

The Breckfield & North Everton Neighbourhood Council Child Inclusion Vulnerable adults / Safeguarding & Protection Policy

Statement of Policy:-

The Breckfield & North Everton Neighbourhood Council (BNENC) is committed to providing a safe non threatening, non oppressive environment where children and young people and vulnerable adults of **all abilities** can explore issues relevant to their lives without being judged or put at risk from exclusion due to their disability. BNENC recognize that all children & vulnerable adults have the right to protection without exploitation, from physical, mental emotional and sexual abuse.

About Child Inclusion/ Safeguarding Vulnerable Adult & Protection:

Child inclusion, safeguarding & Vulnerable adult protection is not just about allowing children young people & vulnerable adults entry to the building, it is about taking measures to ensure the individual person either child young person or staff have the support and access to information help support or advice that will support them in being included and protected in all aspects of BNENC's services and work.

Child inclusion, safeguarding & vulnerable adults & protection includes:

- Providing initial assessments to identify abuse and the level and type of support required.
- Ensuring staff and volunteers are trained in child & vulnerable adults Protection awareness training.
- Ensuring staff and volunteers are trained in disability awareness training.
- Avoiding situations where a child & vulnerable adults is left alone without the support they require.
- Ensuring participation with all children young people & vulnerable adults.
- Maintain a safe and accessible environment for children young people & vulnerable adults.
- Ensure that staff and volunteers understand about child inclusion & vulnerable adults and know/ understand how to pick up the signals indicating problem areas and know how to respond when they have serious concerns for a child young persons & vulnerable adults welfare.
- Ensure that BNENC has adequate insurance cover.
- Ensure that the building is fully accessible and meets DDA standards
- Ensure good management and supervision of all staff and volunteers.
- Ensure that sufficient staffing ratios to the number of children/ young & vulnerable adults people are met.

Responsibility:

All staff and volunteers working for BNENC have a responsibility for the welfare and safety of children young people & vulnerable adults.

It is their duty to report any instances of physical, sexual or emotional abuse of any children or young people of which they become aware.

All who work with children young people & vulnerable adults are required to know these procedures and sign contracts to comply with them.

Good Practice:

BNENC Trustee's are committed to the following:-

Employment / Recruitment procedures and child protection.

Treat all would be paid staff and volunteers as job applicants for any position involving contact with children young people & vulnerable adults.

- Gain at least two references from a person who has experience of the applicants paid or volunteering work with children young people & vulnerable adults.
- If they the references are vague or ambiguous then clarification should be sought immediately to provide clarification.
- If someone is applying for work for the first time then references should be sought from reputable people.
- All Staff and Volunteers working with children young people & vulnerable adults will be DBS enhanced Checked

It is the responsibility of the BNENC Board of Trustees to ensure that all references are requested.

Clear Roles & Responsibilities:

All paid staff should be given Job Descriptions providing clear roles and lines of responsibility

Volunteers should receive a written outline of what is expected of them such outlines should state:

- The person to whom the employee/volunteer is accountable
- The person or persons work they will supervise if any
- A description of any work they will undertake if any with children young people & vulnerable adults with a reference to the guidelines/policies commended by BNENC.
- The duty to prevent the abuse of all children & vulnerable adults in contact with BNENC and a guideline to the action to be taken if abuse is discovered or disclosed.

Contracts should be drawn up by the BNENC Board of Trustees and reviewed annually.

Staffing:

It is of the utmost importance that leaders should not work on their own. If because of confidentiality this is necessary it should only be at known times agreed by parents and other adults should be in the immediate Vicinity. When working with groups it is strongly recommended that a minimum of two leaders work together.

The legal requirement for the BNENC after school project is one adult per 10 children.

Training:

Training will be provided to ensure all employees and volunteers understand the child & vulnerable adults protection policy and all procedures with relation to disclosing abuse all BNENC staff and Volunteers and know how to implement it if a situation arises.

Supervision as a means of protecting:

BNENC will provide regular opportunities for staff and volunteers to review and plan their work, to share experiences, to receive training and to talk about relationships with the children young people & vulnerable adults and their communities.

Monitoring & Evaluation:

It is essential to ensure that GOOD PRACTICE is being kept that this policy should be read understood, reviewed and regularly updated. This is to be carried out by the following individuals who shall meet together a minimum of once per year to monitor & evaluate.

