

**Friends of Riverside 27th July 2016** (Version 1)

 **CHILDREN AND VULNERABLE ADULTS SAFEGUARDING**

Friends of Riverside wish to see as many people as possible in the Malmesbury Community Area, benefit from the provision of The Riverside Community Centre and associated activities and this includes children and vulnerable adults. We recognise the importance of safeguarding children and vulnerable adults and will implement the Children and Vulnerable Adults Safeguarding Policy, as detailed below.

***Risks:***

1. *Whilst the Trustees main aim will be to administer the Riverside Community Centre, it is likely that on occasion in this role they may come into contact with, or be involved in events and projects with others, including children and vulnerable adults. This may provide an opportunity for an abuse of trust or mistreatment.*
2. *Children and vulnerable adults are treated less favourably than others with regards to community activities, events, projects and The Riverside Community Centre building.*
3. *Trustees may be approached re allegations of abuse and the like, both by the alleged victims and by others. The risk is that Trustees will not know how to deal with this and not act appropriately.*
4. *Allegations of abuse may be made against the Trustees themselves.*
5. *Organisations or commercial users working with children and vulnerable adults at the Riverside Community Centre may abuse or mistreat them, or allow others do to the same.*
6. *Children may have access to and imbibe alcohol.*
7. *Children and vulnerable adults may have access to harmful substances, such as cleaning fluids or other dangerous chemicals.*

***Policy Objectives:***

1. *To ensure that all Trustees are DBS checked (or equivalent) to ensure they have or have had no convictions, or warnings and that there are no other associated reasons which would preclude them from dealing with children or vulnerable adults. The status of Trustees DBS checks to be reviewed every three years. Trustees to attend Safeguarding Courses, with three year refresher courses.*
2. *To ensure that children and vulnerable adults are not treated less favourably than others with regards to access and participation in community activities, events, projects and use of The Riverside Community Centre building where appropriate, taking into account individual needs and restrictions.*
3. *To ensure that Trustees are aware of good practice when dealing with children and vulnerable adults.*
4. *To ensure that Trustees are aware of how to deal with allegations of abuse if referred to them, or if they feel someone using the community centre or associated projects may be subject of abuse.*
5. *To ensure that Trustees ask those organisations and also commercial users (Users) to confirm that that they have appropriate DBS checks, child protection and safeguarding in place, should they be dealing with children or vulnerable people. (N.B. Trustees are NOT responsible for checking the content or appropriateness of Users child protection and vulnerable adults policies, checks, insurance and other arrangements when letting The Riverside Community Centre space or for other associated projects. It is the Users themselves who are responsible for ensuring that they have appropriate arrangements, policies, checks and insurance in place).*

***N.B. Access to alcohol and dangerous chemicals is also addressed in the Friends of Riverside Community Centre Health and Safety Policy.***

**CHILDREN AND VULNERABLE ADULTS SAFEGUARDING POLICY**

**Definitions**

**Child** – a person under the age of 18 years.

**Vulnerable Adult Person** - someone who may be:

* in need of community care services because of a disability, age or illness, and
* is unable to take care of him or herself, or
* is unable to stop someone else from harming or exploiting them.

A vulnerable adult may be someone with a learning disability, mental health needs, a physical or sensory impairment or may be elderly and frail. (<http://www.wiltshire.gov.uk/fssafeguardingvulnerableadults.htm> has been used for reference).

**Abuse** – Abuse is something that is done to another person and that harms them in some way. Abuse can take several forms and may include one or more of the following:

* **Physical abuse**: Causing someone physical harm, for example by hitting, pushing or kicking them, misusing medication, causing someone to be burnt or scalded, controlling what someone eats, restraining someone inappropriately or depriving them of liberty.
* **Sexual abuse**: Sexual acts to which a person has not or cannot give their consent or which they have been pressurised into. For example rape, inappropriate touching or use of sexualised language.
* **Psychological abuse**: Causing someone mental and emotional distress by using threats, humiliation, control, intimidation, harassment, verbal abuse or depriving them of contact with other people.
* **Financial abuse:** Taking money, goods or property without permission. This can include theft, fraud, exploitation or putting pressure on someone to make a will, transfer the ownership of property or carry out other financial transactions.
* **Neglect**:  Failure to provide access to services to meet a person’s health, social care or educational needs or withholding the necessities of life such as medication, food and heating.
* **Discriminatory abuse:** Treating someone in a less favourable way and causing them harm, because of their age, gender, sexuality, disability, ethnic origin or religion
* **Institutional abuse**: Services that fail to recognise the rights of service users and offer a poor quality of care or which condone ways of working which cause harm to vulnerable people.

 (See <http://www.wiltshire.gov.uk/fssafeguardingvulnerableadults.htm> which has been referenced here).

