



POLICY DOCUMENT: Safeguarding Policy & Practice Nottinghamshire. Combined Children and Adults Guidance Protocols

POLICY STATEMENT

The Management Committee / Trustees of **GREENWOOD RIDING FOR THE DISABLED Charity 1195708** are committed to and recognise our legal responsibility to safeguard children (up to the age of 18) and adults at risk who use our organisation and those we come into contact with.

This policy and practice guidance has been written to ensure that the management committee members and users who have contact with children, young people and adults at risk, understand their responsibilities and legal duties, and what to do if they are concerned about the welfare of a child or adult at risk.

It has also been informed by appropriate legislation and local multi-agency safeguarding procedures as follows:

- Working Together to Safeguard Children (2023)
- Children Acts 1989 and 2004
Nottingham & Nottinghamshire Safeguarding Children Procedures
<http://nottinghamshirescb.proceduresonline.com/index.html>
- Care Act 2004
- Nottingham & Nottinghamshire Adult Safeguarding Procedures
<https://www.nottinghamcity.gov.uk/health-and-social-care/adult-social-care/adult-safeguarding/adult-safeguarding-procedures/>

THE MANAGEMENT COMMITTEE UNDERTAKE TO:

- Provide a safe and healthy environment where children, young people and adults at risk can engage in the activities provided.
- Create a culture of informed vigilance which takes children, young people, and adults at risk seriously.
- Identify a named person(s) for safeguarding children and adults, who will ensure that any matters relating to child or adult safety and welfare are dealt with appropriately, and in line with this policy.
- Ensure that all staff and volunteers who work with or have contact with children, young people or adults at risk are appropriately screened.

- Will ensure appropriate Health and Safety procedures are in place.
- Will ensure that any other organisation using its premises for work with children, young people or adult at risk take their safeguarding responsibilities seriously and have their own procedures in place.
- Will review this policy and its' implementation, in the light of experience and changes in national guidance on an annual basis.

Providing a safe and healthy environment

Health & Safety

The Management Committee / Trustees will ensure that all facilities and equipment that are used or accessed as part of its work meet appropriate health and safety standards, and that any risk associated with their use have been identified and action taken to minimise potential hazards. This will include an appropriate level of first aid provision, safe storage of furniture and equipment and fire precautions.

The Management Committee / Trustees will ensure that all activities involving children and young people are adequately supervised, appropriate records kept relating to attendance and incidents and any concerns reported to the appropriate responsible person and will ensure that all other requirements of this policy are effectively implemented, recognising that they are also an essential element to creating a safe and healthy environment.

Role of named person(s) for safeguarding children and adults

- To ensure that staff and volunteers are aware of the Safeguarding Children, Young People and Adults Policy and Practice Guidelines
- To ensure all staff and volunteers are appropriately screened in line with the policy and practice guidelines.
- To encourage staff and volunteers to attend appropriate training.
- To provide support and advice to staff and volunteers
- To ensure that any concern about the welfare of a child or adult at risk, is dealt with appropriately and reported to Social Care if required.
- To assist the Management Committee in reviewing the policy and its implementation in the light of experience and any changes to national policy.

PRACTICE GUIDANCE

Screening procedure (mandatory for those aged 16 and over)

Because the Management Committee recognises it's legal and moral duty to give priority to the welfare of children and adults at risk, all those wishing to or invited to work with vulnerable people will be required to go through the following process.

- Provide evidence of their identity and current address
- Be checked through the Disclosure and Barring Service (DBS) regarding their suitability to work with children and young people or adult at risk if contact with children or adults is a regulated activity: either weekly or if participating in an

overnight activity e.g. camping. Guidance on if staff / volunteers are eligible to be DBS checked is available here:

<https://www.gov.uk/government/collections/dbs-eligibility-guidance>

- Provide two references from appropriate people regarding their suitability for such work.
- The Charity Trustees have established that activities within RDA **ARE REGULATED concerning CHILDREN** but NOT Regulated in so far as ADULTS are concerned. Therefore, all Volunteers shall be required to undergo Enhanced DBS checks against the Children's Barred List information.

This process will be overseen by the named person(s) for safeguarding, who will also keep appropriate records in a secure location.

