had employed someone with a criminal record?
 - iii) Impact on staff and volunteers – should the offence become known to everyone at the CA

4) Responding to suspicions or allegations

- a) If a member of staff or volunteer has any concerns about possible abuse or inappropriate behaviour, they have a responsibility to report it. They do not have to decide whether or not abuse or inappropriate behaviour has actually taken place.
- b) Remember an individual may be at risk of further harm if suspicions or allegations go unreported.
- c) Concerns reported to Centre Administrators and Trustees.
 - i) A record shall be made of what has been said or seen. Include the location, time and date. (See Appendix B)
 - ii) Centre Administrators and Trustees will refer the allegation to Adult or Children's Services or other appropriate body with a copy of record (a copy to be kept by the individual reporting the concerns,) who may involve the police, or go directly to the police if out-of-hours.
 - iii) The Centre Administrators will report the matter to the Trustees.
 - iv) The parents or carers of the client will be contacted as soon as possible, following advice from Adult or Children's Services department or other appropriate body.
- d) In the unlikely event that Centre Administrators and Trustees are not available, contact should be made direct to:



Totton & Eling Community Association Safeguarding Policy

Page 4 of 9

- e) If you have concerns for the safety of an adult:
 - i) Contact Hampshire Adult Services,
 - ii) **During office hours - 0300 555 1386** If between 8.30am to 5pm Monday to Thursday and 8.30am to 4.30pm on Friday.
 - iii) **At night - 0300 555 1373** If after 5pm until 8.30am Monday to Thursday, after 4.30pm Friday to 08.30am Monday and all day on Bank Holidays.
- f) What you should do if you have concerns for the safety of a child:
 - i) Contact the Children's Services Department
 - ii) **During office hours - 0300 555 1384** (8.30am – 5:00pm)
 - iii) **All other times - 0300 555 1373** contact the out-of-hours Service:
- g) In an emergency and if it is suspected someone is in immediate danger, **999** should always be called.
- h) Concerns about the conduct of member of staff or volunteer
 - i) Where the concern relates to a Trustee, Centre Administrator or volunteer it should be reported to an independent Trustee, who will take such steps as considered necessary to ensure the safety of the client in question, and any other client who may be at risk and will also will refer the allegation to HCC Adult or Children's services.
 - ii) For more information or to report abuse, refer to <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection>
 - i) The CA will fully support and protect any member of staff or volunteer who, in good faith, reports their concern that a colleague is, or may be, abusing a child or vulnerable adult.

5) Allegations of Previous Abuse

- a) Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children or vulnerable adults). Where such an allegation is made, staff and volunteers should follow the procedures as detailed above and report the matter to the HCC Adult or Children's Services or the police.
- b) Confidentiality
 - i) Every effort will be made to ensure that confidentiality is maintained for all concerned. Information should be handled securely and sensitively and will only be disclosed following advice of Adult or Children's Services or the police. Depending on the circumstances, information may need to be disclosed and shared with the following people:
 - The Centre Administrators and Trustees.



Totton & Eling Community Association Safeguarding Policy

Page 5 of 9

- The parents or carer of the person who is alleged to have been abused.
 - The person making the allegation.
 - Adult or Children's Services and the Police.
 - The alleged abuser (and parents if the alleged abuser is a child).
- ii) The CA records of the concerns will be kept secure in accordance with data protection policy.
- b) Guidelines for use of photographic or other imaging equipment
- i) The taking of photographs, film or other images of children or vulnerable adults is not appropriate without consent from parents or nominated guardians or carers. Staff must ensure that such consent is in place before making any such image of a client.
 - ii) When such images are properly obtained then they must be used only for the purpose consented to. Special care must be taken, when using any image in general publicity or in publications such as annual reports, press promotions or on websites. If there is doubt about the appropriate use of an image then staff must not be tempted to use it.

APPENDIX A

CODE OF PRACTICE FOR STAFF AND VOLUNTEERS ON SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

6) Introduction

- a) Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. Abuse can occur within many situations including the home, school and the caring support environment. There is a risk that some individuals will actively seek employment or voluntary work with young people or vulnerable adults in order to harm them.
- b) Anyone having regular contact with young people and vulnerable adults can be an important link in identifying cases where they need protection.
- c) All suspicious cases of poor practice should be reported to a Centre Administrator or Trustee and or relevant authorities following the



Totton & Eling Community Association Safeguarding Policy

Page 6 of 9

guidelines in this document.

- d) When an individual, who has been subjected to abuse outside the CA environment, comes into contact with a Trustee, Centre Administrator or Volunteer, we must work with the appropriate agencies to ensure the individual receives the required support.

