



The Fieldgate Centre

Children and Vulnerable Adults Safeguarding Policy

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Registered Charity no. 1168366

Statement of Kingsclere Community Association's Children and Vulnerable Adults Safeguarding Policy

1. General Policy

Kingsclere Community Association is firmly committed to the belief that all children and vulnerable adults have a fundamental right to be protected from harm and fully recognises its responsibility for child and adult protection. The safety and protection of all vulnerable people that Kingsclere Community Association supports is paramount and has priority over all other interests, unless life is at imminent risk.

There are five main elements to the policy:

- ensuring that Kingsclere Community Association practises safe recruitment in checking the suitability of staff and volunteers to work with young people and vulnerable adults;
- raising awareness of child protection and vulnerable adult issues amongst paid staff and volunteers;
- developing and implementing procedures for identifying and reporting cases or suspected cases, of child or adult abuse;
- supporting the child or adult who has been abused;
- establishing a safe environment in which children and adults can socialise and develop new skills.

2. Definitions

The following definitions apply throughout the Safeguarding Policy and associated procedures:

2.1.1. Child or Children

The Children Act 1989 defines a child as a person under eighteen for most purposes.

2.1.2. Vulnerable Adult or Adults

The Protection of Vulnerable Adults Scheme (PoVA 2004) defined a vulnerable adult as a person aged 18 or over who has a condition of the following type:

- A substantial learning or physical disability;
- A physical or mental illness or mental disorder, chronic or otherwise, including addiction to alcohol or drugs;
- A significant reduction in physical or mental capacity.

2.1.3. Young Person

The term young person will include those aged between 5 and 24 years. For the purposes of this policy, a young person aged under 18 years is regarded as a child and

a vulnerable adult includes all people aged 18 and over subject to the criteria of the POVA Scheme.

2.2. Forms of abuse

The Children Act 1989 defines four types of abuse: physical, emotional, sexual and neglect. These categories of abuse apply and will be relevant to vulnerable adults as well as to children who Kingsclere Community Association has contact with as part of its activities and social care role with people of all ages.

2.2.1. Physical Abuse

Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child or vulnerable adult. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness.

2.2.2. Emotional Abuse

Emotional abuse is persistent emotional ill treatment causing severe and persistent effects on the child or vulnerable adult's emotional development and may involve:

- conveying the message that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person
- imposing developmentally inappropriate expectations
- causing the child or vulnerable adult to feel frightened or in danger – e.g. witnessing domestic violence
- exploitation or corruption of children, young people or vulnerable adults

Some level of emotional abuse is involved in most types of ill treatment, although emotional abuse may occur alone.

2.2.3. Sexual Abuse

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening, and includes penetrative (i.e. vaginal or anal rape or buggery) and non-penetrative acts.

It may also include non-contact activities such as looking at, or being involved in, the production of pornographic materials, watching sexual activities or encouraging children or vulnerable adults to behave in sexually inappropriate ways.

2.2.4. Neglect

Neglect involves the persistent failure to meet basic physical and/or psychological needs, which is likely to result in serious impairment of the neglected person's health

and development. It may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of basic emotional needs.

Staff should also be aware of other factors which influence these forms of abuse such as racial or homophobic abuse.

2.3. Status of Policy

This policy forms part of the Terms and Conditions of Employment and applies to all employees, trustees and volunteers. Its purpose is to protect the personal safety of all children, young people and vulnerable adults using the facilities, resources and activities provided by Kingsclere Community Association actively promoting awareness, good practice and sound procedures.

3. Procedures

3.1 Personnel/Recruitment

All employees, trustees and volunteers involved in regulated or intensive contact with vulnerable people are required to provide references that Kingsclere Community Association deems appropriate, which are always verified.

All employees, trustees and volunteers who are involved in regular or intensive contact with children, young people and vulnerable adults are required to have enhanced or standard criminal record checks (CRB).

No new employees, trustees or volunteers should start employment/work with children or vulnerable adults until references have been verified and CRB checks received. If this is not possible then new employees, trustees and volunteers must not have contact with vulnerable people until references and CRB checks are completed satisfactorily. Details of the checks to be carried out are set out in Part 5.

All employees, trustees and volunteers will receive, and will be required to read and sign, the Children and Vulnerable Adults Safeguarding Policy. All employees, trustees and volunteers will receive regular support in their work with children and vulnerable adults.

3.2 Responsibilities

All employees, trustees and volunteers working on behalf of Kingsclere Community Association have a responsibility for the welfare of the children and vulnerable adults that they work with.

