

Love's Farm House

Safeguarding of Children, Young People and Vulnerable Adults Policy

Definitions

Children and Young People: anyone under the age of 18.

Vulnerable adults: those with

- a substantial learning or physical disability or a reduction in those abilities
- a physical or mental illness
- a social vulnerability which may possibly render them open to abuse such as ethnicity, sexual orientation, gender or economic circumstances.

Abuse: a single or repeated act or lack of appropriate action which causes harm or distress to a child or vulnerable person.

Safeguarding Designated Person: a named person who is available to support and advise on safeguarding related matters and who will maintain confidential safeguarding records when appropriate.

Statement of Intent

The Trustees of Love's Farm House Community Centre (LFH) are fully committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults who come into contact with the services provided and expect all staff and volunteers to share this commitment. Everyone who uses Love's Farm House has the right to safety from abuse.

Aims of the policy

- to ensure that all staff, trustees and regular volunteers of Love's Farm House are clear about their safeguarding responsibilities and are aware that it is part of their duty of care to be alert to signs of abuse.
- to ensure that LFH is a safe environment for all those covered by this policy and that any potential risks are assessed and minimised or eliminated.
- to ensure that prompt and appropriate action is taken where there is any concern.
- to ensure that there is an easily accessible route for voicing concerns.

Objectives of the policy

- to implement robust recruitment and selection procedures for staff and volunteers.
- to provide all staff, trustees and regular volunteers with access to this policy.
- to ensure that all members report concerns to the designated persons.
- to ensure that records of safeguarding concerns are maintained and securely stored

and that appropriate confidentiality is maintained.

Monitoring

This policy will be reviewed on a yearly basis by Trustees or more frequently in the event of changes in legislation or any other significant change or event.

Appendix 1

Procedure in cases of abuse or suspected abuse

Abuse may come to your notice in a number of ways:

- a child or young person tells you something has happened
- a third party tells you of their concerns
- you observe unexplained or unusual injury or changes in behaviour
- an innocent remark or enquiry receives an unusual or aggressive response
- you directly observe an incidence of abusive behaviour

Any disclosure or suspicion of abuse should be reported to your line manager or the Designated Person as soon as possible who will then take appropriate action.

If you believe that action has not been taken the matter should be referred to the Chair of the Trustees. You should never take action on your own behalf.

What happens if a child, young person or vulnerable adult speaks to you in confidence?

React calmly. Allow the discloser to speak and do not interrupt, make sympathetic sounds, suggest words or finish a sentence. Most particularly do not hug, cuddle or make any kind of physical contact. However difficult this might be, in the eyes of the law, the information needs to be direct and free from possible contamination.

Do not attempt to investigate or seek confirmation of what has been disclosed.

Explain that you can not keep secrets and may have to involve other people in order to get the right help.

Make notes as soon as possible after the disclosure, wherever possible recording the exact words used. These should be kept securely and handed to your line manager or the Designated Person as soon as possible.

Seek support from your line manager or the Designated Person if you are distressed by the disclosure. Do not discuss what you have heard or seen with friends or family.

In an emergency (risk of significant harm) contact Police or Social Services. Inform the Designated Person of the action you have taken.

Contact information

Please refer to the separate contact information document.

Appendix 2

Format for recording concerns or reports of suspected abuse

Date:

Name of child/young person/vulnerable adult:

Age/Date of birth (if known)

Home address (if known)

Parents or guardians

Is the person making the report expressing their own concerns or passing on those of someone else?

What has prompted the concern? If possible record dates and times of specific incidents.

Has anyone else witnessed the abuse, heard the allegation, been consulted?

Has the child/young person/vulnerable adult been spoken to? By whom? What was said?

Who will this be passed on to? e.g. line manager, DP, Social Services

Appendix 3

Protecting Staff, Volunteers and other Users of the Centre

Incidences of false allegations are rare but do occur. Sometimes actions can be misinterpreted, for example a sufferer may accuse someone less close to them in an attempt to stop the abuse but maintain their own family life. Occasional an allegation of abuse is made as an angry reaction to perceived unfair treatment.

Any allegation against staff or volunteers should be reported to the Manager of LFH and the Designated Person or the Chair of the Trustees who will follow national allegation management procedures. It is not their responsibility to investigate the incident.

Adults using Love's Farm House in any capacity should try to avoid being alone in a private space with any child, young person or vulnerable adult. Physical contact should never be instigated by an adult.

A report should be made and parents informed if you accidentally hurt a child or young person or if you believe that any of your actions or comments may have been misinterpreted.

Use of images

Activities at LFH may provide an opportunity for images of children, young people and vulnerable adults to be taken. All groups should be vigilant and any concerns should be reported to the Designated Person.

Informed consent should be sought for children and young people under 18 years old. Where informed consent has not been obtained care should be taken to ensure children cannot be individually identified. Where informed consent has been given children must not be identified by name.

Recruitment and Training of Staff and Volunteers

The Trustees acknowledge that they bear a responsibility to staff, volunteers and users of LFH to apply appropriate recruitment procedures.

Prior to selection all candidates should be sent a copy of the Safeguarding Policy and the Equal Opportunities policy. All volunteers should be asked to read these policies and sign to indicate that they understand and agree with the principles and procedures.

All staff and volunteers who work with children, young people and vulnerable adults, who will have unsupervised contact with them will be checked by the Disclosure and Barring Service (DBS).