

## Safeguarding Children, Young People and Adults at Risk Policy

### 1. Policy Statement

We recognise that the welfare of all children and adults at risk is paramount and that *all* children and young people and adults at risk; regardless of ability or culture, have equal rights of safeguarding. We have a duty of care when they are accessing our services and we will do everything we can to provide a safe and caring environment.

### 2. Purpose

The purpose of this policy is to:

- protect children, young people and adults at risk, who receive CLAPA's services and all staff and volunteers who work within our service.
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

### 3. Definitions

Safeguarding means protecting a person's right to live in safety, free from abuse and neglect.

#### Definition of a child/young person

The 2 key principles of Working Together to Safeguard Children are:

- Safeguarding is everyone's responsibility; for services to be effective each professional and organisation should play their full part and
- and
- a child centred approach: for services to be effective they should be based upon a clear understanding of the needs and views of children

In England, Northern Ireland and Wales, a child is someone who has not yet reached their 18th birthday. In Scotland a child is somebody under the age of 16.

#### Definition of an Adult at Risk

The legal definition of the term "adult at risk" refers to any person aged 18 years and over (16 in Scotland) who:

- has needs for care and support and;
- is experiencing, or is at risk of, abuse and neglect and;
- as a result of those care needs is unable to protect themselves from either the risk of, or the experience of, abuse and neglect.

### 4. Scope

This policy applies to all staff, Trustees and volunteers working for or on behalf of CLAPA.

## **5. Legal Framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England, Northern Ireland, Scotland and Wales. A summary of the key Children and Young Peoples legislation and guidance is available from <https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>. As summary of the adults at risk key legislation and guidance is available from [www.anncrafttrust.org/resources/safeguarding-adults-legislation](http://www.anncrafttrust.org/resources/safeguarding-adults-legislation)

## **6. Responsibility**

All staff, volunteers and Trustees are responsible for recognising abuse and following CLAPA procedures to provide protection to Children and Young People and adults at risk who access CLAPA's services.

### **I. Organisation**

CLAPA will seek to keep children and young people and adults at risk safe by;

- providing protection for the children and young people/adults at risk who receive CLAPA's services, including the children of adult members or users
- providing staff and volunteers with guidance and training on procedures they should adopt in the event that they suspect a child, young person or adult at risk may be experiencing, or be at risk of, harm.
- valuing children and young people/adults at risk by listening to and respecting them
- adhering to relevant legislation through procedures and a code of conduct for staff, Trustees and volunteers
- having procedures for dealing with allegations against, and concerns about, staff, Trustees and volunteers
- recruiting staff, Trustees and volunteers safely, ensuring all necessary checks are made
- recording and store information professionally and securely in accordance with CLAPA's Data Protection Policy
- sharing updated Safeguarding information with staff, trustees and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children and adults at risk appropriately
- providing effective management for staff and volunteers trustees through induction, supervision, support and training
- having agreements about working with other organisations and agencies. If the concern is raised in a statutory setting (school, hospital etc) then the concern will be reported to the Designated Safeguarding Lead within that setting

- appointing a nominated child and adult protection/safeguarding lead, deputy child protection/safeguarding leads and a lead trustee/board member for safeguarding
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- developing and implement an effective online safety policy and related procedures
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for children, young people, staff and volunteers and adults at risk, accessing our service. This will be done by applying health and safety measures in accordance with the law and regulatory guidance
- recording and storing information professionally and securely

## 7. Mandatory Procedures

All staff, volunteers and trustees will follow CLAPA's reporting and recording procedure. The Designated Safeguarding Lead and Deputies will follow the Designated Safeguarding Lead procedure when dealing with referrals.

### **If you are worried about Child or Adult at Risk because:**

- You have seen something
- A child or adult says they have been abused
- Somebody else has told you they are concerned
- There has been an allegation against a colleague
- There has been an anonymous allegation
- An adult has disclosed that they were abused as a child
- An adult has disclosed that they are abusing a child



Record your concerns on the Reporting Safeguarding Concerns Form (T:\HR & OFFICE MANAGEMENT\POLICIES\SAFEGUARDING\Reporting Safeguarding Concerns Form) and send via email to the Safeguarding Inbox: [safeguarding@clapa.com](mailto:safeguarding@clapa.com)

**In an emergency do not delay: dial 999**

### **Safeguarding Designated Lead:**

Cherry LeRoy 07985 538982

### **Deputies:**

Claire Evans 07792 772362

Daniel Richards 07772 684398

Claire Cunniffiee 07854 298304

### **Safeguarding Trustee:**

Marie Pinkstone 07801932251

Jenny Williams 07969 740470

Please contact the team to discuss anything further. If your concern relates to a member of the Safeguarding Team, please contact the Safeguarding Trustee

## **8. Support – Internal and External**

Related CLAPA policies include:

Equality and Diversity Policy  
Allegations Policy  
Bullying/Harassment Policy (in draft)  
Safer Recruitment  
Whistleblowing Policy  
Complaints policy  
Data Protection Policy  
Social media policy (covers e-safety)  
Safer recruitment policy  
Recruitment of ex-offenders  
Confidentiality policy  
Lone working policy

Other policies as appropriate.

### **Supporting Documents**

Incident report form  
Code of Conduct  
Photo/video consent form  
Children and Young Peoples guidance  
Safeguarding Risk Assessment

### **Legislation**

Working Together 2018

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Information Sharing 2018

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Child Exploitation 2017

<https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>

The Care Act 2014 – statutory guidance

[www.gov.uk/government/publications/care-act-2014-statutory-guidance-for-implementation](http://www.gov.uk/government/publications/care-act-2014-statutory-guidance-for-implementation)

Mental Capacity Act 2005

[www.dca.gov.uk](http://www.dca.gov.uk)

Safeguarding Vulnerable Groups Act 2006

[www.opsi.gov.uk](http://www.opsi.gov.uk)

Deprivation of Liberty Safeguards

[www.dca.gov.uk](http://www.dca.gov.uk)

Disclosure & Barring Service 2013

[www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)

Making Safeguarding Personal Guide 2014

[www.local.gov.uk/publications//journal\\_content/56/10180/6098641/PUBLICATION](http://www.local.gov.uk/publications//journal_content/56/10180/6098641/PUBLICATION)

Sexual Offences Act 2003

[www.opsi.gov.uk](http://www.opsi.gov.uk)

## **Helplines**

### Children and Young People

NSPCC Helpline

0808 800 5000

### Adults at Risk

Supportline

01708 765200