



Penkside Community Champions

CHILDREN AND VULNERABLE ADULTS SAFEGUARDING

The Penkside Community Champions wish to see as many people as possible benefit from the provision of The Thirlmere Way Community Centre and associated activities and this includes children and vulnerable adults. We recognise the importance of safeguarding children and vulnerable adults and will implement the Children and Vulnerable Adults Safeguarding Policy, as detailed below.

Risks:

- 1. Whilst the Trustees main aim will be to administer the Thirlmere Way Community Centre, it is likely that on occasion in this role they may come into contact with, or be involved in events and projects with others, including children and vulnerable adults. This may provide an opportunity for an abuse of trust or mistreatment.*
- 2. Children and vulnerable adults are treated less favourably than others with regards to community activities, events, projects and The Thirlmere Way Community Centre building.*
- 3. Trustees may be approached re allegations of abuse and the like, both by the alleged victims and by others. The risk is that Trustees will not know how to deal with this and not act appropriately.*
- 4. Allegations of abuse may be made against the Trustees themselves.*
- 5. Organisations or commercial users working with children and vulnerable adults at the Thirlmere Way Community Centre may abuse or mistreat them, or allow others do to the same.*
- 6. Children may have access to and imbibe alcohol.*
- 7. Children and vulnerable adults may have access to harmful substances, such as cleaning fluids or other dangerous chemicals.*

Policy Objectives:

- 1. To ensure that all Trustees are DBS checked (or equivalent) to ensure they have or have had no convictions, or warnings and that there are no other associated reasons which would preclude them from dealing with children or vulnerable adults. The status of Trustees DBS checks to be reviewed every three years. Trustees to complete Safeguarding Courses, with three year refresher courses.*
- 2. To ensure that children and vulnerable adults are not treated less favourably than others with regards to access and participation in community activities, events, projects and use of The Thirlmere Way Community Centre building where appropriate, taking into account individual needs and restrictions.*
- 3. To ensure that Trustees are aware of good practice when dealing with children and vulnerable adults.*
- 4. To ensure that Trustees are aware of how to deal with allegations of abuse if referred to them, or if they feel someone using the community centre or associated projects may be subject of abuse.*
- 5. To ensure that Trustees ask those organisations and also commercial users (Users) to confirm that that they have appropriate DBS checks, child protection and safeguarding in place, should they be dealing with children or vulnerable people. (N.B. Trustees are NOT responsible for checking the content or appropriateness of Users child protection and*

vulnerable adults policies, checks, insurance and other arrangements when letting The Riverside Community Centre space or for other associated projects. It is the Users themselves who are responsible for ensuring that they have appropriate arrangements, policies, checks and insurance in place).

CHILDREN AND VULNERABLE ADULTS SAFEGUARDING POLICY

Definitions

Child – a person under the age of 18 years.

Vulnerable Adult Person - someone who may be:

- in need of community care services because of a disability, age or illness, and
- is unable to take care of him or herself, or
- is unable to stop someone else from harming or exploiting them.

A vulnerable adult may be someone with a learning disability, mental health needs, a physical or sensory impairment or may be elderly and frail.

Abuse – Abuse is something that is done to another person and that harms them in some way. Abuse can take several forms and may include one or more of the following:

- **Physical abuse:** Causing someone physical harm, for example by hitting, pushing or kicking them, misusing medication, causing someone to be burnt or scalded, controlling what someone eats, restraining someone inappropriately or depriving them of liberty.
- **Sexual abuse:** Sexual acts to which a person has not or cannot give their consent or which they have been pressurised into. For example rape, inappropriate touching or use of sexualised language.
- **Psychological abuse:** Causing someone mental and emotional distress by using threats, humiliation, control, intimidation, harassment, verbal abuse or depriving them of contact with other people.
- **Financial abuse:** Taking money, goods or property without permission. This can include theft, fraud, exploitation or putting pressure on someone to make a will, transfer the ownership of property or carry out other financial transactions.
- **Neglect:** Failure to provide access to services to meet a person's health, social care or educational needs or withholding the necessities of life such as medication, food and heating.
- **Discriminatory abuse:** Treating someone in a less favourable way and causing them harm, because of their age, gender, sexuality, disability, ethnic origin or religion
- **Institutional abuse:** Services that fail to recognise the rights of service users and offer a poor quality of care or which condone ways of working which cause harm to vulnerable people.