7) Good Practice Guidelines

- a) All personnel should be encouraged to demonstrate exemplary behaviour to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within our activities.
- b) Good practice means:
- i) Always working in an open environment (e.g., avoiding private or unobserved situations and encouraging an open environment i.e., no secrets).
 - ii) Treating all children and vulnerable adults equally, and with respect and dignity.
 - iii) Always putting the welfare of each person first, e.g., before partners or ourselves.
 - iv) Maintaining a safe and appropriate distance with clients.
 - v) Building balanced relationships based on mutual trust, which empowers individuals to share in the decision-making process.
 - vi) Involving parents/carers wherever possible (e.g., for the responsibility of their children when travelling in a volunteer's car).
 - vii) Being an excellent role model – this includes not smoking, using inappropriate language, or drinking alcohol in the company of clients.
 - viii) Giving enthusiastic and constructive feedback rather than negative criticism.
 - ix) Recognising the developmental needs and capacity of young people and disabled adults.
 - x) Securing carer consent in writing to act in loco parentis if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
 - xi) Keeping a written record of any injury that occurs, along with the details of any treatment given.
 - xii) Staff or volunteers must gain written parental/carers consent to transport children or vulnerable adults in their cars. This consent



Totton & Eling Community Association Safeguarding Policy

Page 7 of 9

will be obtained at the time of taking the bookings for the voluntary transport or community transport schemes.

8) Practice to be avoided.

- a) The following should be avoided except in emergencies. If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of the client's carers. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session.
 - i) Avoid spending excessive amounts of time alone with children or vulnerable adults away from others.
 - ii) Avoid taking children or vulnerable adults to your home where they will be alone with you.
- b) Practice which should never occur.
 - i) Engage in rough, physical or sexually provocative games, including horseplay.
 - ii) Allow or engage in any form of inappropriate touching.
 - iii) Allow children to use inappropriate language unchallenged.
 - iv) Make sexually suggestive comments to an individual, even in fun.
 - v) Reduce anyone to tears as a form of control.
 - vi) Allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.
 - vii) Do things of a personal nature for children or disabled adults that they can do for themselves.
 - viii) Invite or allow clients to stay with you at your home unsupervised.
- c) It may sometimes be necessary for staff or volunteers to do things of a personal nature for an individual, e.g. if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents or carers. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing or where there is physical contact, lifting/assisting to carry out particular activities.
- d) Avoid taking on the responsibility for tasks for which you are not appropriately trained.
- e) If any of the following occur, you should report this immediately to a Centre Administrator or Trustee and record the incident. You should



Totton & Eling Community Association Safeguarding Policy

Page 8 of 9

also ensure the parents or carers of the child or vulnerable adult are told.

- i) If you accidentally injure or cause discomfort to a client.
- ii) If he/she seems distressed in any manner.
- iii) If a client appears to be sexually aroused by your actions.
- iv) If a client misunderstands or misinterprets something you have done.

APPENDIX B

9) HOW TO RECORD CONCERNS

- a) Information passed to the Adult or Children's Services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Information should include the following:
 - i) The name of the child or vulnerable adult.
 - ii) Age of individual and date of birth
 - iii) Home address and telephone number
 - iv) Is the person making the report expressing their own concerns or those of someone else?
 - v) What is the nature of the allegation? Include dates, times, any special factors and other relevant information. Make a clear distinction between what is fact, opinion or hearsay.
 - vi) A description of any visible bruising or other injuries. Are behavioural signs or indirect signs evident?
 - vii) Witnesses to the incidents.
 - viii) The child's or vulnerable adults account, if it can be given, of what has happened and how any bruising or other injuries occurred.
 - ix) Have the parents/carer been contacted? If so what has been said?
 - x) Has anyone else been consulted? If so record details.
 - xi) If it is not the child or vulnerable adult making the report has the individual concerned been spoken to? If so what was said?
 - xii) Has anyone been alleged to be the abuser? If yes, record details of the allegation made, including the identity of the alleged abuser, the person making the allegation and the time and date.

SAFEGUARDING



If you have concerns for the safety of an adult Contact Hampshire Adult Services,

- **During office hours - 0300 555 1386** If between 8.30am to 5pm Monday to Thursday and 8.30am to 4.30pm on Friday.
- **At night - 0300 555 1373** If after 5pm until 8.30am Monday to Thursday, after 4.30pm Friday to 08.30am Monday and all day on Bank Holidays.

If you have concerns for the safety of a child contact the Children's Services

- **During office hours - 0300 555 1384** (8.30am – 5:00pm)
- **All other times - 0300 555 1373** contact the out-of-hours Service:

In an emergency and if it is suspected someone is in immediate danger, Call **999**.