It is recognised that this screening process is not fool-proof and therefore all staff and volunteers are asked to be vigilant, and if concerned about the behaviour of a fellow worker should raise this with the named person(s) as a matter of priority. Advice would then be sought from the Local Authority Designated Officer, and the concern would then be investigated, and appropriate action taken if required.

Good practice for activities with children and young people

Staff and volunteers will be expected to work to the following good practice guidelines, both in order to protect the welfare of children and young people, but also to help protect them against wrongful allegations.

Registration

Any activity organised by Greenwood RDA will have a register of participants and a record of appropriate personal details, in order to:

- Meet fire precaution and evacuation requirements, i.e. knowing who is on premises at any one time.
- Be able to contact a parent or guardian when necessary.
- Be aware of any particular special needs of a child or young person.

Any such details will be kept securely in keeping with the requirements of the Data Protection Act 1998.

Ratios

Any activity organised by Greenwood RDA will be adequately supervised as follows: There will be the following minimum staff / children ratios.

<u>Age group</u>	<u>Staff</u>	<u>Children</u>
0-2	1 adult for every	3
2-3	1 adult for every	4
3-4	1 adult for every	6
5 yrs plus	1 adult for every	8

An adult member of staff will be aged 18+, and although volunteers may be appointed from the age of 16, (RDA insurance stipulates 12 years of age: Greenwood RDA practice is from 14 years of age with appropriate supervision) they cannot be included in staff ratios.

Ideally there should be 3 adults for each group, to enable any incident such as injury to be handled effectively, **but in all situations, there must be a minimum of 2 responsible adults supervising**. Every effort should also be made to ensure there are both male and female volunteers working with a mixed gender group. It is noted that the practice of Greenwood RDA is to involve Parents/Carers directly as volunteers helping with sessions. Parents/Carers cannot devolve their duty of care.

In no circumstances should any member of staff /volunteer be alone with a child or young person, and if comforting someone who is upset or needing support, this should be done within view of another staff /volunteer member.

Parental Consent

When trips away from the organisation's buildings, or residential visits are organised for children and young people, appropriate consent forms need to be completed.

Appropriate staff /volunteer behaviour

Staff and volunteers are expected to behave in an appropriate way when working with children and young people and guidance relating to this is included in Appendix 1*. Any concerns about the behaviour of staff / volunteers should be raised with the named person(s) for safeguarding.

Specific Safeguarding Children issues

See Appendix 4* for details of some specific safeguarding children issues that need to be considered, as well as the main categories of abuse identified in Appendix 2*.

When there is a concern about the welfare of a child.

Although it is the responsibility of the named person(s) to ensure that any concern about the welfare of a child is dealt with appropriately, it is the responsibility of all staff / volunteers to have some understanding of child abuse and the sort of things they might see, hear or be told that might indicate a child is being abused or there are other concerns for their welfare, and what to do if they have a concern.

Appendix 2* provides information on the definitions of child abuse and some possible indicators, and staff / volunteers should make themselves aware of these. (Attending training is the best way to achieve this). RDA UK defines levels and frequency of Safeguarding Training for Coaches and Safeguarding Officers.

If a member of staff / volunteer has a concern about a child informed by this information, the key actions to be taken are:

1. If a child / young person has disclosed abuse of some form, although you should make sure you are clear about what they are saying, you should not question them any further, but make an accurate record of what they have said.
2. If the concern arises because of things you have noticed, heard, or witnessed, then wherever possible, and without raising the issue of abuse, check out your concerns by asking appropriate open questions of the child /young person and /or parent or carer.
3. Make a written record of your concern and any other relevant information.
4. Raise your concern with the named person for safeguarding who with you will consider appropriate action.
5. If the child / young person has disclosed to you an accusation of abuse, this must be taken seriously and must be automatically reported to Children's Social Care.
6. If there is reasonable evidence that the child / young person is suffering significant harm, then again, this must be reported as above.
7. If there are concerns, but not enough to report then a record must be kept, and the situation kept under review.
8. If a child / young person needs medical attention, seek medical help, and inform health staff of any concerns.
9. If there is an immediate risk of danger to a child / young person, then contact Children's Social Care or the Police immediately.

