

HEMEL HEMPSTEAD DAY CENTRE LTD

Company Registered in England No: 1288177

Registered Charity No: 272688

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Safeguarding Vulnerable Adults and Children Policy

Policy Statement

The Centre in the park recognises the responsibility they hold in working daily with vulnerable adults and from time to time with children and young people who visit the centre as volunteers and see it as our duty to safeguard their welfare. All vulnerable adults, children and young people who come into contact with staff, volunteers and trustees of The Centre in the Park can expect to be treated with respect and afforded an appropriate level of protection. The safety and welfare of vulnerable adults, children and young people is paramount and we will endeavour to seek assurance from those with whom we work that they have taken all reasonable steps to ensure this.

We expect them to:

- Recognise that all vulnerable adults, children and young people have the right to freedom from abuse
- Ensure that all staff and volunteers are carefully selected and checked to the highest level possible
- Adopt a Safer staff/volunteer recruitment procedure
- That a premises risk assessment is done regularly
- That staff and volunteers are adequately trained to respond swiftly to any suspicions or allegations of abuse
- Appoint a safeguarding officer to take responsibility for safety and act appropriately and confidentially when dealing with protection issues
- Make sure all staff and volunteers know exactly who the safeguarding officer is
- Have a professional contact list including the local police station and social services
- Have a vulnerable adults/child safeguarding policy that shows this commitment.

The Centre in the Park is committed to creating and maintaining the safest possible environment for vulnerable adults and any children or young people we work with

We believe:

- That the safety and welfare of vulnerable adults, children and young people should always be of paramount importance, whatever the circumstances

- That all our staff, volunteers and trustees have a responsibility to safeguard and promote their welfare particularly when it comes to protecting them from abuse
- Special care is needed in dealing with vulnerable adults, children and young people whose age, inexperience or physical state makes them particularly vulnerable to abuse
- Where appropriate sufficient training must be made available to staff and volunteers to provide them with the necessary knowledge to ensure safe care is always maintained

Policy

Types of Abuse

Physical Abuse

It may involve:

Hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a vulnerable adult or child.

Sexual Abuse

Involves forcing or enticing a child/vulnerable adult to take part in sexual activities, including prostitution, whether or not the vulnerable adult or child is aware of what is happening. The activities may involve physical contact, including penetrative or non penetrative acts. They may include noncontact activities such as involving children/vulnerable adults in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional Abuse

The persistent emotional ill treatment of a vulnerable adult, young person or child, such as to cause severe and persistent adverse effects on their emotional development

It may involve:

- Telling a vulnerable adult or child they are worthless, unloved or inadequate
- Valued only insofar as they meet the needs of another person
- Age or developmentally inappropriate expectations being imposed on a vulnerable adult or child.
- A vulnerable adult or child seeing or hearing the ill treatment of another
- Bullying or harassment
- Causing a vulnerable adult or child to frequently feel frightened or in danger
- Exploitation or corruption of a vulnerable adult or child

Neglect

Persistent failure to meet a vulnerable adult or child's, basic physical or psychological needs, likely to result in the serious impairment of their health and development.

Neglect may occur from:

- Failure to provide adequate food and clothing

- Failing to provide shelter including exclusion from home or abandonment
- Failing to protect a child/vulnerable adult from physical harm or danger
- Failure to ensure adequate supervision (including the use of inadequate caregivers)
- Failure to ensure access to appropriate medical care or treatment

Discriminatory Abuse

Discriminatory Abuse includes age, race, religious/belief, gender and sexist abuse, plus abuse based on a person's disability.

What should you do if you suspect abuse is taking place?

The Centre in the Park will respond promptly to any concerns expressed by an employee or volunteer about a vulnerable adult or child.

- The Centre in the Park has a designated safeguarding officer who takes responsibility for issues relating to vulnerable adult and child safeguarding.
- It is not the responsibility of the employee/volunteer to investigate or make a decision as to whether or not abuse has taken place. There is however a responsibility to act on any concerns through contact with the appropriate authorities.
- It is very important that any concerns on a vulnerable adult or child's safety are logged using the appropriate form by the designated safeguarding officer for action.
- The named person for safeguarding vulnerable adults and children will be responsible for dealing with any concerns reported them by staff or volunteers. This person is currently Sally Kingswell.
- The Officer will be responsible for referring allegations or suspicions of abuse to the statutory authorities. In the absence of the Designated Safeguarding Officer, or if the concerns relate to the Officer they should be reported to the 2nd designated person who is Loretta Anderson [Trustee]

