

South Lockleaze & Purdown Neighbourhood Group

Title: Combined Safeguarding Policy (Children and Young People, and Vulnerable Adults)

Doc Ref: 2016001 V1.0

Latest Review: 29/04/2021

Overview

South Lockleaze and Purdown Neighbourhood Group have a duty of care to ensure the safety of the people using the Eastville Old Library Building (whether they are directly delivering the services or not).

The space is frequently used for activities for children, young people and vulnerable adults. As a free and public space open for all, it is reasonable to assume that volunteers could be in direct and regular contact with vulnerable people during opening hours.

Who are vulnerable adults?

The Department of Health defines a vulnerable adult as a person who is aged 18 or over that is or may need community care services because of a disability (mental or other), age or illness and is someone who could be unable to look after themselves, or protect themselves from harm or exploitation.

The South Lockleaze and Purdown Neighbourhood Group will put procedures in place for volunteers and paid staff so that they have appropriate safeguarding training and follow the code of conduct.

Recognising Abuse

It is not our responsibility to diagnose abuse but it is very important that we act when we are concerned or uneasy about something.

It should be easy for anyone to report possible abuse of others or of themselves. The safeguarding contact person/s should be identified by name, role and ideally by a photograph on display.

Safeguarding contact person

At SLAPNG the designated contact person is:

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Their responsibilities are to:

- Be familiar with any child or vulnerable adult policies and procedures produced by SLAPNG
- Obtain training on child and vulnerable adult protection and their responsibilities
- Liaise with First response or other appropriate agencies regarding child and vulnerable adult protection and welfare issues regarding incidents or disclosures from service users
- Keep up to date contact information for reporting issues for children and vulnerable adults including referral and support services available
- Ensure that any incidents such as inappropriate behaviour, allegations or disclosures are recorded, and a record of action taken by the organisation, the liaison with other agencies and the outcome.

Definitions

- **Physical Abuse** – is causing physical injury, or failing to prevent physical injury or suffering. It may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a carer or parent feigns the symptoms of, or deliberately causes ill health to a child or young person they are looking after.
- **Emotional Abuse** – is the persistent emotional ill treatment of a child or young person or vulnerable adult, such as to cause severe and persistent adverse effects on their emotional development. It can include threats, verbal attacks, shouting and rejecting behaviour. It may involve conveying to children and young people, or vulnerable adults that they are worthless, unloved or inadequate, or valued in so far as they meet the needs of another person. All abuse is likely to have an emotional abuse element.
- **Neglect** - the persistent failure to meet the basic physical and/or psychological needs of a child or young person or vulnerable adult. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, failure to ensure access to appropriate medical carer or treatment, or leaving a child or young person or vulnerable adult alone and unsupervised. It may also include neglect of, or unresponsiveness to basic emotional needs.

- **Sexual Abuse** – involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of what is happening. For vulnerable adults includes rape, sexual assault, or sexual acts to which the adult has not or could not have consented, or to which they were pressurised into consenting. It may include non-contact activities such as involving children in looking at or in the production of pornographic material or watching sexual activities or encouraging children, young people or vulnerable adults to behave in a sexually inappropriate way.
- **Financial or material abuse** such as theft, fraud or exploitation, pressure in connection with wills, property, or inheritance, misuse of property, possessions or benefits.
- **Discriminatory abuse** such as that based on race or sexuality or a person's disability and other forms of harassment or slurs.
- **Institutional abuse** can sometimes happen in residential homes, nursing homes or hospitals when people are mistreated because of poor or inadequate care, neglect and poor practice that affects the whole of that service.

Any of these forms of abuse can be either deliberate or be the result of ignorance, or lack of training, knowledge or understanding. Often if a person is being abused in one way they are also being abused in other ways.

Implementation

All SLAPNG volunteers and staff members will have access to this policy, it will be discussed as part of their induction and they must agree to apply it in practice.

Dealing with concerns or allegations – under no circumstances should a volunteer carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

Recording of abuse allegations

If anyone is concerned about a child, young person or adult they should write an objective account of these concerns using the incident report form in the safeguarding folder in the locked filing cabinet in the building. The account should be factual and include the time and date of the incident and the name of the volunteer. This record should then be kept in the safeguarding file. Volunteers should also take care not to share confidential information with others in a way that could identify the people concerned unless it is necessary to do so.

The following steps should be observed:

- whenever possible and practical, take notes during any conversation
- ask for consent to do this and explain the importance of recording information
- explain that the person giving you the information can have access to the records you have made in respect of their own information
- where it is not appropriate to take notes at the time, make a written record as soon as possible afterwards
- record the time, date, location, format of information (e.g. letter, telephone call, direct contact) and the persons present when the information was given
- the record must always be signed and dated by the person making the record
- include as much information as possible but be clear about which information is fact, hearsay, opinion and do not make assumptions or speculate
- include the context and background leading to the disclosure

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the safeguarding contact person appointed by the South Lockleaze and Purdown Neighbourhood Group.

If the suspicions implicate the safeguarding contact person then the report should be made in the first instance to Children's Services, Adult Social Care or the Police.

Next Steps:

Where the concern is about a child, the safeguarding contact person should contact First Response. Numbers are as follows:

First Response: 0117 903 6444

Out of hours emergency Duty Social Work line 01454 615 165.

There is a general number for Police (101) and callers can be put through to the Police Child Abuse Investigation Team, if they request this. It operates 24 hours a day.

When the decision has been made to make a referral to Adult Social Care or the Police, the following steps need to be taken.

The referral can be made in office hours to Adult Social Care (Bristol Care Direct 0117 922 2700) 8.30am to 5pm Monday to Friday. Outside office hours the referral should be made to the Emergency Duty Services (01454 615 165) or the Police.

The safeguarding contact person/s will create a Safeguarding Case File which will be kept securely and will contain all records, logs, events and information relating to the particular child or adult. They will maintain a log of actions on the disclosure and record times, dates and names of people contacted and spoken to as well as their contact details and include full details of referrals to Children's Services, Adult Social Care and the Police.

Groups hiring the building on a regular basis

It is the responsibility of the hirer to ensure that their staff and volunteers have the correct level of DBS check for the work they are carrying out, if required, and a robust safeguarding policy.

At the point of making a new hire agreement the hire co-ordinator may ask to see the relevant documents (for example, safeguarding policy, public liability insurance, risk assessment etc). If they are not satisfied with the hirers' documentation they have the right to postpone the booking until they can produce the correct documentation.

Safeguarding awareness

The South Lockleaze and Purdown Neighbourhood Group is committed to on-going development opportunities for all volunteers, developing a culture of awareness of safeguarding issues to help protect everyone.

The South Lockleaze and Purdown Neighbourhood Group will undertake an annual review of the safeguarding policy and procedures.