**References**

References used in the preparation of this policy. <http://www.wiltshire.gov.uk/fssafeguardingvulnerableadults.htm> <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/471896/safeguarding_strategy.pdf> <http://www.wiltshirepathways.org/UploadedFiles/103_WSCB_Training_Brochure2016-17.pdf>

**Policy**

1. Friends of Riverside Trustees will all be DBS checked to ensure there are no convictions, or warnings and that there are no other associated reasons which would preclude them from dealing with children or vulnerable adults. The status of Trustees DBS checks to be reviewed and rechecked every three years or if otherwise considered appropriate.
2. Friends of Riverside Trustees will all receive Safeguarding Courses and three yearly refresher courses or as appropriate. Course receipt will be recorded and minuted at a Trustees meeting.
3. Friends of Riverside Trustees will aim to ensure that children and vulnerable adults are not treated less favourably than others with regards to access and participation in community activities, events, projects and use of The Riverside Community Centre building where appropriate, taking into account individual needs and restrictions. Friends of Riverside Trustees will request those organisations, individuals and also commercial users to confirm that they will comply. This will be achieved through the inclusion of an affirming statement on all booking/ rental forms, to which users will agree. Trustees are NOT responsible for other users’ compliance when letting The Riverside Community Centre space or for other associated projects. It is the users themselves who are responsible for ensuring that they have appropriate arrangements, policies, checks and insurance in place for all of their activities.
4. Friends of Riverside Trustees will all be informed of and given a copy **of ‘Friends of Riverside Trustees – What to Do If Abuse is Reported to You or You Suspect Abuse’.** (Receipt of which to be recorded). These instructions to be reviewed annually. Friends of Riverside Trustees will report to the other Trustees should they suspect and or report alleged abuse of any kind. This information will be kept confidential**.**

*See Appendix 1 ‘Friends of Riverside Trustees – What to Do If Abuse is Reported to You or You Suspect Abuse’.*

1. Friends of Riverside Trustees will all be informed of and given a copy of **‘Friends of Riverside Trustees - Good Practice Guidelines for Dealing with Children and Vulnerable Adults’**. (Receipt of which to be recorded). The Good Practice Guidelines to be reviewed annually or if an issue arises which Trustees decide warrants a review.

*See Appendix 2 ‘Friends of Riverside Trustees - Good Practice Guidelines for Dealing with Children and Vulnerable Adults’.*

1. If an allegation of abuse is made about a Trustee to another Trustee(s), then the same procedure will apply as detailed in **‘Friends of Riverside Trustees – What to Do If Abuse is Reported to You or You Suspect Abuse’.** N.B.If an allegation of abuse is made about a Trustee directly to MASH, the Police, Wiltshire Council or other body, group or individual, then that Trustee will advise the other Trustees as soon as possible, who may wish to arrange an extraordinary meeting to discuss the issue confidentially. The Trustee against whom the allegation has been made will not attend any session or event or participate in any project involving children or vulnerable adults until such time as the matter is investigated by the appropriate authority and satisfactorily concluded.
2. Friends of Riverside Trustees will request those organisations and also commercial users to confirm that they have adequate DBS checks, child protection and safeguarding in place, should they be dealing with children or vulnerable adults. This will be done through the inclusion of this question on all booking/ rental forms. Trustees are NOT responsible for checking the content or appropriateness of Users child protection and vulnerable adults policies, checks, insurance and other arrangements when letting The Riverside Community Centre space or for other associated projects. It is the Users themselves who are responsible for ensuring that they have appropriate arrangements, policies, checks and insurance in place for all of their activities.
3. This policy is to be reviewed annually or after a report of alleged abuse, or if a Trustee suspects abuse or an associated issue which is viewed as warranting a review. A report reflecting this will be presented at the annual meeting. The policy will be held online and updated with any amendments as appropriate.

*This policy was proposed and agreed at a minuted meeting of the Friends of Riverside Trustees on 27/07/2016.*

*Appendix 1*

**‘Friends of Riverside Trustees – What to Do If Abuse is Reported to You or You Suspect Abuse’.**

 ***REFER, DO NOT INVESTIGATE***

 ***What to Do If Abuse is Reported to You***

* 1. Allow the person to speak to you without interruption, accepting what is said.

* 1. Offer understanding and reassurance, but do not pass judgement on what is being alleged.
	2. Advise that you will try to offer support, but that you must pass the information on.
	3. If you believe the person is at **immediate risk** of **serious** harm or injury, then call the **police on 999**.
	4. Children and Young People:
1. If you believe a child or young person is at risk of significant harm, neglect or injury report your concerns to the Multi-Agency Safeguarding Hub (MASH) on 0300 4560108 (out of hours 0845 60 70 888). *has been used for reference).*
2. If you have significant safeguarding concerns about someone who is working or volunteering with children and young people call 0300 456 0100 and ask to speak to the Wiltshire Council Local Area Designated Officer (LADO) for advice.
	1. Vulnerable Adults:
3. If you have any concerns about a vulnerable adult being abused you should contact the Wiltshire Council Social Care Help Desk or one of the Wiltshire Police Vulnerable Adults’ Units.
	1. **Social Care Help Desk - Tel:**0300 456 0111 **Textphone:** 01225 712501 **Email:**  customeradvisors@wiltshire.gov.uk **Weekdays:**Monday – Thursday - 08:30 – 17:20 Friday - 08:30 – 16:20. If you need urgent help outside of these hours, you can telephone the Emergency Duty Service on **Tel:** 0845 607 0888
	2. **Wiltshire Police Vulnerable Adults’ Units - Weekdays:** 8.00am – 4.30pm All based in one unit in Devizes.  The telephone number of the Unit is 01380 734212. **Weekends and weekdays:**  4.30pm -8.00am **Tel:**  101 In an emergency dial 999 (Please note that your call will be recorded)