All employees, trustees and volunteers have a duty to ensure that any suspected

incident, allegation or other manifestation relating to child and vulnerable adult protection is reported using the reporting procedures detailed in this policy.

Kingsclere Community association has a Designated Safeguarding Officer and a nominated deputy. The Chairman of the Association, for whom the Vice Chairman will act as deputy in his or her absence, must also be informed of issues which arise under this policy. The Designated Safeguarding Officer and Deputy Safeguarding Officer are responsible for child protection and the implementation of this policy. It is the responsibility of the Designated Safeguarding Officer to take appropriate action following any expression of concern and make referrals to the appropriate agency.

3.2.1 Designated Safeguarding Officer

The Designated Safeguarding Officer will attend training as appropriate and make referrals to external agencies. Other aspects of their role include:

- obtaining information from staff, volunteers, children, parents or carers who have concerns relating to the protection of children or vulnerable adults and to record this information;
- assessing information quickly and carefully and asking for further information where appropriate;
- consulting with statutory child and vulnerable protection agencies e.g. the local social services department and police, to clarify doubts or worries;
- making referrals to Social Services, or the police, without delay.

All employees/volunteers will be made aware of the named Designated Safeguarding Officer and how to contact them. Contact details also appear in Part 12 of this policy. The Designated Safeguarding Officer has contact telephone numbers for the local Area Safeguarding Board and other statutory agencies.

3.3 Reporting Procedures: What to do if you suspect someone is being abused

All staff, volunteers and others working in direct or indirect contact with vulnerable people as part of the organisation's activities; or as part of the environment where the activities take place, must be alert to the signs of abuse. Anyone who suspects that abuse is taking place in this environment or to whom a child or vulnerable adult discloses issues relating to safeguarding should contact the Designated Safeguarding Officer immediately.

Any suspicion or allegation must be reported as soon as possible on the day of the occurrence to the Designated Safeguarding Officer. Disclosure or evidence for concern may occur in a number of ways including a comment made by a child or adult, physical evidence such as bruising, a change in behaviour, or inappropriate behaviour or knowledge.

It is the responsibility of the Designated Safeguarding Officer to liaise with other relevant agencies where necessary and seek clarification from the Safeguarding and Protection Unit of the local Constabulary, if there is any concern about the validity of

any allegation.

Any suspicion or allegation of abuse must be recorded by the observer/s on the appropriate incident reporting form. This form must be kept strictly confidential and stored securely following the Data Protection Procedures. All employees and volunteers are instructed to report the disclosure or discovery of abuse or alleged abuse directly to the chairman of Kingsclere Community Association who will inform the Designated Safeguarding Officer.

All trustees will report such incidents directly to the Designated Safeguarding Officers.

All stages of the reporting procedure must be documented, marked CONFIDENTIAL and stored securely following the procedures laid out in the Data Protection Policy.

3.4 Allegations against employees, trustees or volunteers

When any form of complaint is made against an employee or volunteer, it must be taken seriously and the complaint should initially be dealt with by a member of staff employed by Kingsclere Community Association who is on site at the time the complaint is made or the leader of the activity/club. The staff member/volunteer must report the complaint to the Safeguarding Officer or his/her nominated deputy immediately, giving details of the circumstances.

The Safeguarding Officer or his/her nominated deputy will attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made. If this is not possible, contact will be made by telephone.

The Safeguarding Officer or his/her nominated deputy will have the right to suspend from duty and/or the premises, any person who is a party to the allegation until a full investigation has been made.

This action does not imply in any way that the person suspended is responsible for, or is to blame for, any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a totally professional manner.

It is the responsibility of the Safeguarding Officer or his/her nominated deputy to make the decision as to whether to inform Social Services, NHS Community Mental Health Team (CMHT) and/or the Safeguarding Unit of the local Constabulary, depending on the nature of the allegation.

Kingsclere Community Association will co-operate fully with the Police, Social Services, the NHS and all other parties involved.

The Safeguarding Officer or his/her nominated deputy will ensure that the Chair of Kingsclere Community Association, or in his/her absence the Secretary, Vice- Chairman

or Treasurer, is fully briefed. An agreed statement will be prepared for the purpose of accurate communication with external sources and for the protection of the legal position of all parties involved.

The Safeguarding Officer or his/her nominated deputy will make a full written report of the incident and the actions taken. This report will be stored securely following the procedures detailed in the Data Protection Policy.