Paul Robinson BNENC Projects Manager all cases
Tel No 0151 288 8400
Email :-
Paul.robinson@thebreckfieldcentre.com

Mervyn Parry BNENC Crime reporting officer all cases
Mervyn.parry@thebreckfieldcentre.com
Tel No 0151 288 8400

Safeguarding for all:

Police clearance – all staff/volunteers will be required to agree to an enhanced criminal record check.

This will be carried out by the following recognized Officers for BNENC:

Paul Robinson **BNENC Projects Manager** **all cases**
Tel No 0151 288 8400
Email :-
Paul.robinson@thebreckfieldcentre.com

Mervyn Parry **BNENC Crime reporting officer** **all cases**
Mervyn.parry@thebreckfieldcentre.com
Tel No 0151 288 8400

The DBS check will / should show any convictions, cautions or bind-overs relating to the individual for criminal offences against children and any convictions that indicate a potential risk to children and young people.

Declaration:

The DBS check may not reveal past behaviour that has placed children young people & vulnerable adults at risk. Therefore all those who are authorized to work with the under 18's are required to complete a declaration form concerning past behaviour which might exclude them from working with under 18's

All Individuals seeking a position whether it be for the first time or not will be required to complete an application form as well as a declaration.

The fact that no criminal record has been declared after checking, should not allow managers or supervisors to neglect taking up proper references, checking CV's and constant supervision and management of staff.

Probationary period:

All paid and voluntary appointments are conditional on the successful completion of any probationary period of 3 months for Volunteers and staff.

Creating a safe Environment – Guidelines:-**Risk assessments:-**

Will be carried out whenever a new piece of work is embarked upon, this includes working with new groups, trips out etc.

If all risks are anticipated prior to the work then the staff and volunteers will be more able to avoid the dangers and respond quickly to the changeable actions of children young people & vulnerable adults.

Unsupervised access:-

As a general principle BNENC Staff and Volunteers working on the after school inclusion project or the sports & play project should ensure that programmes do not offer unsupervised access to the under 18's & vulnerable adults.

Where planned one to one work is essential it is a requirement that parents/guardians should be informed directly by the worker/s that the activity is one to one and they should have the opportunity without prejudice to withdraw their child/young person & vulnerable adults.

BNENC recognizes that spontaneous situations do occur but BNENC Staff Volunteers should be aware of any potential risk to themselves and the child & vulnerable adults.

Such casual spontaneous actions can create particular situations of temptation and conversely scope for false allegations.

Types & Definitions of abuse include:-

Abuse can come in **many forms**, such as:

Physical

Sexual

Mental

Verbal

Maltreatment,

Injury,

Assault,

Violation,

unjust practices,

crimes or other **types** of aggression.

Institutional abuse

discriminatory abuse.

financial abuse.

neglect.

physical abuse.

psychological and emotional abuse.

sexual abuse.

verbal abuse.

BNENC SORTs and the BNENC Youth & health projects therefore advises that particular care should be taken to:-

- Ensure that another adult is aware of the spontaneous activity/visit
- Ensure that another adult is present at all times even for a home visit
- Ensure that children young people & vulnerable adults use the shower/toilet themselves
- Ensure that if going on trip there are other adults present

In short keep such activities public, transparent and accountable.

Parental Consent:

All activities that involve the under 18's & vulnerable adults must be undertaken with the consent of parent/guardians.

Consent forms should be completed at the time the young person & vulnerable adults joins any BNENC young persons group/project..

If at any time BNENC is undertaking an activity outside of normal range then BNENC will ensure specific parental consent.

To ensure safety and accountability no activity should be undertaken without a specific consent form.

Attendance:

Proper records shall be kept and maintained these should include number of young people & vulnerable adults attending the project.

Names of staff Volunteers in attendance.

Special needs:

Particular care must be exercised with children young people & vulnerable adults with special needs staff/volunteers may gain insights into young people's & vulnerable adults abilities as the group develops. However an informed assessment should be sought from parents/guardians.

All special needs must be logged before they are allowed to take part in- group activities.

BNENC Action

Action is as much about prevention as about responding to circumstances.

If you have any concerns or anxieties about a child or young person – always do something – share your concerns with the appropriate people named below and then allow them to take the appropriate action.

