
CSCIC Safeguarding policy- Child and Vulnerable Adults Protection Policy and Procedure

ISSUE : 4

UPDATED: 14/02/20

PAGE 1 OF 9

COMPILED BY: Anna Bonallack, Director CSCIC

DOCUMENT SCOPE: This policy applies to all Directors, employees, contracted practitioners and volunteers who take part in CSCIC events and activities.

CSCIC wishes to comply with current national legislation governing the provision of childcare services (including the Children Act of 1989, the Police act of 1997 and the Protection of Children Act of 1999) and Local Safeguarding Children Board procedures.

CONTENTS:

1. Introduction
2. General Principles
3. Definition of Abuse
4. Vetting of those volunteering with children and vulnerable adults
5. Vetting of directors of CSCIC
6. Day time activities and workshops
7. Online communication and social media
8. Residential activities
9. In the event of suspicions or allegations of abuse taking place during CSCIC activities
10. In the event of reports of suspicions of abuse taking place outside of CSCIC activities
11. Training
12. Keeping abreast of new developments

PROCEDURE APPROVAL BY:

Chris Jockel (CSCIC)	
Anna Bonallack (CSCIC)	
Hannah McDonell (CSCIC)	

Revision Record

Version	Description	
3	<i>No CSCIC staff or volunteers are permitted to take a minor or vulnerable adult in their car without the express written permission of their primary guardian and expected to happen only in emergencies. No CSCIC staff or volunteers are permitted to arrange to meet with a minor or vulnerable adult outside of the</i>	15 th Jan 2019

Key contacts:

**Anna Bonallack, Director of CSCIC responsible for Safeguarding: 07734 086879
Gloucestershire County Council Children and Families Help Desk: 01452 426565**

**CSCIC Safeguarding policy- Child and
Vulnerable Adults Protection Policy and
Procedure**

ISSUE : 4

UPDATED: 14/02/20

PAGE 2 OF 9

	<i>CSCIC activity that they are involved in.</i>	
4	Addition of section – Definition of Abuse	28 th January 2020
5	Addition of section – Online Communication and Social Media	10 th February 2020

Key contacts:

**Anna Bonallack, Director of CSCIC responsible for Safeguarding: 07734 086879
Gloucestershire County Council Children and Families Help Desk: 01452 426565**

1. INTRODUCTION

It is the intention of CSCIC to ensure that all children and adults involved in CSCIC projects and events will at all times feel safe and secure. It is the responsibility of the directors to safeguard and promote the welfare of children and vulnerable adults. The directors will work with the families or staff associated with these children and vulnerable adults to minimise risk of harm during CSCIC activities.

If any adult involved in the activities of CSCIC becomes concerned about the welfare of a child or vulnerable adult involved in those activities they will take appropriate action according to procedures outlined in this document.

All adults with a regular role in delivering CSCIC events and activities will hold an enhanced DBS, processed according to current legislation. A nominated CSCIC director will process DBS for volunteers prior to events and activities which involve contact with children or vulnerable adults.

2. GENERAL PRINCIPLES

- All adults and children involved in CSCIC projects are protected at all times from behaviour that they find uncomfortable
- All volunteers (aged 18 and over) and staff involved in projects for children and vulnerable adults will hold a current and enhanced DBS.
- Volunteers and Staff should not meet individually with a child or vulnerable adult involved in CSCIC projects outside of CSCIC organised events.
- During activities if a member of staff or volunteer must be alone and out of sight of other adults with a child or vulnerable adult this should be discussed first with other adults present.
- Physical contact between adults and children and vulnerable adults will be kept to a level appropriate to the needs of the child or vulnerable adult.
- All staff, volunteers, children and adult participants have a right to speak out about behaviour they find uncomfortable and to be sure they will be listened too.
- A member of staff will be nominated for each CSCIC event, for the duration of the event, and will be made known to staff, volunteers, children and participating adults as appropriate in different settings.
- Full risk assessments must be completed as required in the health and safety policy and made visibly available in any setting
- Children's and vulnerable adults' personal details must be kept securely by a nominated director of CSCIC according to CSCICP11 Confidentiality and Data Protection Policy, and shared only when circumstances require it.

