



## SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

### **The purpose of this policy:**

- to protect children, young people and vulnerable adults who attend or receive Dalgarno Trust's services. This includes the children of adults who use our service.
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

**Applies to:** All Dalgarno Trust staff and volunteers, including the senior team.

The Dalgarno Trust has a responsibility to promote the welfare of all children, young people and vulnerable adults, and to keep them safe. We are committed to practise in a way that protects them.

### Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable adults, namely:

- The Children Act 1989 (and amendments) states the legal definition of a child is "a person under the age of 18".
- The Education Act (2002) Section 175
- The Children Act 2004
- Working Together to Safeguard children 2006
- Safeguarding Vulnerable Groups Act 2006
- Section 115(4) of the Police Act 1997 states that a person can be considered to be vulnerable if they are "substantially dependent upon others in performing basic physical functions, or his ability to communicate with those providing services, or to communicate with others, is severely impaired, and, as a result, he would be incapable of protecting himself from assault or other physical abuse, or there is a potential danger that his will or moral well-being may be subverted or overpowered".
- The Human Rights Act 1998
- The Equality Act 2010
- Special education needs and disability (SEND) code of practice: 0-25 years, HM Government 2014

The Dalgarno Trust works with external partners including schools and colleges. This policy applies to all areas of work where Dalgarno Trust staff work with and/or interact with children, young people and vulnerable adults.

This policy and procedures are based on the following principles:

- The welfare of children and vulnerable adults is of primary concern
- All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identify have the right to be safeguarded from abuse.
- It is everyone's responsibility to report any concerns about abuse to the Designated Safeguarding Officers, and the responsibility of the Social Services Department (within the relevant local authority) and the Police to conduct, where appropriate a joint investigation
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

The Designated Safeguarding Officers are:

**Children and Young People:** Carmel Hendricks

**Vulnerable Adults:** Carmel Hendricks

#### Definition of Abuse

Abuse is any behaviour towards a person that deliberately or unknowingly causes him harm, endangers life or violates their rights.

- **Physical Abuse:** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to someone, including by fabricating the symptoms of, or deliberately causing, ill health.
- **Sexual Abuse** involves forcing or enticing a child or young or vulnerable person to take part in sexual activities, whether or not the child or vulnerable adult is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include involving children or young/vulnerable adults in looking at, or in the production of pornographic material, or encouraging children or young/vulnerable adults to behave in sexually inappropriate ways.
- **Emotional Abuse** is persistent emotional ill-treatment such as to cause severe and persistent adverse effects on the child's or young/vulnerable adults' emotional development.
- **Neglect** is the persistent failure to meet a child's or young/vulnerable adults' basic physical and/or psychological needs, likely to result in the serious impairment of their health or development, such as failing to provide adequate food, shelter or clothing. It may also take the form of neglect of, or unresponsiveness to, a child's or young/vulnerable adults' basic emotional needs.
- **Financial or Material Abuse** including theft, fraud, exploitation or the misuse/misappropriation of property, possessions or benefits.
- **Discriminatory Abuse** including racist abuse, sexist abuse, abuse based on a person's disability, and other forms of harassment, slurs or similar treatment.

- **Complex (organised or multiple abuse)** abuse may be defined as abuse involving one or more abusers and a number of related or non-related abused children or young/vulnerable adults. The abusers concerned may be acting in concert to abuse, sometimes acting in isolation or using an institutional framework or position of authority to recruit children or young/vulnerable adults for abuse

### Responsibility

All Dalgarno Trust staff and volunteers are required to take shared responsibility for the safeguarding and safety of any young people and vulnerable adults on site. They must be aware of and abide by this policy. It is incumbent all staff to be aware of this and to act accordingly at all times.

All Dalgarno Trust staff are in a position of trust, in particular those staff who teach, support, guide or in any way interact with young people and vulnerable adults.

The managerial responsibility for any programme or activity rests with the individual who is directing or organising the activity. This person is expected to:

- Ensure that the activity is planned, organised and delivered in accordance with the Safeguarding Children and Vulnerable Adults Policy
- Arrange the checking, training, induction and guidance for all staff and volunteers
- Inform Dalgarno Trust's Designated Safeguarding Officers and complete the appropriate documentation such as incident reports or alert reports
- Complete a health and safety risk assessment

Whilst working with children, staff will be aware of some possible indicators of abuse, and should always take note of:

- unexplained changes in mood or behaviour
- nervousness or watchfulness
- inappropriate relationships with peers and/or adults
- inappropriate sexual language
- attention-seeking behaviour
- scavenging or compulsive stealing
- changes in appearance or hygiene
- persistent fatigue
- running away
- injuries inconsistent with an explanation given

The Director has responsibility for the oversight of Dalgarno Trust's Safeguarding Children and Vulnerable Adults Policy with delegated responsibility to relevant members of the team.

### Responsibilities of the Organisation

The Dalgarno Trust has processes in place (such as references, enhanced DBS checks) to ensure the suitability of staff and volunteers working directly with children and young people. The majority of the staff across the Dalgarno Trust will be in regular or significant contact with under-18s or vulnerable adults in the course of their work.

A 'satisfactory' check is defined as having no criminal convictions (including cautions, reprimands and final warnings) *relevant* to the post. All staff or volunteers working at the Dalgarno Trust and in contact with young people or children must report any subsequent criminal convictions to the Director of the Trust.

Failure to do so will result in disciplinary action being taken.

### Establishing a Caring Environment

All staff are responsible for making the Dalgarno Trust a safe and caring environment for all including young people and vulnerable adults

A Caring Environment is one:

- in which the health, safety and welfare of users have been assessed and catered for.
- in which staff are alert to the possibility of abuse and take measures to prevent that possibility.
- where there is a sound and known reporting system for any incident
- where staff take reasonable and practical precautions to avoid any suspicions of abuse being brought against them.

### Child Safeguarding Procedures

Where under-18s are concerned there are statutory responsibilities for any organisation to follow regarding the safety of young people. Dalgarno Trust has 2 Designated Safeguarding Officers, one to be the lead person with regard to child safeguarding issues, the other in relation to vulnerable adults. At Dalgarno, the Designated Safeguarding Officers are the Youth Development Manager (for children and young people) and the Volunteer Coordinator (for older and vulnerable people). In their absence, all concerns should be escalated to the Operations Manager or the Director.

All staff must contact the appropriate staff if they have any cause to believe the person involved in any activity in the Trust covered by this policy is in any way at risk. The Designated Safeguarding Officer or senior management will follow the relevant procedures.

Records will be kept of all such incidents, and their outcomes, on the shared drive (in a protected document) and held by the Designated Safeguarding Officer / director in accordance with the Data Protection Act.

All staff should be aware that in accordance with statutory requirements where child safeguarding issues are involved, it is not possible to offer confidentiality to a person under 18 as any disclosures must be reported.

### Vulnerable Adults

Within the voluntary sector context there are not the same statutory provisions which can be easily adopted with regard to vulnerable adults. When working with children, charities and other agencies can evoke the Children's Act in order to mobilize the relevant authorities or to make decisions. With vulnerable adults, agencies do not have the same responsibility or power and must defer to other agencies who would be able to determine their mental capacity. However, the same principles apply, as above.

Where possible the Dalgarno Trust will identify vulnerable adults and ensure that there are appropriate support measures in place. This is most likely to be when the person presents to, or is referred to our services and clearly has mental health difficulties or a disability that puts them into the legal definition of 'vulnerable'.

Any member of staff across the Dalgarno Trust with concerns regarding an adult whom they believe or know to be vulnerable must contact the Designated Safeguarding Officer.

### Role of the Dalgarno Trust's Child and Vulnerable Adult Safeguarding Officer

The role of the Designated Safeguarding Officer is:

- To receive information about events that are planned in the Dalgarno Trust that may involve young people or vulnerable adults, and plans that indicate how safeguarding will be covered.
- To receive information from any staff, volunteers, children, parents or carers who have child safeguarding concerns and record it
- Assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate
- Consult initially with a statutory child safeguarding agency (such as social services) to test out any doubts or uncertainty
- Make a formal referral (**raise an alert**) to a statutory child safeguarding agency or the police
- Record statements from any member of staff who feels that a young person has indulged in inappropriate behaviour or made sexually suggestive comments or approaches.
- To support staff, vulnerable adults or young people who have either made a disclosure or who have been disclosed to.
- To close safeguarding cases accordingly

### Reporting and Monitoring Procedures

All members of staff working closely with children have to be alert to possibilities of abuse and any concerns about the behaviour of any adult with respect to that child should be reported to the Designated Safeguarding Officer who will decide what further action to take.

It is the duty of staff to inform only, not to investigate – this is the role of the Police and Social Services.

If staff, in the course of their work at the Dalgarno Trust, have a child safeguarding issue brought to their notice, this must be treated as a priority over all other work.