Paul Robinson BNENC Projects Manager all cases

Tel No 0151 288 8400

Email :-

Paul.robinson@thebreckfieldcentre.com

Mervyn Parry BNENC Crime reporting officer all cases

Mervyn.parry@thebreckfieldcentre.com

Tel No 0151 288 8400

Staff/volunteers;-

- Ensure that you work in pairs
- Encourage a listening and non-judgmental environment whereby children young people & vulnerable adults can feel safe and be confident that they will be heard.
- Invite feedback on the work with groups at regular intervals engage the young people& vulnerable adults in Q & A sessions on their experience with BNENC after school club and BNENC sports play project and also around their personal development.
- Display the childline / Careline number as prominently as possible
- Make a record of any conversations and action as soon as possible after the events, keep a copy and pass on the information to the appropriate member of staff.
- Make sure an agreed procedure is in place for reporting of allegations and serious concerns.
- Ensure that all staff and volunteers attend and receive child& vulnerable adults protection training that they understand and consent to uphold the said procedures
- Make sure that the staff and volunteers know who the nominated contact person is to report any allegations and serious concerns to
- Allocate a neutral person outside of the staff team for young people to report any concerns and complaints they may have regarding members of the staff team – they may feel unable to approach staff or volunteers about their colleagues

Employment:-

- Ensure all workers are CRB enhanced checked just because individuals have undergone a check 3 years previous it does not mean they are clear.
- Be vigilant if people are offering to volunteer for you check their credentials fully
- Ask for proof of identity
- Always take up verbal and written references

- Check that dates and places of work correspond when looking at CV's – ensure any discrepancies have suitable explanations this applies to both volunteers and paid staff.
- Have a probationary period in which any new staff are offered regular monitoring supervision and training.

Child Protection safeguarding & vulnerable adults Procedures For Breckfield & North Everton Neighbourhood Council

What to do in cases of Disclosure:-

The Following Individuals are the nominated BNENC officers able to deal with cases of disclosure:-

Paul Robinson BNENC Projects Manager all cases
Tel No 0151 288 8400
Email :-
Paul.robinson@thebreckfieldcentre.com

Mervyn Parry BNENC Crime reporting officer all cases
Mervyn.parry@thebreckfieldcentre.com
Tel No 0151 288 8400

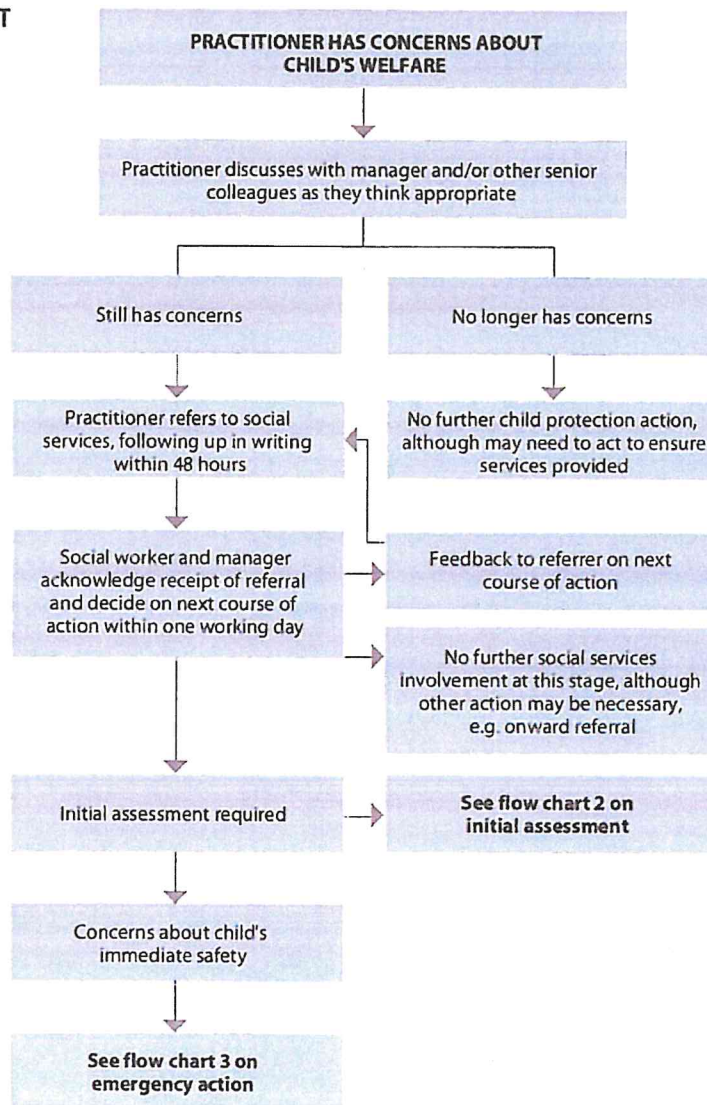
1. **Do not** tell the child / young person & vulnerable adults you can keep this information secret – explain that you can tell someone who can help them. Ask the child & vulnerable adults if they would like this situation to stop, you can help it to stop by telling someone who can help.

