FRAMPTON ON SEVERN COMMUNITY ASSOCIATION (FCA) SAFEGUARDING POLICY

1. Introduction

FCA makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

FCA is not involved in the delivery of services to vulnerable groups.

FCA comes into occasional contact with children and vulnerable adults through the following activities:

a. The hire and use of the hall by groups or individuals.

b. The very infrequent events in the hall organised by the FCA.

c. Routine checking and maintenance of the hall, its environs, and the playground.

The types of contact with children and / or vulnerable adults will be in the Controlled category (definition below).

This policy seeks to ensure that FCA undertakes its responsibilities with regard to protection of children and/or vulnerable adults and responds to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the FCA's expectations.

2. Explanation of terms

Regulated and Controlled Activities.

Regulated activity can be defined as 'frequent contact' with a vulnerable person (once a month or more) or as 'intensive contact' (3 days or more within a 30 day period). At present FCA has no contact with vulnerable persons that fits the Regulated Activity definition.

Controlled activity includes any activity where there may be contact with a vulnerable person. It also includes administrators or trustees if and when they have access to vulnerable people's personal data. At present, FCA holds no personal data on vulnerable people.

3. Legislation

The principal pieces of legislation governing this policy are:

a. The Care Act 2016
b. Working together to Safeguard Children 2015
c. The Protection of Freedoms Act 2012
d. Safeguarding Vulnerable Groups Act 2006
e. The Children Act 2004

4. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:

a. Physical abuse
b. Sexual abuse
c. Psychological or Emotional abuse
d. Neglect or Omission to act

e. