

CHILD and VULNERABLE ADULTS PROTECTION & SAFEGUARDING POLICY

DATE CREATED:

DATE REVIEWED: July 2016

SIGNATURE:

DATE OF NEXT REVIEW: July 2017

This policy was written for Greatwood by Laura Wickham and updated by Alex Shaw. It will be reviewed annually and updated in line with any new recommendations or legislation as it is made available.

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Greatwood. We are committed to reviewing our policy and good practice annually.

The purpose of this policy:

- to protect children, young people and vulnerable adults who receive Greatwood's services. This includes the children of adults who use our services;
- to provide staff and volunteers with the overarching principles that guide our approach to child protection;
- Greatwood believes 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 and young people and to keep them safe. We are committed to practice in a way that protects them.

We recognise that:

- the welfare of the child/young person/vulnerable adult is paramount;
- all children, 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;
- working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting welfare.

We will seek to keep children and young people safe by:

- valuing them, listening to and respecting them;
- adopting child protection and sound safeguarding practices through procedures and a code of conduct for staff and volunteers;
- developing and implementing an effective e-safety policy and related procedures;
- providing effective management for staff and volunteers through supervision, support and training;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- sharing information about child protection and safeguarding and good practice with children, parents, staff and volunteers;
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

Procedure for children at possible risk of abuse

This procedure applies to any paid member of staff or volunteer who may be concerned about the safety and protection of a child or vulnerable adult.

Purpose and aim of this procedure

We aim to ensure those children and vulnerable adults who attend Greatwood and any other children who may come to the attention of Greatwood, receive the protection and support they need if they are at risk of abuse. This procedure provides clear direction to staff and volunteers at Greatwood if they have concerns that a child or vulnerable adult is in need of protection.

Different types of abuse

Physical abuse is violence causing injury or occurring regularly during childhood. It happens when:

- a child or vulnerable adult is hurt or injured by being hit, shaken, squeezed, thrown, burned, scalded, bitten or cut
- someone tries to drown or suffocate a child or vulnerable adult
- someone gives a child or vulnerable adult poison, alcohol or inappropriate drugs someone fabricates the symptoms of, or deliberately induces, illness in a child or vulnerable adult.

In some cases the injuries will be caused deliberately. In others they may be accidental but caused by the child or vulnerable adult being knowingly put at risk.

Sexual abuse occurs when someone uses power or control to involve a child or vulnerable adult in sexual activity in order to gratify the abuser's own sexual, emotional or financial needs or desires. It may include:

- forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not the child or vulnerable adult is aware of what is happening
- encouraging children or vulnerable adults to behave in sexually inappropriate ways
- showing children or vulnerable adults pornographic material or involving them in the production of such material
- involving children or vulnerable adults in watching other people's sexual activity or in inappropriate discussions about sexual matters.

Emotional abuse is persistent or severe emotional ill-treatment of a child or vulnerable adult that is likely to cause serious harm to his/her development. It may include:

- persistently denying love and affection
- regularly making the child or vulnerable adult feel frightened by shouts, threats or any other means
- hurting another person or a pet in order to cause distress
- being so over-protective so that the ability to develop or lead a normal life is affected
- exploiting or corrupting a child or vulnerable adult, e.g. by involving him/her in illegal behaviour
- conveying the message that he/she is worthless, unlovable, inadequate, or his/her only value is to meet the needs of another person. This may or may not include racist, homophobic or other forms of abuse.

Neglect involves persistently failing to meet physical, psychological or emotional needs. It may include:

- failing to ensure basic needs for food, shelter, clothing, health care, hygiene and education are met
- failing to provide appropriate supervision to keep a child or vulnerable adult out of danger. This includes lack of supervision of particular activities or leaving a child or vulnerable adult alone in the house.

Ways that abuse might be brought to your attention

- a direct disclosure about him or herself may be made
- a direct disclosure may be made about another child
- information may be offered that is worrying but not a direct disclosure
- a member of staff might be concerned about appearance or behaviour or about the behaviour of a parent or carer towards a child or vulnerable adult
- a parent or carer might make a disclosure about abuse or risk of suffering; they might offer information that is worrying but not a direct disclosure.

Talking to a child or vulnerable adult who has told you that he/she or another child/vulnerable adult is being abused

- Reassure them that telling someone about it was the right thing to do.
- Tell him/her that you now have to do what you can to keep him/her (the subject of the allegation) safe.
- Let them know what you are going to do next and who else needs to know about it.
- Let them tell his or her whole story. Don't try to investigate, quiz or use leading questions, but make sure that you are clear as to what he/she is saying.
- Ask them what he/she would like to happen as a result of what he/she has said, but don't make or infer promises you can't keep.
- Give the child the ChildLine phone number: 0800 1111.

Helping a child or vulnerable adult in immediate danger or in need of emergency medical attention

- If they are in immediate danger and are with you, remain with him/her and call the police.
- If the child or vulnerable adult is elsewhere, contact the police and explain the situation to them.
- If he/she needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive get help from the designated first aider. If the first aider is not available, use any first aid knowledge that you may have yourself to help.

You also need to contact Alex Shaw, Designated Safeguarding Lead, to let him know what is happening. Alex Shaw or Helen Yeadon should inform the local authority social care department. If the police and/or the health services have been involved, they should be part of the decision to inform the Local Authority. Consider the welfare of the child/vulnerable in the decision making as the highest priority.

Issues that will need to be taken into account are:

- the child's/vulnerable adult's wishes and feelings
- the parent's/carer's right to know (unless this would place the child/vulnerable adult or someone else in danger, or would interfere with a criminal investigation)
- the impact of telling or not telling the parent/carer
- the current assessment of the risk and the source of that risk
- any risk management plans that currently exist.

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart at the end of this document.

Keeping a record of your concerns

Use the Greatwood reporting form to record the concern and how it is dealt with. The relevant sections of the form should be completed and signed at each stage of the procedure. It can be used to forward information to the statutory child protection or other relevant authorities if a referral to them is needed. The form should be signed

and dated by all those involved in its completion and kept confidentially on the learner's file. The name of the person making the notes should be written alongside each entry.

Useful contact details:

Managing Director:

Helen Yeadon

Email: helen.yeadon@greatwoodcharity.org

Telephone: 01672 514535

Designated Safeguarding Lead:

Alex Shaw

Email: education@greatwoodcharity.org

Telephone: 01672 514535

Local police:

John Bordiss

Email: John.Bordiss@wiltshire.pnn.police.uk

Telephone: 101

Marlborough Police station, George Lane, Marlborough, Wiltshire, SN8 4DB

Multi-Agency Safeguarding Hub (MASH):

Telephone: 0300 4560108 or 0845 6070888 (out of hours)

or if there is immediate danger phone the police or emergency services on 999.

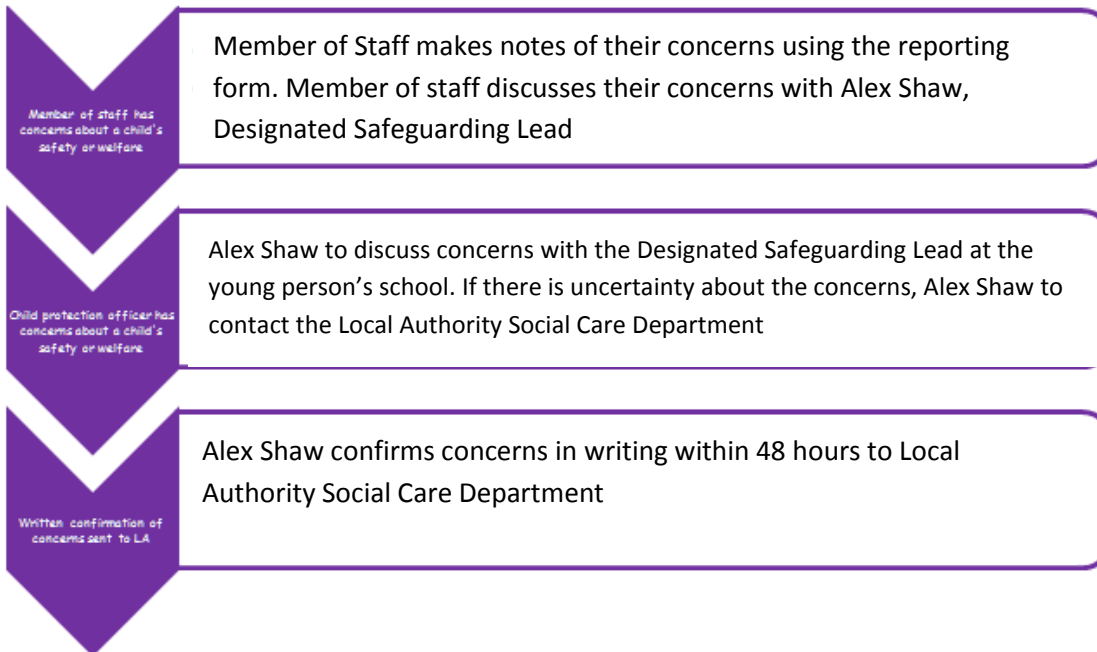
NSPCC Helpline: 0808 800 5000 or help@nspcc.org.uk

Child Line: 0800 1111 (text phone 0800 400 222) or www.childline.org.uk

Reporting child protection concerns

If a child/vulnerable adult is in need of emergency medical attention or in immediate danger, follow the procedure set out in on the section on helping in a situation of immediate danger or in need of emergency medical attention.

You should then take the steps set out in the flowchart to ensure the concern is dealt with.



*If after speaking to school's Designated Safeguarding Lead, Alex Shaw and Helen Yeadon are no longer concerned, no further child protection action is needed. They will decide whether to discuss the initial concern with other services to ensure that the child's/vulnerable adult's needs are being met elsewhere.