Designated Safeguarding Officer

- The Centre in the Park has a dedicated person to take responsibility for safeguarding vulnerable adult and children matters. This person is Sally Kingswell.
- Because of their key role in keeping children/vulnerable adults safe enhanced level CRB checks will be undertaken and 2 references taken up.
- Their role is to:
 - Ensure the organisation's Safeguarding Children/vulnerable adult Policy and Procedures are implemented and updated as required
 - Ensure they know how to make contact with social care and police both during and after office hours
 - Report any concerns to social care or the police. (Urgent concerns should be reported immediately by those aware of them even if the designated person is not available, and it is the role of the Safeguarding officer to ensure all staff and volunteers know how to do this

- Act as a source of advice on all safeguarding vulnerable adult and children matters
- Ensure that a record is kept of any concerns about an adult or child and of any conversation or referrals to statutory agencies
- Ensure that any such record is kept safely and securely
- Appoint a 2nd designated person to cover for holiday and sickness leave, the current 2nd designated person is Loretta Anderson [Trustee]

Staff and volunteer selection and training

The Centre in the Park will take all reasonable steps to prevent unsuitable people from being employed or volunteering in our day centre. Applicants for posts will be subject to our safer staff recruitment procedures and required to give consent for a DBS check and references.

Staff and volunteers will not be permitted to work unsupervised with vulnerable adults or children until the appropriate references/disclosures have been obtained. All personal data will be processed and stored in accordance with the Data Protection Act. Sufficient training will be made available to staff and volunteers to equip them with the necessary knowledge to ensure that a safe environment is always maintained.

Recruitment Procedure for Staff and Volunteers

As all of the staff and volunteers working at the Centre in the Park work with vulnerable adults and occasionally children our aim while recruiting staff and volunteers is to make sure people are suitable for the role and understand what is expected of them and we use the following recruitment procedure.

1. The whole interview and selection process is completed BEFORE any staff and/or volunteers take up their duties.
2. Job descriptions and person specifications are prepared for all paid roles and volunteers. These make clear what personal qualities are required specific to the role and are given to anyone interested so they can see what will be required.
3. There will always be a minimum of two people on an interview panel including the centre manager/ safeguarding officer and at least one member of the board of trustees.
4. All staff and volunteers are required to fill in an application form. They will be required to provide, at least, two referees who can vouch for their character and suitability to be in a position of responsibility for vulnerable adults and occasionally children. They will also be required to complete a declaration of any criminal offences or matters of concern.
5. Short listing of candidates is done in line with the person specification and shortlisted candidates will then be interviewed.
6. If a person is thought to be suitable for the role they will be asked to complete a CRB application form and their identity checked.

7. Once CRB clearance is obtained, if there are no adverse reports the person can start their duties. As an integral part of their induction they will be given a copy of the Safeguarding policy, procedure and the code of conduct and asked to sign for them.
8. The Centre Manager/safeguarding officer will meet with the person to explain their duties and any key points from the code of conduct specific to their role
9. All staff and volunteers will serve a probationary period.

Code of conduct for all staff and volunteers

Always remember that while you are working with vulnerable adults and children you are in a position of trust and your responsibilities to them and The Centre in the Park must be uppermost in your mind at all times. Where appropriate, staff and volunteers will receive information and basic training in safe conduct and what to do if they have concerns about a vulnerable adult or child.

Do Not:

- Use any kind of physical punishment or chastisement such as smacking or hitting
- Use non prescribed drugs or be under the influence of alcohol
- Behave in a way that frightens or demeans any vulnerable adult or child
- Use any racist, sexist, discriminatory or offensive language
- Engage in any sexual activity (this would include using sexualised language)
- Engage in rough or physical games, including horseplay
- Let allegations a vulnerable adult or child makes go unchallenged, unrecorded or not acted upon
- Rely upon good nature to protect you or believe “it could never happen to me”

Do:

- Exercise caution about being alone with a child/vulnerable adult
- Ensure that any physical contact is open and initiated by the vulnerable adult or child's needs
- Talk explicitly to vulnerable adults or children about their right to be kept safe from harm
- Listen to them and take every opportunity to raise their self esteem
- Work as a team with your co-workers/volunteers
- Agree as a team what behaviour you expect and be consistent in enforcing it
- Seek opportunities for training whenever you can

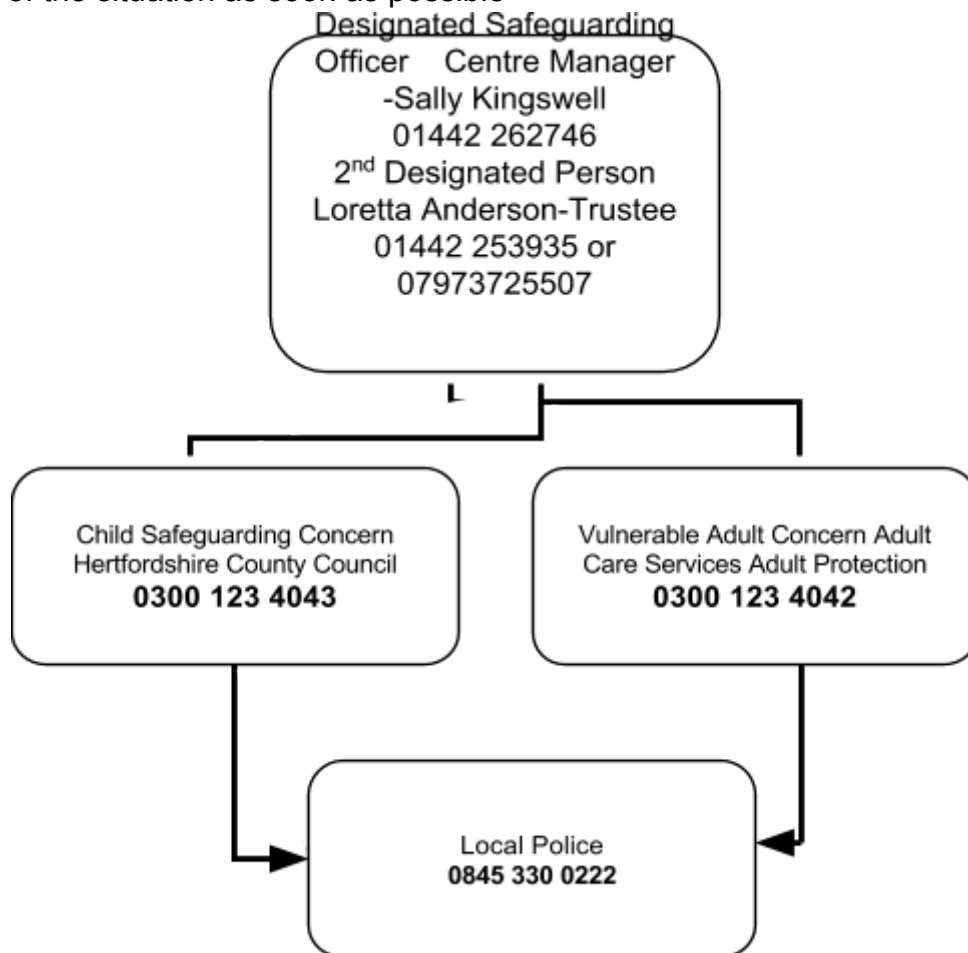
Make sure you:

- Have read the Safeguarding Vulnerable adults and Children Procedure and Policy
- Feel confident you know how to recognise when someone may be suffering harm
- You know how to handle any disclosure and how to report any concerns

- You respect confidentiality and only talk to those who need to know about any allegations
- How to seek advice and support from your colleagues/safeguarding officer
- Be clear with anyone disclosing any matter that could concern the safety and well being of a vulnerable adult or child that you cannot guarantee to keep this information to yourself

Emergency Contact Numbers

If you have any concerns regarding the safety/wellbeing of any vulnerable adults, young people or children you are working with on behalf of The Centre in the Park, please contact us using the numbers below. If the safeguarding Officer is not available you should work your way down the flow chart until you speak to someone to report your concerns. At any stage please ensure that a member of staff is aware of the situation as soon as possible



Policy dated: November 2011
Reviewed and approved July 2017

This policy will be reviewed annually and if necessary more frequently in line with changes in legislation and guidance on the safeguarding of children, young people and vulnerable adults **Legislation**

- Children's Act 2004
- Safeguarding Vulnerable Groups Act 2006

Hemel Hempstead Day Centre Ltd is a non-profit making company 'Limited by Guarantee' the sole purpose of the company is to provide for the comfort and welfare of its members who are elderly residents of the Borough of Dacorum