Key contacts:

**Anna Bonallack, Director of CSCIC responsible for Safeguarding: 07734 086879
Gloucestershire County Council Children and Families Help Desk: 01452 426565**

3. DEFINITION OF ABUSE

Abuse can be defined as any behaviour which knowingly or unwittingly causes harm, endangers life or violates rights. Abuse may be physical, sexual, psychological, financial or material, or neglect. CS undertakes to work with all staff and volunteers to have a clear idea of the indicators of abuse that may be taking place so that if they have any reason to think abuse may be taking place they are able to alert the safeguarding officer at the earliest opportunity.

4. VETTING OF THOSE VOLUNTEERING/WORKING WITH CHILDREN AND VULNERABLE ADULTS

Any adult person working with under 18s and vulnerable adults for CSCIC will

- Complete an Enhanced Disclosure and Barring form through the CSCIC if they cannot provide online evidence of a completed DBS.
- DBS to be updated every two years.
- For Disclosures completed elsewhere online access will be requested and evidence of DBS seen by the CSCIC director responsible.
- Provide two referees willing to support their application for volunteering and/or work and provide evidence of their fitness to volunteer with under-18s and vulnerable adults.
- Declare any criminal convictions relating to the abuse of children, however long ago they may have been. This is an exemption from the provisions of the Rehabilitation of Offenders Act 1974.
- Read and sign a copy of the declaration associated with this Safeguarding policy and procedure document. This signed copy must be kept confidentially and securely by CSCIC directors according to CSCICP11 Confidentiality and Data Protection Policy.

Any person helping out on a one-off basis will not be required to fulfil the above requirements, but must sign the Safeguarding Declaration and be supervised by the adult leaders at all times.

5. VETTING OF DIRECTORS OF CSCIC

- Directors of CSCIC will hold an Enhanced DBS Disclosure processed through Gloucestershire County Council DBS team.
- DBS to be updated every two years.
- abide by this policy and any and all subsequent updates

6. DAY TIME ACTIVITIES AND WORKSHOPS

Key contacts:

**Anna Bonallack, Director of CSCIC responsible for Safeguarding: 07734 086879
Gloucestershire County Council Children and Families Help Desk: 01452 426565**

- Adults should avoid being alone with an under-18 or vulnerable adult at any time. However, there are times when this is not possible, in these cases this should be talked about with other adults running the activities as soon as possible. If a confidential conversation is necessary, it should occur out of hearing of the group, but preferably within sight. The adult conducting the conversation must make sure their colleagues are aware of the situation.
- For groups of children under the age of 13 at least two full adult members must be present at all times with a recommended minimum of one adult to every 5 children under the age of 9 and one adult to every 8 child age 9 to 13. There should be one adult for every 10 young people age 13-18 during an activity.
- Vulnerable participants in CSCIC activities will normally be accompanied by their parent, carer or teacher. In the event they are unaccompanied, usually after a planned period of time and assessment, the parent, carer or teacher will be required to complete a health form to include medical and behavioural information, emergency contact details and permissions to take part in the activities.
- No CSCIC staff or volunteers are permitted to take a minor or vulnerable adult in their car without the express written permission of their primary guardian and expected to happen only in emergencies.
- No CSCIC staff or volunteers are permitted to arrange to meet with a minor or vulnerable adult outside of the CSCIC activity that they are involved in.
- One of the CSCIC directors will be nominated to hold all information relevant to the activity, including the risk assessment for that activity, completed health and permission forms for every child or vulnerable adult taking part. If activities are taking place in an educational establishment then the processing of these and holding of this information will be discussed with appropriate school staff and agreed action taken.
- The directors must know the arrangements for children making their way home from an activity, unless the activity is held in an educational establishment in which case procedure will be discussed with the staff of that establishment.
- If activities require some level of expertise or specialist qualification then CSCIC will employ individuals or providers to ensure the highest possible level of care and instruction is delivered for those particular activities.

