

Safeguarding Policy

SCOPE & PURPOSE

Safeguarding has been defined as:

- All agencies working with children, young people and/or vulnerable adults and their families taking all reasonable measures to ensure that the risks of harm to their welfare are minimised; and
- Where there are concerns about children and young people's/vulnerable adults' welfare, all agencies taking appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies.

The trustees of Friends for Leisure are responsible for ensuring that those benefiting from, or working with the charity are not harmed in any way through contact with it.

Friends for Leisure acknowledges that "children and young people" referred to in these policies and procedures may be registered service users, volunteers or staff under the age of 18 years. "Vulnerable adults" are defined as those over 18 years of age, with:

- Mental or other disability, age or illness and;
- Who are or may be unable to take care of him / herself; or
- Unable to protect him / herself from significant harm or serious exploitation.

Disabled children and adults may be more vulnerable to abuse and neglect than non-disabled children and adults.

This policy applies to all trustees, staff and volunteers working within the organisation.

FFL aims to safeguard children and young adults by:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children and young adults;
- Establishing a safe environment for the children and young adults we work with;
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- Reviewing procedures in line with any revised guidance;
- Issuing a copy of this policy to all staff and volunteers working with children and young adults;
- Issuing specific guidance to volunteers.

Designated Person

The trustees of Friends for Leisure have appointed the manager as the designated person for safeguarding purposes. In the absence of the manager, the role will be assumed by the designated trustee – Mel Stockdale.

Whistle blowing

All staff must acknowledge their individual responsibility to bring matters of concern to the attention of the management and/or relevant agencies. Although this can be difficult this is particularly important where the welfare of children/young adults may be at risk. Each individual has a responsibility for raising concerns about unacceptable practice or behaviour:

- To prevent the problem worsening or widening
- To protect or reduce risks to others
- To prevent becoming implicated themselves

A staff member may be the first to recognise that something is wrong but may not feel able to express their concerns out of a feeling that this would be disloyal to colleagues or they may

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fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk.

PROTECTION OF CHILDREN & VULNERABLE ADULTS POLICY

This mandatory policy is approved and endorsed by the Board of Trustees and makes clear Friends for Leisure's position on child protection and the protection of vulnerable adults. It applies to all staff, trustees, volunteers and persons acting on behalf of the charity

Friends for Leisure will:

- Ensure that in working with children, young people and vulnerable adults, their welfare is of utmost importance;
- Take seriously any allegation of abuse, whether from a child or an adult.
- Ensure that there is a designated senior person (and deputy) for child protection/protection of vulnerable adults. This will usually be the manager;
- Ensure that every member of staff (including temporary staff and volunteers) knows the name of the designated senior person and their role;
- Ensure that all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person;
- Ensure that trustees, staff and volunteers receive training on child protection/protection of vulnerable adults, appropriate to their roles and responsibilities. This includes the Common Assessment Framework (CAF);
- Ensure that parents/carers have an understanding of the responsibility placed on FFL for child protection/protection of vulnerable adults;
- Develop effective links with relevant agencies and co-operate as required with their enquiries, including attendance at CAF meetings and case conferences;
- Keep confidential written records of concerns about children, young people and vulnerable adults, even where there is no need to refer the matter immediately;
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed (P 1.2 refers)
- Ensure that all who have opportunities for regular contact with children, young people and vulnerable adults will be asked prior to confirmation of their appointment to declare whether they have been the subject of criminal or civil proceedings and whether they have caused harm to children or young people or put them at risk;
- Ensure that all staff and volunteers will have the appropriate DBS disclosure and follow the statutory regulations of the Children's Act 1989.
- Acknowledge the statutory guidance for adults working with children and families: Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children (HM Government, 2015).

IMPORTANT

It is not Friends for Leisure's task to decide whether a child, young person or vulnerable adult has been abused. The safeguarding procedures must be adhered to, and, where appropriate, concerns must be referred to the correct authorities.

Review

This policy and associated procedures will be reviewed on an annual basis.