





# SAFEGUARDING - CHILD & VULNERABLE ADULTS PROTECTION POLICY

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## Definitions

**Adult** – in England an adult is defined as someone who has reached their 18th birthday.

**Board** – means the HCO Board of Trustees.

**Children** - In England a child is defined as anyone who has not yet reached their 18th birthday.

**DBS** – the Disclosure and Barring Service

**Employment** – means the engagement of all persons involved in the running or operation of HCO and its functional groups. See ‘Staff’ below.

**Employees** – those with a personal Contract of Employment with HCO as distinct from Volunteers who are only considered to be employees for insurance purposes.

**HCO** – means Hassocks Community Organisation

**Management** – means those in position of responsibility such as Trustees, and Lead volunteers.

**Regulated Activity** – Is something that must not be done by a person who is barred or is on the Children’s Barred List. Activities are:

- Those which may be carried out more than three times in any 30-day period, with the opportunity for face-to-face contact with children are a regulated activity with children because they are:
  - Teaching, training or instructing children. If the individual doing these activities is supervised by someone else who is in regulated activity with children, then they are not in regulated activity themselves so are only eligible for an Enhanced Disclosure Check without a Children’s Barred List Check.
  - Caring for or supervising children, unless the care or supervision is incidental to care for or supervision of people who are not children;
  - Providing any form of advice or guidance wholly or mainly for children relating to their physical, emotional or educational well-being; this does not include legal advice. Individuals don’t need to be in contact with the same children over this time frame – it can be with any number of different groups/individuals.

**Staff** – a general term meaning all persons involved in the running or operation of HCO and includes Trustees, Employees , Lead Volunteers and Volunteers.

**Vulnerable people** – are defined in the Safeguarding Vulnerable Groups Act 2006 (Miscellaneous Provisions) Order 2009, in summary they are adults who have need of care and support, or are at risk of, abuse or neglect and as a result of their care needs – are unable to protect themselves or require assistance in the conduct of their own affairs.

# Safeguarding – Child & Vulnerable Adults Protection - Policy

## 1. Purpose

The purpose of this policy is to confirm that HCO's culture is one committed to safeguarding children and vulnerable people. HCO believes everyone has a responsibility to promote the welfare of all children and vulnerable people, to keep them safe and to practise in a way that protects them. We will give equal priority to keeping all children and vulnerable people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

## 2. Our code of conduct

HCO will:

- protect children and vulnerable people who receive HCO's services from harm. This includes the children of adults who use our services
- provide trustees, staff and volunteers, as well as children, and vulnerable people's families, with the overarching principles that guide our approach to protection
- make sure all staff and volunteers receive regular training on child protection or working with adults at risk
- be guided by its Safeguarding Lead who will work with our local authority safeguarding boards.
- manage concerns, complaints, whistleblowing and allegations relating to child protection or adults at risk effectively
- develop clear policies when DBS checks are required, detailing how we assess the level of check needed and how we handle the information

## 3. The scope of this policy statement

This policy applies to anyone working on behalf of HCO, including the board of trustees, employees, volunteer leaders, volunteers and subcontracted service providers.

## 4. Review and accessibility of this policy statement

- the policy statement will be updated as necessary, always following a serious incident and at least once a year
- the policy statement will be made available to all staff during their induction and to the public on the HCO website

## 5. The Risks

HCO may, from time to time, work with children and/or vulnerable adults and recognises that we have a duty of care in relation to them. We take into account the increased risk of potential harm (for example sexual, emotional and financial abuse), and that by definition children and vulnerable adults may not be able to protect themselves.

### Primary risk areas are:

- Our Hassocks Youth Projects (HYP) which seeks to offer a variety of leisure activities for the youth of Hassocks. i.e. those attending Hassocks schools. Some activities may be one off, some continuous.
- Hassocks Community Cycle Hire (HCCH) where children between the ages of 14-15 may be employed as part of a bike servicing training programme. Also, customers hiring bikes where children are generally accompanied by their parents or other relatives or guardians.

### Secondary risk areas are:

- The Star Cinema provides film nights for residents. It's possible that some of those in the audience are vulnerable owing to age related frailty or degenerative mental conditions such as dementia and Alzheimer.
- Hassocks Village Market – Kids craft stall – children undertake craft activities whilst safeguarded by their parents.
- Green Group gardening - occasionally volunteers may bring their children to village gardening activities.
- Natural Flood Management (NFM) activities – occasionally volunteers may bring their children to NFM activities

## 6. Keeping children and vulnerable people safe

We will keep all children and vulnerable people safe by:

- valuing, listening to and respecting them
- appointing a child protection lead and a trustee board member for Safeguarding
- adopting child protection and safeguarding best practice through our safeguarding and child protection policies, procedures and code of conduct for staff
- providing effective management for staff through supervision, support, essential training, and quality assurance measures so that all staff know about and follow our safeguarding and child protection policies, procedures and behaviour codes confidently and competently recruiting and selecting staff safely, ensuring all necessary checks including DBS are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance

- building a safeguarding culture where staff, children, young people and their families, treat each other with respect and are comfortable about sharing concerns
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, and vulnerable adults and their families know where to go for help if they have a concern
- ensuring our Safeguarding policy reflects the Safeguarding requirements of West Sussex County Council where appropriate
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- having a clear and concise Whistleblowing Policy which is freely available to all staff

## **7. HYP and HCCH are Regulated Activities and require specific actions.**

### Hassocks Youth Project:

- The HYP Lead ensures that whosoever is involved in the regulated activities defined on Page 3 above is DBS checked. That check result must be shared with HCO's Safeguarding Trustee
- The HYP Lead must ensure that all activities are risk assessed and a copy of the assessment passed to the Safeguarding Trustee
- The HYP Lead also must ensure that new staff are pre-approved by HCO's Board
- When subcontracted service providers are involved it is the responsibility of the HYP Lead to ensure that the individuals interfacing with the children are DBS checked and monitored regularly

### Hassocks Community Cycle Hire:

- The HCCH Lead ensures that whosoever is involved in the regulated activities defined on Page 3 above is DBS checked. That check result must be shared with HCO's Safeguarding Trustee
- The HCCH Lead must ensure that all activities are risk assessed and a copy of the assessment passed to the Safeguarding Trustee
- The HCCH Lead also must ensure that new staff are pre-approved by HCO's Board

## **8. DBS Checks**

Lead Volunteers, with guidance from the HCO Safeguarding Lead if needed, will determine the level of checks required for staff working in regulated areas and advise Trustees of their decision. The link below is a useful tool to assist in the determination of the correct level of check. <https://www.gov.uk/find-out-dbs-check>



Information uncovered regarding individuals will be treated in the strictest confidence and in accordance with Data Protection legislation.