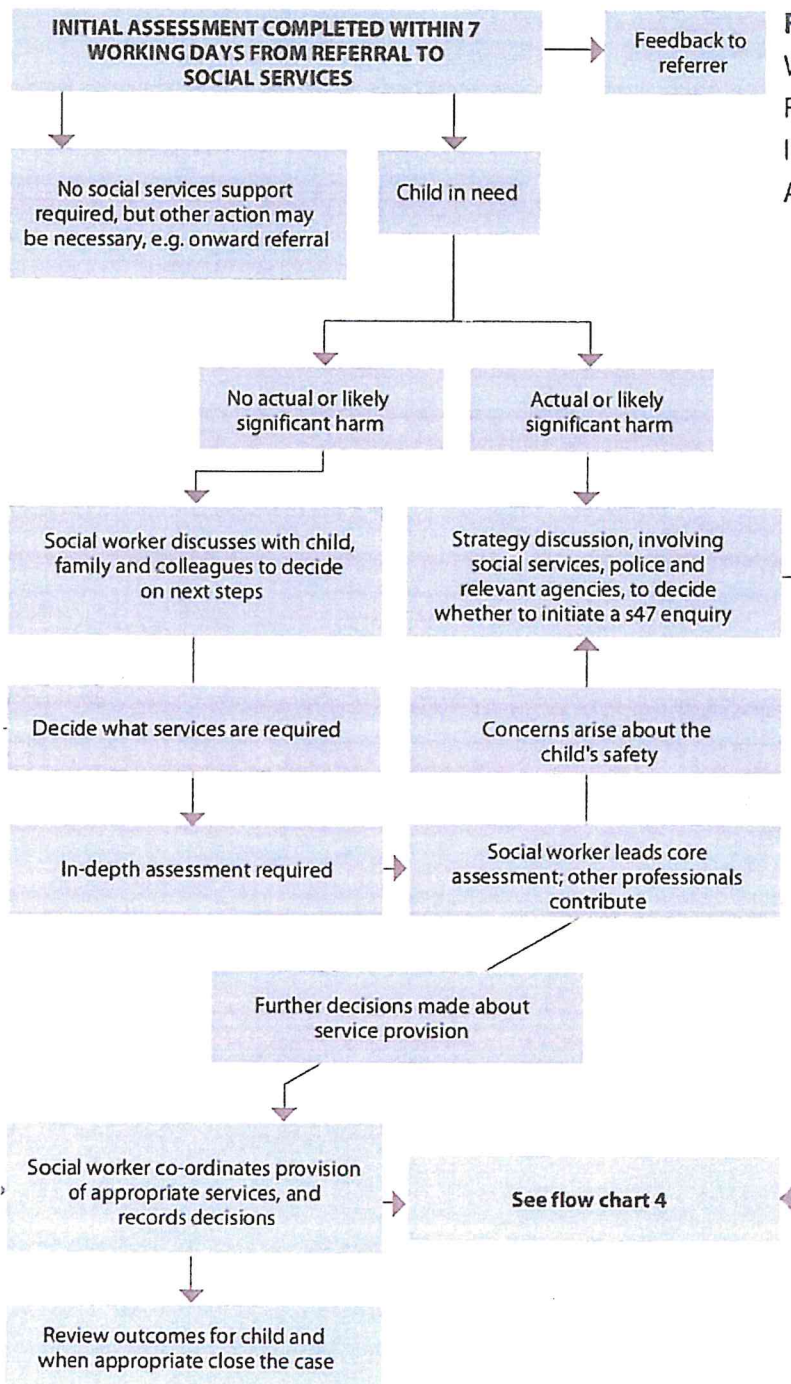
Remember you cannot keep this information to yourself report it to one of the above who will work with BNENC Projects Manager on the best course of action.