*(See* [*http://www.wiltshire.gov.uk/fssafeguardingvulnerableadults.htm*](http://www.wiltshire.gov.uk/fssafeguardingvulnerableadults.htm) *which has been referenced).*

* 1. Make careful notes of what was said, using the actual words wherever possible and any consequent actions and sign and date your notes.
	2. Report details to other Trustees in confidence and if appropriate call an extraordinary meeting to discuss the issues confidentially and any further action which may be required.

 ***What to Do If You Witness or Suspect Abuse***

 As above from Point 4. onwards

*Appendix 2*

**‘Friends of Riverside Trustees – Good Practice Guidelines for Dealing with Children and Vulnerable Adults’**

1. Treat everyone with dignity and respect.
2. Do not allow name calling, bullying or similar behaviour, by others to children and vulnerable adults, go unchallenged.
3. Treat everyone equally and without differentiation, if at all possible.
4. Plan events, projects or sessions so that more than one person is present when working with children and vulnerable adults. If you cannot avoid being on your own with children and vulnerable adults, then let someone else know where you are and what you are doing.
5. Avoid any over familiar behaviour or contact and do not enter into any inappropriate emotional or physical relationship (including sexual) with children and vulnerable adults which is an abuse of their trust in you.
6. Do not drink alcohol if children or vulnerable adults are in your direct care. Do not let children drink or come into contact with alcohol. Discretion must be used with regards to alcohol and vulnerable adults, depending on their vulnerabilities and the situation.
7. Be aware and sensitive to the risks and dangers which may cause harm or injury to children and vulnerable adults, e.g. access to cleaning materials or other chemicals, and do your best to reduce these.
8. If a child or vulnerable adult refers allegations of abuse to you, or you are suspicious that a person is being abused, then take the allegations seriously and follow: **‘Friends of Riverside Trustees – What to Do If Abuse is Reported to You or You Suspect Abuse’.**

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**FRIENDS OF RIVERSIDE**

**TRUSTEES DBS CHECKS COMPLETED**

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| --- | --- | --- | --- | --- |
| **Names of Trustees who have had successful DBS checks completed**  | **Date of DBS Check** | **Signature of Secretary (Trustee) and date confirming verification/sight of original and that they are holding a copy in confidential records. To be reported at a meeting of the Trustees and recorded in the minutes** | **Date of Minuted Meeting** | **Diary Date for DBS Check Review** |
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**TRUSTEES SAFEGUARDING COURSES COMPLETED**

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| **Names of Trustees who have received a Safeguarding Course** | **Date of Course** | **Confirmation of completion to be reported at a meeting of the Trustees and recorded in the minutes. Date of minuted meeting.** | **Diary Date for next Safeguarding Course** |
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**TRUSTEES CONFIRMATION OF RECEIPT OF GOOD PRACTICE GUIDELINES AND REPORTING ABUSE**

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| **Trustees confirmation that they have received and will follow to their best endeavour. 1) ‘Friends of Riverside Trustees – Good Practice Guidelines for Dealing with Children and Vulnerable Adults’** **and 2) ‘Friends of Riverside Trustees – What to Do If Abuse is Reported to You or You Suspect Abuse’. To be reported at a meeting of the Trustees and recorded in the minutes** | **Signature of Trustee and date** | **Date of Minuted Meeting** |
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**REPORTS OF ALLEGED/ SUSPECTED ABUSE OR ASSOCIATED ISSUES**

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| **Reports of Alleged or Suspected Abuse or Any Other Associated Issue (Please redact confidential information and include the date)** | **Action (if any) and Completion Date (if any)**  | **Signature of Trustee Making the Report and Date** | **Date reported at a meeting of the Trustees and action recorded in the minutes** |
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**POLICY REVIEWS**

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| **Review Meeting Date** | **Has this review been triggered by a report of alleged or suspected abuse, or other issue or is this an annual review of all points described in this policy?** | **Have the Trustees agreed that the current policy is effective and appropriate?****Yes or No and comments** | **If the Trustees agree that the current policy should be amended, then what action is or has been taken in this respect. Please specify how the policy has been amended and date of amendment**  | **Date of meeting of the Trustees and where amendments have been agreed and minuted** | **Date the Friends of Riverside Website updated** |
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