7. ONLINE COMMUNICATION AND SOCIAL MEDIA

For policy on mobile phones please refer to CSCICP09 Mobile phone policy.

- All staff, volunteers and directors use organisational accounts – social media and email - to communicate, never personal accounts – so that emails can be viewed by our administrators.
- Creative Sustainability has a suite of public facing social media channels including facebook pages for projects, an Instagram page and a Twitter feed,

Key contacts:

**Anna Bonallack, Director of CSCIC responsible for Safeguarding: 07734 086879
Gloucestershire County Council Children and Families Help Desk: 01452 426565**

all of which are to be monitored daily. These are all public and administrative and posting rights will only be given to project leaders, CS admin and support staff. All other posts will need to seek approval.

- Some projects may have groups and participants can join by invitation only with administrative and invitation rights given only to project leads, CS admin and support staff. They are for functional purposes, to share information, events and updates on projects only. Participants can post but do not have admin or invitation rights.
- Some projects use Whatsapp to support organising activities with a group, to share information and updates only, and will be only used by staff and key volunteers for this express purpose.
- There are no circumstances under which a member of staff or director will need to use social media to contact participants on a one to one basis and should turn down all invitations to do so.
- All direct messages to CS and projects are visible to project leads, CS admin and support staff.
- Project leads, admin support and key volunteers will ask children and carers/parents/support workers for permission to take and use photographs and for them to be used on social media.

8. RESIDENTIAL ACTIVITIES

All the above apply and in addition

- No adult should enter a sleeping area for under-18s or young adults alone, unless they are settling children at bed time or there is an emergency or they are helping the children and young adults with their belongings in agreement with the other adults on the camp/residential.
- No adult should enter a sleeping area without giving fair warning to the people inside.
- Careful consideration should be given to the sharing of sleeping space when planning any camp or residential.
- Male and Female tents allocated and at opposite ends of the site, with staff tents in between, to avoid any confusion.
- No person aged 16 or over should share a sleeping area or tent with any person under 16.
- No person under the age of 16 should be permitted to sleep alone, unless arrangements have been made with the parent/guardian before the residential activity.
- Adults of both genders must be available at all times.
- Participants under the age of 18 will be allocated a group with a 'guardian' for the duration of the residential, to be either a volunteer or director, who will be made known to the family/guardian/carers of the participant. This allocated guardian will know and understand the particular needs of the participants in

Key contacts:

**Anna Bonallack, Director of CSCIC responsible for Safeguarding: 07734 086879
Gloucestershire County Council Children and Families Help Desk: 01452 426565**

their group and ensure that the everyday comforts of individuals allocated to their guardianship are met with all due care.

9. IN THE EVENT OF SUSPICIONS OR ALLEGATIONS OF ABUSE TAKING PLACE WITHIN CSCIC ACTIVITIES.

If a child or adult participant makes an allegation of abuse of any kind against any other individual taking part in CSCIC, adults or peers, activities immediate action must be taken:

- The adult receiving the information must tell the child or vulnerable adult as soon as possible that they may have to share what they hear with another responsible person, and then continue to listen to the child or vulnerable adult.
- The adult receiving the information should inform the Director of CSCIC responsible for Safeguarding immediately and with their assistance if necessary and possible, complete the disclosure form attached to this policy.
- The family/guardian/carers of the child or vulnerable adults must be informed as soon as possible.
- The individual accused of abuse should be asked to stay away from activities pending the conclusion of an investigation.
- Additional help and advice may be sought from the Local Safeguarding Children Board and the Director of CSCIC with responsibility for Safeguarding.
- The situation should be resolved where possible following the guidance in the CSCIC Disputes and Complaints Resolution procedure.
- The accused individual must be kept informed of the timescale of the investigation at all times.

