

## **West St. Leonards Neighbourhood Forum Safeguarding Policy for Children and Vulnerable Adults**

### **1. General Policy**

- (a) West St Leonards Neighbourhood Forum (referred to as WSLNF) is committed to the belief that all children and vulnerable adults have a fundamental right to be protected from harm and fully recognises its responsibility for child and adult protection.
- (b) This Policy commits all members regardless of their role, to report and refer any concerns they may have regarding the safety of any young person or vulnerable adult. (see paragraph 9 for Reporting Procedures)

### **2. Aims of the Policy**

- (a) To clarify the roles and responsibilities of all parties.
- (b) To support the promotion of a safe **organisational** environment and a culture of care in which the rights of all children, young people and vulnerable adults are protected and respected.
- (c) To promote and establish clear guidance for those **having contact** with children, young people and vulnerable adults, and **ensure through training and support** that they are aware of these and able to implement them.

### **3. Scope of the Policy**

- (a) The Policy relates to the group responsibility of WSLNF towards:
  - i. children and young people
  - ii. vulnerable adults
- (b) This Policy, and any related procedures are **a change in the related legislation. A note of the date of each review shall be noted on this policy document. This will help ensure that the Policy is up to date and fit for purpose.**

### **5. Status of Policy**

- (a) Responsibility for the implementation of this policy lies with everyone connected with WSLNF.
- (b) The Trustees are responsible for ensuring that WSLNF has a Safeguarding Policy and for working within its remit.
- (c) This policy was approved and agreed by the Trustees of WSLNF on the date given at the end of this document.

## 6. Definitions

The following definitions apply throughout the Safeguarding Policy and associated procedures:

### (a) Child or Children

The Children Act 1989 defines a child as a person under eighteen for most purposes.

### (b) Vulnerable Adult or Adults

The Protection of Vulnerable Adults Scheme (PoVA 2004) defined a vulnerable adult as a person aged 18 or over who has a condition of the following type:

- i. A substantial learning or physical disability;
- ii. A physical or mental illness or mental disorder, chronic or otherwise, including addiction to alcohol or other drugs;
- iii. A significant reduction in physical or mental capacity.

### (c) Young Person

The term young person will include those aged between 5 and 24 years. For the purposes of this policy, a young person aged under 18 years is regarded as a child and a vulnerable adult includes all people aged 18 and over subject to the criteria of the PoVA Scheme.

### (d) Forms of abuse

The Children Act 1989 defines four types of abuse: physical, emotional, sexual and neglect. These categories of abuse apply and will be relevant to vulnerable adults as well as to children.

#### i. Physical Abuse

- A. Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
- B. It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child or vulnerable adult. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness.

#### ii. Emotional Abuse

- A. Emotional abuse is persistent emotional ill treatment causing severe and persistent effects on the child or vulnerable adult's emotional development and may involve:
  - B. conveying the message that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person
  - C. imposing developmentally inappropriate expectations
  - D. causing the child or vulnerable adult to feel frightened or in danger - e.g. witnessing domestic violence
  - E. exploitation or corruption of children, young people or vulnerable adults

- F. Some level of emotional abuse is involved in most types of ill treatment, although emotional abuse may occur alone.

### iii. Sexual Abuse

- A. Sexual abuse involves forcing, pressurising, or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening. It includes non-penetrative acts such as sexual touching or undressing, and penetrative acts (i.e. vaginal, oral, or anal rape) by body parts or objects.
- B. It may also include non-contact activities such as: looking at, sharing, or being involved in the production of, images or other recordings of sexual abuse activities; watching sexual activities or encouraging children or vulnerable adults to behave in sexually inappropriate ways.
- C. For vulnerable adults, the question of consent to sexual activity is complex, covered by several areas of law, subject to safeguarding procedures, and should never be assumed to be straightforward.

