

### MILFORD ON SEA COMMUNITY CENTRE

## SAFEGUARDING YOUNG PEOPLE AND VULNERABLE ADULTS POLICY

The purpose of this policy is to inform staff and volunteers at Milford on Sea Community Centre of their responsibilities when working with children and vulnerable adults.

This policy and procedures are based on the following principles:

- The welfare of young people and vulnerable adults is of primary concern
- All young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to safeguarding from abuse
- It is everyone's responsibility to report any concerns about abuse to the Designated Safeguarding Officer, and the responsibility of the Social Services Department and the Police to conduct where appropriate a joint investigation. Numbers for reporting concerns are as follows:
  - Linda Bagnall (Chair of Trustees): 01590 645933
  - Hampshire Children's Services: 0300 555 1384
  - Hampshire Adult Services: 0300 555 1386
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998

### Definition of Abuse

Abuse is any behaviour towards a person that deliberately or unknowingly causes them harm, endangers life or violates their rights. Abuse may be:

- Physical
- Sexual
- Psychological – repeatedly being made to feel unhappy, humiliated, afraid or devalued by others
- Financial or material – stealing or denying access to money or possessions
- Neglect
- Discriminatory – abuse motivated by discriminatory attitudes towards race, religion, gender, disability or cultural background

## **Responsibility**

All staff and volunteers are required to take shared responsibility for the safeguarding and safety of any young people and vulnerable adults they come into contact with.

They must be aware of and abide by the Code of Good Practice (Appendix 1).

The managerial responsibility for any programme or activity rests with the individual who is directing or organising the activity. This person is expected to:

- Ensure that the activity is planned, organised and delivered in accordance with the Safeguarding Young People and Vulnerable Adults Policy
- Ensure that everyone involved in the event knows who is responsible for safeguarding and how to report any concerns
- Arrange the checking, training, induction and guidance for all staff and volunteers
- Inform the Designated Safeguarding Officer and complete the appropriate documentation
- Complete a health and safety risk assessment

The Trustees have responsibility for the oversight of the Milford on Sea Community Centre's Safeguarding Young People and Vulnerable Adults Policy with delegated responsibility to Mike Walker/Trustee

## **Disclosure and Barring**

The Trustees will additionally ensure that all staff and volunteers who are in regular or significant occasional contact with under 18s or vulnerable adults must have had a satisfactory enhanced DBS check before allowing them to work with children or vulnerable adults.

A 'satisfactory' check is defined as having no criminal convictions (including cautions, reprimands and final warnings) relevant to the post.

All staff and volunteers engaged with children must report any subsequent criminal convictions to Mike Walker/Trustee.

This policy and procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the safeguarding of children and vulnerable adults
- Following any issues or concerns raised about the safeguarding of children or vulnerable adults
- In all other circumstances, at least annually

October 2021

## **Appendix 1**

### **Code of good practice for staff and volunteers**

The following guidelines are intended to be a common sense approach that both reduces opportunities for the abuse of young people and vulnerable adults and helps to protect staff and volunteers from any false allegation.

You should:

- Treat all young people and vulnerable adults with respect, and respect their right to personal privacy
- Ensure that, whenever possible, there is more than one adult present during activities or that you are within sight or hearing of others
- Exercise caution when discussing sensitive issues with young people or vulnerable adults
- Exercise caution in initiating any physical contact with a young person or vulnerable adult
- Operate within the guidance offered by this Code
- Challenge all unacceptable behaviour and report all allegations or suspicions of abuse
- Keep parents, guardians and carers fully informed of all anticipated activities

You should NOT:

- Spend excessive time alone with young people or vulnerable adults away from others
- Take young people or vulnerable adults alone in a car journey, however short
- Take young people or vulnerable adults to your home
- Engage in physical or sexually provocative games including horseplay
- Allow or engage in inappropriate touching of any form
- Make over-familiar or sexually suggestive comments or approaches to a young person or vulnerable adult even as a joke
- Let allegations, over-familiar or sexually suggestive comments or approaches made by a young person or vulnerable adult go unchallenged or unrecorded
- Do things of a personal nature that young people or vulnerable adults can do for themselves
- Take photographs, videos or other images of a young person or vulnerable adult without the express permission of their parent, guardian or carer.

### **Safeguarding Policy Control**

Policy Revision Number: 2021.1

Next Review Date: October 2022