2. Remain calm the child or young person & vulnerable adults who discloses will more often than not be feeling vulnerable isolated or insecure, a reliable friendly consistent adult may give the child or young person the feeling that there is someone to help them deal with their situation even if it is just by listening to them and being there for them.
3. Never tell a child young person & vulnerable adults you don't believe them this is precisely what the abuser will have told the child & vulnerable adults.
4. Do not make the child or young person & vulnerable adults tell anyone else

5. Do not question the child & vulnerable adults but do clarify what they have said.
6. Inform BNENC Project Manager or BNENC's CDO who will then implement the procedure as mentioned in flow charts 1 to 5

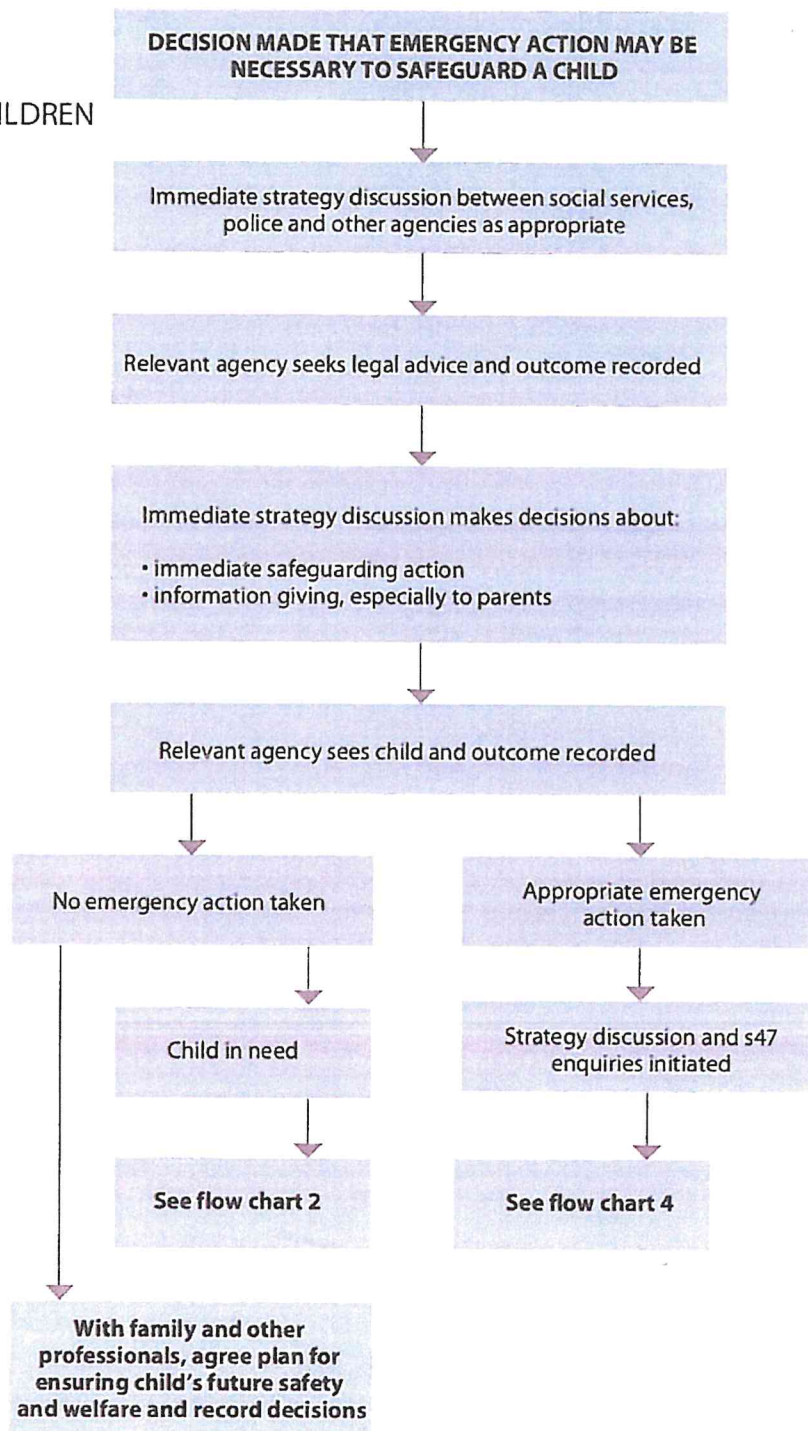
FLOW CHART
1 REFERRAL





FLOW CHART 2
 WHAT HAPPENS
 FOLLOWING
 INITIAL
 ASSESSMENT?

FLOW CHART 3
URGENT ACTION
TO SAFEGUARD CHILDREN



PR
PAUL ROBINSON
24-09-2019

PR
20-08-2022