Policy

1. Trustees will all be DBS checked to ensure there are no convictions, or warnings and that there are no other associated reasons which would preclude them from dealing with children or vulnerable adults. The status of Trustees DBS checks to be reviewed and rechecked every three years or if otherwise considered appropriate.
2. Trustees will all receive Safeguarding Courses and three yearly refresher courses or as appropriate.
3. Trustees will aim to ensure that children and vulnerable adults are not treated less favourably than others with regards to access and participation in community activities, events, projects and use of The Thirlmere Way Community Centre building where appropriate, taking into account individual needs and restrictions. Trustees will request those organisations, individuals and also commercial users to confirm that they will comply. This will be achieved through the inclusion of an affirming statement on all booking/ rental forms, to which users will agree. Trustees are NOT responsible for other users' compliance when letting The Thirlmere Way Community Centre space or for other associated projects. It is the users themselves who are responsible for ensuring that they have appropriate arrangements, policies, checks and insurance in place for all of their activities.
4. Trustees will all be informed of and given a copy of **'Trustees – What to Do If Abuse is Reported to You or You Suspect Abuse'**. These instructions to be reviewed annually. Trustees will report to the other Trustees should they suspect and or report alleged abuse of any kind. This information will be kept confidential.
See Appendix 1 'Trustees – What to Do If Abuse is Reported to You or You Suspect Abuse'.
5. Trustees will all be informed of and given a copy of **'Friends of Riverside Trustees - Good Practice Guidelines for Dealing with Children and Vulnerable Adults'**. The Good Practice Guidelines to be reviewed annually or if an issue arises which Trustees decide warrants a review.
See Appendix 2 'Trustees - Good Practice Guidelines for Dealing with Children and Vulnerable Adults'.
6. If an allegation of abuse is made about a Trustee to another Trustee(s), then the same procedure will apply as detailed in **'Trustees – What to Do If Abuse is Reported to You or You Suspect Abuse'**. N.B. If an allegation of abuse is made about a Trustee directly to MASH, the Police, Staffordshire County Council or other body, group or individual, then that Trustee will advise the other Trustees as soon as possible, who may wish to arrange an extraordinary meeting to discuss the issue confidentially. The Trustee against whom the allegation has been made will not attend any session or event or participate in any project involving children or vulnerable adults until such time as the matter is investigated by the appropriate authority and satisfactorily concluded.
7. Trustees will request those organisations and also commercial users to confirm that they have adequate DBS checks, child protection and safeguarding in place, should they be dealing with children or vulnerable adults. This will be done through the inclusion of this question on all booking/ rental forms. Trustees are NOT responsible for checking the

content or appropriateness of Users child protection and vulnerable adults policies, checks, insurance and other arrangements when letting The Thirlmere Way Community Centre space or for other associated projects. It is the Users themselves who are responsible for ensuring that they have appropriate arrangements, policies, checks and insurance in place for all of their activities.

- 8.** This policy is to be reviewed annually or after a report of alleged abuse, or if a Trustee suspects abuse or an associated issue which is viewed as warranting a review. A report reflecting this will be presented at the annual meeting. The policy will be held online and updated with any amendments as appropriate.

'Trustees – What to Do If Abuse is Reported to You or You Suspect Abuse'.

REFER, DO NOT INVESTIGATE

What to Do If Abuse is Reported to You

1. Allow the person to speak to you without interruption, accepting what is said.
2. Offer understanding and reassurance, but do not pass judgement on what is being alleged.
3. Advise that you will try to offer support, but that you must pass the information on.
4. If you believe the person is at **immediate risk** of **serious** harm or injury, then call the **police on 999 or 101**.
5. Children and Young People:
 - a) If you believe a child or young person is at risk of significant harm, neglect or injury report your concerns to the First Response Team on 0800 131 3126.
 - b) If you have significant safeguarding concerns about someone who is working or volunteering with children and young people call 0800 131 3126
6. Vulnerable Adults:
 - a) If you have any concerns about a vulnerable adult being abused you should contact **Phone: [0345 604 2719](tel:03456042719)**

Monday - Thursday* 8:30am - 5pm
Friday: 8:30am - 4:30pm
*Excludes Bank Holidays
7. Make careful notes of what was said, using the actual words wherever possible and any consequent actions and sign and date your notes.
8. Report details to other Trustees in confidence and if appropriate call an extraordinary meeting to discuss the issues confidentially and any further action which may be required.

What to Do If You Witness or Suspect Abuse

As above from Point 4. onwards

'Friends of Riverside Trustees – Good Practice Guidelines for Dealing with Children and Vulnerable Adults'

9. Treat everyone with dignity and respect.
 10. Do not allow name calling, bullying or similar behaviour, by others to children and vulnerable adults, go unchallenged.
 11. Treat everyone equally and without differentiation, if at all possible.
 12. Plan events, projects or sessions so that more than one person is present when working with children and vulnerable adults. If you cannot avoid being on your own with children and vulnerable adults, then let someone else know where you are and what you are doing.
 13. Avoid any over familiar behaviour or contact and do not enter into any inappropriate emotional or physical relationship (including sexual) with children and vulnerable adults which is an abuse of their trust in you.
 14. Do not drink alcohol if children or vulnerable adults are in your direct care. Do not let children drink or come into contact with alcohol. Discretion must be used with regards to alcohol and vulnerable adults, depending on their vulnerabilities and the situation.
 15. Be aware and sensitive to the risks and dangers which may cause harm or injury to children and vulnerable adults, e.g. access to cleaning materials or other chemicals, and do your best to reduce these.
 16. If a child or vulnerable adult refers allegations of abuse to you, or you are suspicious that a person is being abused, then take the allegations seriously and follow: **'Friends of Riverside Trustees – What to Do If Abuse is Reported to You or You Suspect Abuse'**.
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