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

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Version 2.0: January 2021
Review: October 2021

CLAPA Safeguarding Group
This policy applies to all staff, Trustee’s 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.annacktrust.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

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 Cunniffe 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
  

- Information Sharing 2018
  

- Child Exploitation 2017
  
The Care Act 2014 – statutory guidance

Mental Capacity Act 2005
www.dca.gov.uk

Safeguarding Vulnerable Groups Act 2006
www.opsi.gov.uk

Deprivation of Liberty Safeguards
www.dca.gov.uk

Disclosure & Barring Service 2013
www.gov.uk/dbs-update-service

Making Safeguarding Personal Guide 2014
www.local.gov.uk/publications//journal_content/56/10180/6098641/PUBLICATION

Sexual Offences Act 2003
www.opsi.gov.uk

Helplines

Children and Young People
NSPCC Helpline
0808 800 5000

Adults at Risk
Supportline
01708 765200