3.4.1 Resignation

If, during the course of an investigation relating to safeguarding, an employee tenders his or her resignation, or ceases to provide their services, Kingsclere Community Association is not prevented from following up an allegation in accordance with these procedures. Every effort will be made to reach a conclusion in cases relating to the welfare of children or vulnerable adults, including those where the person concerned refuses to co-operate with the process

4. Confidentiality

All employees and volunteers must work under the principle that confidentiality is extremely important and plays a large part in much of the work carried out with children and young people. However, under no circumstances will any individual in the employment of Kingsclere Community Association, or acting as a volunteer, keep confidential any information that raises concerns about the safety and welfare of a child or vulnerable person. This statement relating to confidentiality is made known to all who access any provision of Kingsclere Community Association.

5. Recruitment

5.1. Safe recruitment of staff

Kingsclere Community Association undertakes to ensure that its paid staff and volunteers, are suitable to work in a environment where they will encounter children and vulnerable adults as part of the Organisation's work. It also reserves the right to refuse to employ staff or volunteers whom it has a reasonable belief may pose a risk to vulnerable people.

Kingsclere Community Association has systems in place to prevent unsuitable people from working with children or vulnerable adults and to promote safe practice. These systems apply to all new staff who are involved in regulated or intensive contact with children and vulnerable adults and require the following checks to be made on appointment:

- A minimum of two references, satisfactory to Kingsclere Community Association one of which should be from a previous employer
- Documentary evidence checks of identity, nationality, residency and "right to work" status
- Enhanced DBS Disclosure

- Documentary evidence of qualifications
- Satisfactory completion of the probationary period

Volunteers who work with children and vulnerable adults require the following checks:

- Enhanced DBS checks
- Satisfactory completion of the probationary period

6. Vetting and Barring

The Safeguarding Vulnerable Groups Act 2006 places a duty on Kingsclere Community Association to undertake an Enhanced Criminal Records Bureau Disclosure for all staff and volunteers supervising or in intensive or frequent contact with children or vulnerable adults.

Kingsclere Community Association carries out Standard Disclosure checks on all staff whose jobs involve some contact with children or vulnerable adults. Positions which fall into this category include administration staff, where unsupervised access to children or vulnerable adults is a part of the job.

An Enhanced Disclosure is required for staff and volunteers who regularly care for, supervise, train or are in sole charge of children or vulnerable adults. Positions which fall into this category include managers, youth workers and administration staff in positions where unsupervised access to children or vulnerable adults forms a large part of the role e.g. Leaders of clubs for young people. For individuals who have lived outside of the UK further checks are carried out, where appropriate, if a DBS Disclosure is not felt to be sufficient to establish suitability to work with children, young people or vulnerable adults.

7. Reporting cases to the Independent Safeguarding Authority

Kingsclere Community Association has a statutory duty to make reports and provide relevant information to the Independent Safeguarding Authority (ISA) where there are grounds for believing, following an investigation, that an individual is unsuitable to work with children or vulnerable adults, or may have committed misconduct. The responsibility for reporting cases to the ISA lies with the Designated Safeguarding Officer.

The Independent Safeguarding Authority make barring decisions for Section 142 of the Education Act (formally known as List 99), The Protection of Children Act List (PoCA) and the Protection of Vulnerable Adults List (PoVA). This has now been combined as part of the Vetting and Barring Procedures of the Independent Safeguarding Authority.

8. Support for Staff

The Children and Vulnerable Adults Safeguarding Policy will be issued to all new staff as part of their induction.

The Kingsclere Community Association is aware that safeguarding cases can be distressing and that both paid and unpaid staff who have been involved may find it helpful to talk about their experiences, in confidence, with the Designated Safeguarding Officer or with a trained counsellor. Staff wishing to be referred for counselling should contact the Designated Safeguarding Officer.

9. Equality of Opportunities

As part of the community served by Kingsclere Community Association all children and vulnerable adults have the right to be safeguarded from harm and exploitation whatever their race, religion, gender, sexuality, age or disability. This policy relates to the Organisation's legal obligation to protect children who are suffering forms of abuse as defined in the Children Act 1989 and is therefore in line with the association's equality and diversity policies.

10. Operational Practices Policy

10.1 The use of cameras, videos, or camera mobile phones

Kingsclere Community Association may take photographs of children and young people participating in activities and events. At all times written permission from parents will be obtained before photographs are taken.

Kingsclere Community Association reserves the right to prohibit the use of cameras, videos and mobile telephones with picture taking capacity on its land and within any of its properties or at events it promotes.

