

## **The Bamford Community Society**

### **Safeguarding children, young people and vulnerable adult's policy and procedures**

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## Policy statement

The Bamford Community Society Ltd is a registered society under the Co-operatives and Community Benefit Society Act 2014 and is owned by its members, the majority of whom are residents of the village of Bamford. The Society operates from the Anglers Rest site within Bamford village, in the Derbyshire Peak District and delivers various services for the benefit of residents of Bamford, the wider Hope Valley and visitors to the area. BCS is committed to ensuring the protection of vulnerable adults and children through the development and implementation of effective policies and best practice.

The Board, Staff and Volunteers, recognise and accept the responsibility to develop and raise awareness of the issues involved in working with vulnerable children and adults.

## Definition

The broad definition of a vulnerable adult is a person:

*'Who is eighteen years of age or over, and who may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation.'*

The definition of a child is anyone who has not yet reached their 18<sup>th</sup> birthday.

The Bamford Community Society strives to ensure that The Anglers Rest is safe for everyone, regardless of whether they are legally classified as 'vulnerable'. The BCS does not tolerate any kind of bullying or harassment, and will try to ensure that it is as safe as possible for this behaviour to be reported and acted upon.

This policy specifically covers children and vulnerable adults, regardless of gender, ethnicity, disability, sexuality or religion, and it is the duty of the BCS Board, the staff of The Anglers Rest and any volunteers working on behalf of the BCS to follow this. This policy should be used in conjunction with BCS's Equality and Diversity Policy.

All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, financial, psychological, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism will not be permitted or tolerated.

## Objectives

- To provide an environment in which vulnerable children/adults feel safe and valued
- To ensure that the staff and volunteers take responsibility to protect vulnerable adults from harm at all times
- To appoint a Board member and staff member as the designated representative for all vulnerable children/adult matters, and to identify appropriate training opportunities for that member.
- To develop and adopt a set of guidelines/code of conduct for all members of, staff and volunteers are aware of and adhere to

- To share information and/or concerns in a confidential manner with the appropriate outside agency e.g. Social Services.
- To review and update this policy and practice annually.

## Abuse

Abuse may be defined as the wrongful application of power by someone in a dominant position. It involves an imbalance of power and exploitation without a full and informed consent. Abuse can take several different forms and may be a single act or repeated acts.

**Physical abuse** – includes hitting, slapping, kicking, pushing, withholding or misuse of medication

**Sexual abuse** – includes sexual assault and rape, or sexual acts where the vulnerable person has not (or could not give) given consent or was forced into consenting, it also includes grooming of individuals with a view to sexual abuse.

**Psychological abuse** - includes threats of harm, emotional abuse, humiliation, verbal abuse, intimidation, coercion, harassment, withdrawal of support, isolation and deprivation (physical and sensory).

**Material / financial abuse** – includes fraud, theft, exploitation, financial transactions, misappropriation e.g. willed inheritance, property, benefits and possessions.

**Neglect & Acts of Omission** – includes ignoring physical care and medical needs, withholding basic living requirements e.g. adequate nutrition, safe and warm environment, withholding necessary medication and failure to provide access to appropriate health and social care services and / or educational services.

**Discrimination** – includes harassment and/or exclusion because of race, creed, culture, ability, gender and any slur deemed offensive and abusive.

## Code of Conduct

- Staff and volunteers treat vulnerable adults/children with respect and sensitivity at all times.
- Staff and volunteers must ensure that the safety and dignity of those vulnerable adults/children in their care is maintained at all times.
- It is the duty of staff and volunteers to ensure that vulnerable adults/children in their care are aware that there are designated members of staff to help them with any worries and/or difficulties.
- All staff and volunteers should report any issues on the “cause for concern form”.

## Sharing Information

- If staff or volunteers have concerns about the possible abuse of a vulnerable adult/children, or where a disclosure has been made, this must be reported to the line manager or relevant Manager as soon as possible.

- An accurate written record of concerns, disclosures and any related incident(s) must be made on the “Cause for concern form”
- The Board member will liaise with the relevant agencies and forward the cause of concern for information. A copy should be kept on file to which designated staff members *only* have access.

**It is important for staff and volunteers to avoid making assumptions and discussing concerns indiscriminately.**

**Confidentiality, and respect for the vulnerable adult(s)/child involved, is of the utmost importance.**

## Guidance

**For staff and volunteers in safeguarding children, young people and vulnerable adults whilst participating in BCS activities/services**

Staff and volunteers must ~~not~~:

- Undertake any tasks and extra duties for individuals which are over and above what is usually expected as part of a community hub service
- Verbally abuse, smack, hit or physically discipline a child, young person or vulnerable adult
- If it is necessary to restrain someone a written record of this should be made and given to the line manager.
- Allow or engage in inappropriate touching
- Allow the use of inappropriate language to go unchallenged
- Make sexually suggestive comments even in fun
- Allow allegations regarding a child, young person or vulnerable adult to go unchallenged, unrecorded or not acted upon

Staff and volunteers should avoid:

- Being alone with a child, young person or vulnerable adult without someone being nearby.
- Taking images of children with a mobile device or camera.

## Guidance on the taking of images

From time to time events may take place at the Anglers Rest which involve the taking of images for publicity purposes. In such circumstances:

- Anyone taking images should be registered with BCS and should be given a sticker to confirm that they are approved to do so.
- Any images taken of children should only be taken with the consent of the parent/guardian/carer.

- Any images should be appropriate and children clothed appropriately.
- Any comment/caption in connection with the image should not include any method of identifying the child/ren.

### **What to do if there is a suspicion of abuse by another member of staff or volunteer**

The following circumstances may lead to a member of staff or volunteer to suspect that a member of staff or volunteer is abusing a child, young person or vulnerable adult.

- An allegation is made by a child or adult
- A member of staff notices inappropriate behaviour by another member of staff.

If this happens a "Cause for concern form" (Appendix I) should be completed and given to the line manager. The appropriate agencies will be contacted by the Company Secretary/Chair.