Good practice for work with adults at risk

An adult is someone aged 18 or over, even if still receiving services from children's social care or with a disability.

The term "Vulnerable Adult" is no longer used in the relevant legislation and statutory guidance and has been replaced with 'Adult at Risk'. Whilst there is no specific definition of an adult at risk, Adult Social Care will respond to concerns about an adult when they:

- (a) Have needs for care and support (whether or not the Community is meeting any of those needs);
- (b) Are experiencing, or are at risk of, abuse or neglect, and
- (c) As a result of those needs are unable to protect themselves against the abuse or neglect or the risk of it.

Adult survivors of abuse

It is recognised that adults may disclose abuse they suffered as a child. Any accusations of abuse against a named person should be reported to the police, preferably with the agreement of the victim, as other children could be at risk. In addition, advice would be sought from other appropriate agencies.

Specific Safeguarding Adult issues

See Appendix 4* for details of some specific safeguarding adult issues that need to be considered, as well as the main categories of abuse identified in Appendix 3*.

When there is a concern about the welfare of an Adult at Risk

In line with the Human Rights Act and Mental Capacity Act 2005, it is important when dealing with concerns about adults at risk, to preserve the dignity and respect for those adults as much as you can. An adult with mental capacity is entitled to make decisions that may be eccentric or unwise.

It is therefore always advisable to seek the person's permission before passing on your concern, and to ascertain their wishes. This may not always be possible if the adult concerned is not able to give their consent or there is an on-going risk. In this situation, you should always pass the information on.

If an adult at risk needs medical attention, seek medical help and inform health staff of any concerns.

Any concern about an adult at risk should be raised with the named person for safeguarding who will consider any appropriate action, which may include a referral to Adult Social Care or the police.

As with concerns about children, a record of disclosures, concerns and action taken must be recorded, including signature and date.

Dealing with allegations against a volunteer or staff member

Any concern about the behaviour of a volunteer or staff member being abusive or inappropriate towards children or adults, should be immediately raised with the named person for safeguarding. Advice would be sought from the Local Authority Designated Officer and the appropriate next steps taken as advised.

Training

All staff / volunteers are strongly encouraged to attend appropriate training to ensure they have a basic awareness of safeguarding issues, including awareness of child and adult abuse, indicators and what to do if concerned about the welfare of a child or adult.

Appendix 1: Guidance on appropriate behaviour towards children.

Appendix 2: Information on definitions and indicators of child abuse.

Appendix 3: Information on definitions and indicators of adult abuse

Appendix 4: Some specific safeguarding issues to be aware of

Appendix 5: Form for recording concerns

(* full copies of appendices 1 – 5 may be obtained on request to the Trustees of Greenwood RDA)

Important contact details:

Named person for safeguarding within the Charity

Either:

Mrs Christine Bagguley

Chair of Trustees and Safeguarding Officer

or Winifred Pritchett

Trustee/Treasurer/Secretary and Safeguarding Officer

Confidential 24hr help lines:

Child Line	0800 1111
NSPCC	08088 005000
Domestic violence	0808 800 0340

Nottingham City:

Safeguarding Children Referrals:

Children and Families Direct (Nottingham City)

0115 876 4800

Email: candf.direct@nottinghamcity.gov.uk

Safeguarding Adult Referrals (Nottingham City)

Tel: 0300 1310300

Email: adult.contactteam@nottinghamcity.gov.

Nottinghamshire County:

Greenwood RDA will need to include both contacts, because clients may live within the jurisdiction of either authority.

The Charity has been in contact with City Safeguarding team. Can confirm that it depends on where the child lives as to which team we contact. However, this is not always clear (sometimes streets are divided by city/county lines) in which case we would contact either of the teams and they will look up the address and advise whether it's a city or county case.

If we have contacted the wrong safeguarding team, we will be advised to contact the other team ourselves.

The number for County Safeguarding Team for Children and Adults is 03005008080.

Open Monday - Friday 8.30 - 5pm.

Email: mash.Safeguarding@nottsc.gov.uk

For help out of these hours: Emergency Duty Team: 03004564546

