

## **SAFEGUARDING/CHILD PROTECTION AND VULNERABLE PERSONS POLICY**

This policy applies to all staff, including trustees, paid staff, volunteers, students, guest members, partner organisations and anyone working/helping the Pewsey Community Area Partnerships (Pcap).

### **The Purpose of this policy:**

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- To protect children and young people that Pcap encounter via projects.
  - To protect vulnerable persons Pcap encounter via projects.
  - To provide personnel and volunteers with the overarching principles that guides our approach to child protection.
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Pcap is committed to creating and maintaining the safest possible environment for children and young people as well as vulnerable adults. We believe that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and vulnerable people and keep them safe. We are committed to practice in a way that protects them.

We recognise that:

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- The welfare of the child/young person/vulnerable person is paramount.
  - All children and vulnerable persons, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
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We will seek to safeguard children, young people and vulnerable persons by:

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- Valuing them, listening to and respecting them.
  - Adopting safeguarding and child protection practices through procedures and a code of conduct for staff and volunteers.
  - Providing effective management for personnel through support and training.
  - Ensuring all necessary checks are made where relevant - Disclosure and Barring Service (DBS).
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- Sharing information about safeguarding, child protection and good practice with children, young people, staff and volunteers.
  - Sharing concerns with agencies who need to know, and involving carers, parents and children appropriately.
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We are committed to reviewing our policy and good practice annually.

Last reviewed: June 2015

**CHILD PROTECTION PROCEDURES (relevant for vulnerable adults which should be reported to a Pcap representative and the relevant person in your own organisation)**

Pcap recognises that children and young people suffer abuse when they are:

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- Physically abused, actual or likely bodily injury or failure to prevent injury.
  - Sexually abused, actual or likely sexual exploitation.
  - Emotionally abused, persistent or severe emotional ill treatment or rejection effecting emotional or behavioural development.
  - Neglected, persistent or severe neglect, failure to protect from exposure to danger.
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**If you suspect a child or young person or vulnerable person of being abused**

1. Immediately inform the Local Youth Network Officer, Pcap representative and follow any procedures your organisation has in place.
2. Record the facts as you know them and give a copy to the Local Youth Network Officer/ the Pcap representative.
3. Ensure that the child or young person or vulnerable person has access to an approved independent adult.
4. Ensure that no other situation arises which could cause any further concerns.

**If a child or young person or vulnerable person tells you about abuse by someone else**

1. Allow the child or young person or vulnerable person to speak without interruption, showing they have been heard and accepting what is being said.
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2. Encourage the child/vulnerable person to talk, but not to prompt them or ask them leading questions. Do not interrupt when a child or young person or vulnerable adult is recalling significant events and do not make them repeat their account. The only question to use is 'What happened?'
3. **Write down** what has been said, using exact words where possible, no personal opinions.
4. Make a note of the date, time, place and people who were.
5. Explain the actions that must be taken, in a way that is appropriate to the age and understanding of the child or young person or vulnerable person
6. Report concerns to the Local Youth Network Officer who will share information with the relevant contact or the carer of the vulnerable person or the relevant authority.

**If you receive an allegation about an adult or about yourself**

1. Immediately inform the Local Youth Network Officer and/or Pcap Representative. Follow the procedures for your organisation.
2. Record the facts as you know them and give a copy to the Local Youth Network Officer and/or the Pcap representative.
3. Try to ensure that no one is placed in a position that could cause further compromise.

**YOU MUST REFER/YOU MUST NOT INVESTIGATE**

**Guidelines for workers and volunteers**

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- DO treat everyone with respect.
  - DO plan activities that involve more than one other person or are within the sight or hearing of others.
  - DO respect a child or young person or vulnerable persons right to personal privacy.
  - DO ensure, on residential, that you have separate sleeping accommodation for leaders and young people, vulnerable persons, male and female.
  - DO encourage young people, vulnerable persons and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
  - DO avoid situations that compromise your relationship with young people/vulnerable persons that are unacceptable within a relationship of trust.
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- DO remember that someone else might misinterpret your actions no matter how well intentioned.
  - DO recognise that caution is required even in sensitive moments of counselling such as dealing bullying, bereavement or abuse.
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- DO NOT do things of a personal nature for young people that they can do for themselves.
  - DO NOT permit abusive peer activities, e.g. initiation ceremonies, ridiculing or bullying.
  - DO NOT engage in rough physical or sexually provocative games, including horseplay.
  - DO NOT have any inappropriate physical or verbal contact with others.
  - DO NOT jump to conclusions about others without checking the facts.
  - DO NOT allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes.
  - DO NOT show favouritism to any individual.
  - DO NOT make suggestive remarks or gestures even in fun.
  - DO NOT let suspicion, disclosure or allegation of abuse go unrecorded or unreported.
  - DO NOT rely on your good name to protect you and do not believe 'It could never happen to me'.
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### **First aid**

When administering first aid, physical contact is normally essential, but injuries to certain parts of the body will require contact that could be misinterpreted. If the urgency for treatment permits, workers and volunteers are advised to ensure that others are present and that they explain clearly what they are going to do before doing it.

### **Conflicts and rowdy behaviour**

The best advice is that workers and volunteers should tell protagonists to stand back, no physical intervention should happen.

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Workers and volunteers are advised to write an immediate report on any incident, which might lead to an allegation being made against them, outlining the circumstances and identifying others present.

Dated: June 2015

*Review data August 2016*

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