10.2 Employee Ratios

For children, the ratio of employees/volunteers will be one to eight for those aged 8 years and under and one to ten for those aged 10 years or over as laid down by guidance issued under the Children Act (1989).

Where a Governing Body or Government guidelines require a higher ratio of employees/volunteers to the number of children and vulnerable adults this ratio will override the minimum ratios set above.

During activities and clubs there will always be present a minimum of two adults one of whom holds a First Aid qualification.

10.3 Signing in and out

A register signing in and out will be kept of all children under 14 and vulnerable adults attending clubs or activities organised by Kingsclere Community Association. Records will be made of contact details for parents and carers. A list of contact details will be with the lead organiser at all meetings of clubs and activities.

10.4 Outside Organisations

Any club, society, organisation or individual undertaking activities on Kingsclere Community Association's behalf involving children aged 14 and under and vulnerable adults will be required to either adopt Kingsclere Community Association's Children and Adults Safeguarding Policies or show proof that they have their own robust policies.

Any club, society, organisation or individual undertaking any activity that has been sanctioned by Kingsclere Community Association which involves children aged 14 years and under in Kingsclere Community association's premises will be required to adopt an effective signing in and signing out procedure.

Any club, society, organisation or individual working with children and vulnerable adults will be subject to random spot checks periodically by the Safeguarding Officer or his/her deputy to ensure policies and procedures are in place and being implemented.

11. Special Needs Policy

All Kingsclere Community Association's employees, volunteers and contractors are required to comply with the procedures contained within this policy.

This Special Needs Policy works in support of Kingsclere Community Association's established Children and Vulnerable Adults Safeguarding Policy which requires all employees, trustees and volunteers who regularly care for, supervise, train or are in sole charge of children or vulnerable adults to be checked through the Criminal Records Bureau before coming into contact with any child or vulnerable adults taking part in Kingsclere Community Association's organised activities.

Medical Conditions

Screening must take place prior to commencement of activities. Screening will include illnesses, medication, health, emergency numbers and, in certain cases, special reference to asthma sufferers and inhalers and whether the child is able to administer their own medicines.

Contagious illness

The screening form will indicate that Kingsclere Community Association will not accept any child suffering from a contagious illness and they will be turned away.

Illness

Should a child or vulnerable adult become ill during an activity the activity organiser will request the parent or carer to collect the child at the earliest opportunity.

11.2 Other Special Needs

11.2.1 Clinically diagnosed Behavioural Problems

Kingsclere Community Association will require parents/carers to inform activity/club leaders during the screening process prior to the activity if their child has any known behavioural problems.

11.2.2 Additional Conditions

Kingsclere Community Association will take all reasonable steps to accommodate children and vulnerable adults with conditions that have been made known to employees.

11.2.3 Disabled Children and Vulnerable Adults

Children and vulnerable adults who are wheelchair users will be actively encouraged to participate in activities. However, where the safety of other children and vulnerable adults may be compromised, such as contact sports, certain disabled children and vulnerable adults may be turned away and encouraged to seek out more suitable activities for their disability.

11.3 Unacceptable Behaviour

Kingsclere Community Association expects a reasonable standard of behaviour from the children and vulnerable adults in its care and reserves the right to remove a vulnerable person from the activity. Where other children and vulnerable adults' safety and enjoyment are compromised by bad behaviour Kingsclere Community Association will have total discretion whether to remove the child or vulnerable adult from the activity. Where this has to be done then a full incident report will be required to be completed and kept on file.

12. The Designated Safeguarding Officer

Name: Sue Grove-White
Tel: 01635 298497

Deputy Designated Safeguarding Officer name: Lesley Farey

Tel: 01635 298497

All paid and unpaid staff who are not the Designated Safeguarding Officer, but who are approached with concerns about a child or vulnerable adult, must bring the concerns raised to the attention of the Designated Safeguarding Officer, his/her deputy or their line manager immediately.

All staff to whom a vulnerable person discloses issues that may be related to safeguarding must keep written notes of concerns. The staff member must also complete an Incident Form immediately after the issues have been noted by them or reported to them.

13. Review and Maintenance of Policy

Kingsclere Community Association shall undertake to review this policy, its implementation and effectiveness annually. The views of all employees and volunteers shall be sought where necessary and reflected in the review process.

Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments.

All employees and volunteers involved in regulated or intensive contact with children and vulnerable adults will receive training in child and vulnerable adult protection procedures and the training will be reviewed as and when required.

This original policy was approved and agreed by the trustees of Kingsclere Community Association in August 2016 and was reviewed and revised in March 2020.

Next review date: March 2023