If an adult involved in CSCIC activities has a concern about the behaviour of another adult involved in CSCIC activities immediate action must be taken:

- they should inform the Director of CSCIC responsible for Safeguarding immediately and with their assistance if necessary and possible, complete the disclosure form attached to this policy.
- The individual accused of abuse should be asked to stay away from activities pending the conclusion of an investigation.
- Additional help and advice may be sought from the Local Safeguarding Children Board and the Director of CSCIC with responsibility for Safeguarding.
- The situation should be resolved where possible following the guidance in the CSCIC Disputes and Complaints Resolution procedure.
- The accused individual must be kept informed of the timescale of the investigation at all times.

Key contacts:

**Anna Bonallack, Director of CSCIC responsible for Safeguarding: 07734 086879
Gloucestershire County Council Children and Families Help Desk: 01452 426565**

10. IN THE EVENT OF REPORTS OR SUSPICIONS OF ABUSE TAKING PLACE OUTSIDE OF CSCIC ACTIVITIES.

If a child or vulnerable adult reports abuse or worrying behaviour taking place outside CSCIC activities immediate action must be taken:

1. The adult receiving any information must show they believe the child or vulnerable adult but not lead them by questions or counsel.
2. The child or vulnerable adult must be told that this adult will be reporting the allegation and that it cannot be kept as a secret but it must be made clear that the child themselves will have to give details to any external agencies.
3. The adult receiving the information should inform the Director of CSCIC responsible for Safeguarding immediately and with their assistance if necessary and possible, complete the disclosure form attached to this policy.
4. If the allegation made refers to activities outside the home, the child's or vulnerable adult's family/guardian/carers must be informed by the Director of CSCIC responsible for Safeguarding as soon as possible.
5. If the allegation refers to activities within the child's or vulnerable adult's home, the local child protection team must be consulted immediately by the Director of CSCIC responsible for Safeguarding.

11. TRAINING

1. All Directors will complete and hold current certification (minimum 3 years) for
 - online level 1 safeguarding training, currently Kwango e-learning.
 - Safeguarding Children
 - Safeguarding Adults
 - Emergency 1st aid at work
2. The Lead Officer and project leaders should complete the above and also have current certification in
 - Level 2 safeguarding training, currently run by CCP.
 - First Aid at work
3. Additional training opportunities to be taken as appropriate and available to increase awareness of epilepsy, challenging behaviour, inclusion and autism.
4. Volunteers will be offered opportunities to undertake training in safeguarding, 1st aid and additional opportunities arising.
5. Peer Mentors and workshop leaders at the Access Bike project take part in Peer Mentor Training workshops which cover a range of topics to include Safeguarding – understanding the definition of abuse, who is at risk, the indicators of abuse, procedure around allegation, disclosure and sharing of information - to a high level of confidence.

12. KEEPING ABREAST OF NEW DEVELOPMENTS

Key contacts:

**Anna Bonallack, Director of CSCIC responsible for Safeguarding: 07734 086879
Gloucestershire County Council Children and Families Help Desk: 01452 426565**

There are a number of agencies that CSCIC draws upon for advice and information in order to keep abreast of new developments, recommendations and training opportunities.

1. Active Impact CIC. Commissioned by GCC to oversee and work with us to deliver our Creative Camping programme. Offering a range of free training opportunities, advice and insight on safeguarding procedure and best practice, and networking opportunities to share best practice across Gloucestershire, with the Aiming High Network.
2. Gloucester Safeguarding Children Board. CSCIC signed up to receive alerts on training, new developments and other opportunities in Gloucestershire.
3. NSPCC (was SafeNetwork) Signed up to receive information from 'CASPAR' to receive information on services and resources available

Key contacts:

**Anna Bonallack, Director of CSCIC responsible for Safeguarding: 07734 086879
Gloucestershire County Council Children and Families Help Desk: 01452 426565**