### iv. Neglect

- A. Neglect involves the persistent failure to meet basic physical and/or psychological needs, which is likely to result in serious impairment of the neglected person's health and development. It may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of basic emotional needs.
- v. **Other factors which may influence these forms of abuse include financial, racial or homophobic abuse.**

## 7. The Designated Safeguarding Trustee (DS Trustee)

- (a) The DS Trustee is appointed by the trustees of WSLNF for a term of two years and is eligible to be reappointed for further terms.
- (b) The DS Trustee will cease to be the DS Trustee if:
- i. They cease to be a Trustee of WSLNF
  - ii. They resign
  - iii. The Trustees resolve to terminate their appointment
- (c) If a DS Trustee has not been appointed or is not available the Chair for the time being of WSLNF will act in their place.
- (d) The name and contact details of the DS Trustee for the time being and the current chair of WSLNF will be appended to this policy document and be made available on the website of WSLNF.

## 8. Responsibilities

- (a) The DS Trustee, working with the other Trustees, is responsible for:

- i. identifying events and projects that are likely to have an involvement with children and/or vulnerable adults.
  - ii. ensuring that all necessary procedures and practices are in place to provide adequate protection both for the individuals in these groups but also protection for the members of WSLNF and volunteers involved with them.
  - iii. ensuring that people dealing with these groups maintain adequate training and awareness of their responsibilities in this area.
  - iv. ensuring that external contractors and other bodies delivering services are aware of the expectations of WSLNF.
  - v. ensuring that carers and/or parents of the children and vulnerable adults are aware that in providing services the members of WSLNF and their volunteers are not acting in loco parentis (for example a teacher or other adult responsible for children in place of a parent or guardian).
  - vi. ensuring that this policy is made available to carers and/or parents of the children and vulnerable adults to whom WSLNF is providing services.
  - vii. ensuring that people working regularly with children or vulnerable adults do not undertake direct work with children or vulnerable adults without an enhanced DBS check except under skilled supervision where approval has been given by the DS Trustee or in their absence the Chair of the Trustees, prior to commencement of the role. ???
  - viii. ensuring that proper records are kept of any incidents and that these are held securely.
  - ix. working with other associated agencies to ensure the proper transfer of information relating to dealings with children and vulnerable adults where necessary.
- (b) All **Trustees**, Members of WSLNF and volunteers working with WSLNF are responsible for:
- i. ensuring that they are familiar with and understand the policies and procedures relating to their work with, or in the vicinity of, children and vulnerable adults.
  - ii. ensuring that they feel confident in working within this environment and working with WSLNF to ensure that they have the knowledge and skills to carry out their tasks in this context.
  - iii. working within the Equality Act 2010 and related legislation and treating equally and with respect children and vulnerable adults with whom they come into contact while carrying out their work.
  - iv. reporting any concerns they may have about abuse or a lack of care of children and vulnerable adults **either from other Trustees, Members or volunteers, or from carers, parents or those in loco parentis**, or any other person, in accordance with the procedures set out in paragraph 9. ???

## **9. Reporting Procedures:**

What to do if you suspect someone is being abused

- (a) Any concern or incident relating to a child of vulnerable adult which is observed or occurs whilst engaged in an activity organised by WSLNF should be reported to the DS Trustee or if not available to the Chair of the Trustees.
- (b) Where there is concern that any person is in immediate danger or a crime has been committed, the police should always be contacted on 999 without delay and also reported to WSLNF as set out above.
- (c) Reports where possible should initially made in person and confirmed in writing. If neither the designated trustee or the chair of the trustees is available by email or letter or other means of communication so long as it is made confidentially

**10. Confidentiality**

All Trustees and Members of WSLNF and volunteers working with WSLNF must operate under the principle that confidentiality is extremely important and plays a large part in much of the work carried out with children and young people. However, under no circumstances will any individual working with WSLNF keep confidential any information that raises concerns about the safety and welfare of a child or vulnerable person.

**11. The use of cameras, videos, or camera mobile phones**

- (a) WSLNF may take photographs of children and young people participating in activities and events. *Participants will be warned of this, giving them the opportunity to opt out if they wish.*
- (b) WSLNF reserves the right to prohibit the use of cameras, videos and mobile telephones with picture taking capacity at events it promotes.

This policy was approved at a meeting of the trustees of WSLNF held on xxxxxxxxx

The policy was reviewed on the following dates

..... comments: .....

..... comments: .....

**The name and details of the current WSLNF Designated Safeguarding Trustee (DS Trustee)**

Name:

Appointed:

Re-appointment:

Email:

Phone:

**The name and details of the current Chair of WSLNF**

Name:

Email:

Phone: