

CAMCYCLE



SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

Agreed by Trustees: 13/09/2017

Purpose

We are all aware that children and vulnerable adults may be maltreated, exploited and abused and that it is the responsibility of all of us to do what we can to ensure that this does not occur. This policy explains the responsibilities of Camcycle staff, volunteers and Trustees which may arise from their work for Camcycle. Camcycle will ensure that all staff, volunteers and Trustees are aware of these responsibilities by ensuring review and discussion of this policy forms part of the Camcycle induction process.

Context

Organisations employing people, or organising volunteers, who work on a frequent or intensive basis with children or vulnerable adults in settings such as schools, other educational establishments, care homes or residential homes are 'regulated activity employers' and are legally required to ensure that their employees and volunteers undergo a check with the Disclosure and Barring Service (DBS). Camcycle is not a regulated activity employer because it does not directly undertake, or support volunteers in undertaking, activities which are regulated under the scheme. Nevertheless, Camcycle staff and volunteers do have the responsibilities noted below with respect to safeguarding children and vulnerable adults.

Basic responsibility

When coming into contact with children and vulnerable adults in the course of their work for Camcycle, employees and volunteers have the obligation to act appropriately, with restraint and sensitivity. If at any time, it appears that there is a risk of harm or of the interaction becoming inappropriate, the employee or volunteer should withdraw.

Relations with other organisations

A further responsibility arises from possible relations with other organisations, such as schools, youth groups or community groups, which work with children or vulnerable adults. When Camcycle acts in partnership with such an organisation, which will be a regulated activity employer and have relevant policies in place, Camcycle staff or volunteers may be required to undergo DBS checks. Camcycle policy is to arrange any such checks for its staff or volunteers as are necessary to support such partnership arrangement.

Obligation to report: Where a Camcycle member of staff or volunteer, in the course of their work, has evidence of harm or risk of harm to children or vulnerable adults, they must report any concerns immediately to the Camcycle Officer. Camcycle staff and volunteers have a duty to record any relevant information or allegations.

The Chair of the Trustees will be informed of all concerns by the Camcycle Officer. They will ensure that allegations are carefully discussed to establish the facts of the matter and report to the Local Authority Designated Officer (LADO) on behalf of Camcycle.

Safeguarding Children

The charity must inform the local authority designated officer (LADO) within one working day when an allegation is made and prior to any further investigation taking place.

Local Authority Designated Officer team:

Telephone contact:

- 01223 727967
- **Out of Hours Emergency Duty Team: 01733 234724.**

Confidentiality

Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered. Apart from keeping the child, parents and accused person (where this would not place the child at further risk) up to date with progress of the case, information should be restricted to those who have a need to know in order to protect children, facilitate enquiries, manage related disciplinary or suitability processes.

Initial action by person receiving or identifying an allegation or concern

The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind.

They should not:

- Investigate or ask leading questions if seeking clarification;
- Make assumptions or offer alternative explanations;
- Promise confidentiality, but give assurance that the information will only be shared on a 'need to know' basis.

They should:

- Make a written record of the information (where possible in the child / adult's own words), including the time, date and place of incident/s, persons present and what was said;
- Sign and date the written record;
- Immediately report the matter to the Chair of the Trustees

The Chair of the Trustees should report the allegation to the LADO.

Safeguarding Adults

The Chair of the Trustees will

- Ensure that the welfare of adults at risk is given the highest priority by the organisation, its management and volunteers
- Promote good practice and ensure that volunteers are able to work with adults at risk with confidence
- Ensure that this policy and associated procedures are enacted and monitored including the briefing, training and gathering feedback from volunteers
- Monitor contact with adults at risk to ensure that the frequency and intensity of contact is consistent with the DBS threshold levels.
- Act as the main contact for disclosing information around safeguarding adults at risk concerns
- Ensure that the concerns of adults at risk are heard and acted upon
- Be responsible for reporting incidents or concerns to appropriate authorities

- Attend appropriate training relevant to the level of engagement with adults at risk to ensure all staff/volunteers remain up to date with current practice and legislation
- Ensure volunteers have access to further appropriate information
- Where appropriate, sign up to Cambridgeshire County Council's Safeguarding Adults Policy and Procedures
- Camcycle will follow practice laid out in Section 42 – 46 of the Care Act 2014. This will be achieved by following the guidance and procedures found at:
 - **Cambridgeshire County Councils Safeguarding Policy and Procedures:**
http://www.cambridgeshire.gov.uk/info/20166/working_together/582/adult_safeguarding_policy_and_procedures
 - **Cambridgeshire County Councils Policy guidance for voluntary and community organisations:**
http://www.cambridgeshire.gov.uk/info/20166/working_together/582/adult_safeguarding_policy_and_procedures/2
- Camcycle is committed to supporting the right of adults at risk to be protected from abuse and neglect and to making sure all staff and volunteers work together, in line with the Cambridgeshire County Councils Safeguarding Adults Policy, and act promptly when dealing with allegations or suspicions of abuse or neglect.

We think that:

- **SAFEGUARDING IS EVERYBODY'S BUSINESS** - Safeguarding is the responsibility of everyone. We will work together to prevent and minimise abuse. If we have concerns that someone is being abused our loyalty to the adult at risk comes before anything else – our group, other service users, our colleagues and the person's friends and family.
- **DOING NOTHING IS NOT AN OPTION** - If we know or suspect that an adult is being abused, we will do something about it. We will report to:

Customer Services
 Cambridgeshire County Council
 PO Box 144
 St Ives
 PE27 9AU
 Tel: 0345 045 5202
 Email: referral.centreadults@cambridgeshire.gov.uk

In an out of hours emergency: The Emergency Duty Team on 01733 234 724