Guidance with regard to a specific incident may be obtained from the Designated Safeguarding Officer.

An oral, and then written report should be provided to the Designated Safeguarding Officer who will keep a confidential record of any such incidents on the shared drive, in a protected folder.

#### Allegations of abuse or inappropriate behaviour involving staff

Allegations involving a member of staff and a person under-18 or a vulnerable adult should be reported to the Director of the Trust and to the Designated Safeguarding Officer.

Consideration will be given as to whether the situation falls within the definition of abuse and appropriate action will be taken as per the actions outlined above.

#### Training

In accordance with good practice the Dalgarno Trust will ensure that the Designated Safeguarding Officers (and officers deputed to act on their behalf), and other staff and volunteers likely to be in regular contact with under-18s and vulnerable adults, receive appropriate training.

The following topics must be covered:

- a. Health and safety issues
- b. Handling a disclosure
- c. Reporting an allegation
- d. Confidentiality

#### Relationships with young people aged 16-18.

It should be noted that whilst a young person can consent to sexual activity once they reach the age of 16, the Sexual Offences (Amendment) Act 2000 makes it a criminal offence for a person to engage in any kind of sexual activity with a person under 18 where the adult is in a position of trust. A staff member or volunteer at the Trust is deemed to be in a position of trust.

#### Media Relations

For any Dalgarno Trust activity involving children and young people; parents or guardians must be given the opportunity to refuse permission for photographs, videos or other images to be made of their children and for the children to be interviewed by press, broadcasters or other media.

#### Health and Safety

All users of Dalgarno Trust services must be made aware of Health and Safety requirements and be prepared to abide by them.

These policy and procedures will be monitored and reviewed:

- In accordance with changes in legislation and guidance on the safeguarding of children and vulnerable adults or any changes within the Dalgarno Trust
- Following any issues or concerns raised about the safeguarding of children or vulnerable adults within the Dalgarno Trust
- In all other circumstances, at least every 3 years

## **Contact Details**

Designated Safeguarding Officer (Children & Young People)

Name: Carmel Hendricks

Phone: 02089696300      Email: [carmel@dalgarnotrust.org.uk](mailto:carmel@dalgarnotrust.org.uk)

Designated Safeguarding Officer (Vulnerable Adults)

Name: Carmel Hendricks

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Director: Ann Goodger

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Director: conta Rowan Hamilton

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RBKC Social Services

Phone/Out of hours: 0207 361 3013      Email: [socialservices@rbkc.gov.uk](mailto:socialservices@rbkc.gov.uk)

<https://www.rbkc.gov.uk/lscb/contacts-safeguarding-kensington-and-chelsea>

Alexandra Handford (Acting Safeguarding Manager)

Phone: 0207 598 4638/07973 564 580      Email: [Alexandra.Handford@rbkc.gov.uk](mailto:Alexandra.Handford@rbkc.gov.uk)

NSPCC Helpline

0808 800 5000

**Policy Approved by: Conta Rowan Hamilton**

**Role/Title: Director**

**Date: Feb 2018**

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Appendix A  
CODE OF GOOD PRACTICE FOR STAFF and VOLUNTEERS

The following guidelines are intended to be a common sense approach that both reduce opportunities for the abuse of young people and vulnerable adults and help to protect staff, students and volunteers from any false allegation.

You SHOULD:

- Treat all young people and vulnerable adults with respect, and respect their right to personal privacy
- Ensure that, whenever possible, there is more than one adult present during activities or that you are within sight or hearing of others
- Exercise caution when discussing sensitive issues with children or vulnerable adults
- Exercise caution in initiating any physical contact with a young person or vulnerable adults
- Operate within the guidance offered by this code
- Challenge all unacceptable behaviour and report all allegations or suspicions of abuse
- Keep parents fully informed of all anticipated activities

You should NOT:

- Spend excessive time alone with young people or vulnerable adults away from others
- Take young people or vulnerable adults alone in a car journey, however short
- Take young people or vulnerable adults to your home
- Engage in physical or sexually provocative games
- Allow or engage in inappropriate touching of any form
- Make over-familiar or sexually suggestive comments or approaches to a young person or vulnerable adult even as a 'joke'
- Enter changing rooms or bedrooms that are assigned to the opposite sex unless there is an emergency
- Let allegations, over familiar or sexually suggestive comments or approaches made by a young person or vulnerable adult go unchallenged or unrecorded.
- Do things of a personal nature that young people or vulnerable adults can do for themselves.
- Take photographs, videos or other images of a young person without the express permission of their parents

