



## **SAFEGUARDING CHILDREN AND ADULTS AT RISK: POLICY AND PROCEDURE**

**Reviewed by Trustees: 04/04/2020**

### **Purpose**

We are aware that children (under 18) and adults at risk 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 that may arise from their work for Camcycle. Camcycle will ensure that all staff, volunteers and trustees are aware of these responsibilities by ensuring review 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 adults at risk 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 adults at risk.

Some adults are more at risk of being abused than others, such as older people, people with a visual or hearing impairment, people with a physical disability, people with a learning disability, cognitive impairment or mental health problem or with substance misuse.

### **Basic responsibility**

When coming into contact with children and adults at risk 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 an interaction is becoming inappropriate, the employee or volunteer should withdraw from the situation. The employee or volunteer should report their concerns to the Executive Director or a Camcycle trustee and document what happened.

### **Relations with other organisations**

A further responsibility arises from relations with other organisations, such as schools, youth groups or community groups, which work with children or adults at risk. 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.

## Events

Camcycle organises events which are suitable for children and adults at risk. Camcycle will endeavor to risk assess these events with these groups in mind. Camcycle recommends that children under the age of 18 are accompanied by an adult at events.

## Procedure

### 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 adults at risk, they must report any concerns as soon as possible to a trustee or the Executive Director. Camcycle staff and volunteers have a duty to record in writing any relevant information or allegations.

It is the responsibility of the individual (as a member of the public) to report concerns to the Multi-Agency Safeguarding Hub (MASH) on the numbers below. The timing of this should be judged by the individual concerned depending on the level of concern. Reports to MASH can be made anonymously.

The Chair of the Trustees will be informed of all concerns by the trustee or Executive Director.

### Multi- Agency Safeguarding Hub

#### For adults:

Tel: 0345 045 5202 (8-6pm Monday to Friday) 01733 234 724 (out of hours)

Email: [referral.centre-adults@cambridgeshire.gov.uk](mailto:referral.centre-adults@cambridgeshire.gov.uk)

#### For Children

Telephone: 0345 045 5203 (8-6pm Monday to Friday) 01733 234 724 (out of hours)

Email: [referralcentre.children@cambridgeshire.gov.uk](mailto:referralcentre.children@cambridgeshire.gov.uk)

If the staff member or volunteer believes a child or adult to be at risk of immediate harm they should phone 999.

### 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*

If an event which has caused harm to a child or adult at risk occurs in the course of the work of Camcycle the trustees must be made aware so that they can decide what action to take. This must be discussed as soon as possible and may require an emergency trustee meeting. They may wish to carry out an internal investigation. If carrying out an internal investigation 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.

### **The Executive Director and Chair of the Trustees will**

- Ensure that the welfare of adults at risk is given the highest priority by the organisation, its staff and volunteers
- Promote good practice and ensure that volunteers are able to work with adults at risk with confidence
- Ensure that this policy and procedures is 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 contacts 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:

- [http://www.safeguardingpeterborough.org.uk/adults-board/information-for-professionals/cpsabsafeguardingpolicy/#THE\\_SIX\\_KEY\\_PRINCIPLES\\_OF\\_MAKING\\_SAFE\\_GUARDING\\_PERSONAL\\_UNDERPIN\\_ALL\\_ADULT\\_SAFEGUARDING\\_WORK](http://www.safeguardingpeterborough.org.uk/adults-board/information-for-professionals/cpsabsafeguardingpolicy/#THE_SIX_KEY_PRINCIPLES_OF_MAKING_SAFE_GUARDING_PERSONAL_UNDERPIN_ALL_ADULT_SAFEGUARDING_WORK)
- <https://www.cambridgeshire.gov.uk/residents/children-and-families/parenting-and-family-support/safeguarding-children-and-child-protection>

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