

Safeguarding Children, Young People and Adults Policy



Last Updated: Full review May 2023 (Contact details refreshed March 2024)

Next Review: May 2024

Responsible: Head of Service Delivery

We recognise that the welfare of all children, young people and adults, is paramount and that *all* have equal rights of protection. We have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment whilst they access our services.

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Purpose

The purpose of this policy is to:

- Protect children, young people and adults, who receive CLAPA's services and all staff and volunteers who work within our service.
- Provide parents, staff and volunteers with the overarching principles and processes that guide our approach to protection of vulnerable groups.

Scope

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

Legal Framework

This policy is based on 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:

- [England & Wales](#)
- [Scotland](#)
- [Northern Ireland](#)
- [Sexual Offences Act 2003](#)

A summary of the adults at risk key legislation and guidance:

- [England & Wales](#)
- [Scotland](#)
- [Northern Ireland](#)
- [Care and Support 2021](#) (statutory guidance)
- [Mental Capacity Act 2007](#)
- [Safeguarding Vulnerable Groups Act 2006](#)

Definitions

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

Definition of a child/young person

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.

Overarching principles of safeguarding adults

1. **Empowerment:** Personalisation and the presumption of person-led decisions and informed consent.
2. **Prevention:** It is better to take action before harm occurs.
3. **Proportionality:** Proportionate and least intrusive response appropriate to the risk presented.
4. **Protection:** Support and representation for those in greatest need.
5. **Partnership:** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
6. **Accountability:** Accountability and transparency in delivering safeguarding.

Responsibility

All staff, volunteers and trustees are responsible for recognising abuse and following CLAPA procedures to provide protection to children, young people and adults who access CLAPA’s services. We will ensure a culture where people feel able to tell us when they feel something is not right and an organisational ethos where safeguarding is everyone’s responsibility.

Organisation

- providing protection for everyone who uses CLAPA services and their families
- providing staff, volunteers and trustees with guidance and training on procedures they should adopt in the event that they suspect a child, young person or adult may be experiencing, or be at risk of, harm.
- valuing children and young people/adults 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 storing 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 appropriately
- providing effective management for staff, volunteers and 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 implementing 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
- approaching fundraising in a legal, open, honest and respectful manner as well as complying with relevant legislation and the Fundraising Regulator's Code of Fundraising Practice.

Safeguarding team

Comprised of Safeguarding Trustee, CEO, Designated Safeguarding lead and deputies

- Ensuring CLAPA is up-to-date with changes in safeguarding legislation and guidance
- Updating relevant policies and procedures
- Management of safeguarding concerns and reporting to social care, where relevant
- Regular review of safeguarding procedure and lessons learnt to inform future practice
- Cascading relevant lessons learnt and changes in practice to wider staff team
- Planning and delivering of safeguarding training for staff and trustees

Mandatory Procedures

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

If you are worried about a Child or Adult 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\SAFEGUARDING PROCEDURE) and send via email to the Safeguarding Inbox: safeguarding@clapa.com

In an emergency, do not delay: dial 999

Safeguarding Designated Lead:

Deputies:

Nicky Fawcett nicky.fawcett@clapa.com

Claire Evans 07792 772362

Daniel Richards 07772 68439

Becky Croft 07718 493349

Claire Cunniffe claire.cunniffe@clapa.com

Safeguarding Trustee:

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

Support for this Policy

[SAFE CiC](#) - Safeguarding Community Interest Company of which we are members.

[Anne Craft Trust](#) Charity supporting adults at risk

[Supportline](#) Offers confidential emotional support to children, young adults and adults

Children & Young People

Check which local authority the person lives in by entering their postcode into this website:

<https://www.gov.uk/report-child-abuse-to-local-council>

NSPCC - <https://www.nspcc.org.uk/> 0808 800 5000

Childline - <https://www.childline.org.uk/> 0800 1111

Child Sexual Exploitation/On-line Abuse

<https://www.ceop.police.uk/safety-centre/>

[Internet Watch Foundation](#)

Prevent and FGM – Contact the local authority where the young person lives

Adults

[Ann Craft Trust](#) – Safeguarding advice for adults/organisations 0115 951 5400

Domestic Abuse/Violence

- Call Refuge’s National Domestic Abuse Helpline for free and confidential advice, 24 hours a day on 0808 2000 247. Visit the helpline website <https://www.nationaldahelpline.org.uk/> to access further information, a contact form and the live chat service. If you are in immediate danger, call 999 and ask for the police.
- Women’s Aid - <https://www.womensaid.org.uk/information-support/useful-links/>

[Supportline](#) – Offers support to adult survivors of childhood abuse 01708 765200

Related Documents

Internal

Related CLAPA policies include:

[Allegations Policy](#)

[Bullying/Harassment Policy](#)

[Complaints policy](#)

[Data Protection Policy](#) (including confidentiality)

[Diversity and Inclusion Policy](#)

[eSafety Policy](#)

[Ethical Fundraising Policy](#)

[Safer Recruitment](#)

[Whistleblowing Policy](#)

[Social media policy](#)

[Story & Photo Consent Policy](#)

[Recruitment of ex-offenders](#)

[Lone working policy](#)

[Other policies as appropriate.](#)

Supporting Documents

[Reporting concerns form](#)

[Code of Conduct](#)

[Photo/video consent form](#)

[Guide to working with young people \(staff\)](#)

[Guide to working with young people \(volunteers\)](#)

[Safeguarding Risk Assessment](#)

External

[National guidance for child protection in Scotland 2021 - updated 2023](#)

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>

Disclosure & Barring Service 2013 - <https://www.gov.uk/dbs-update-service>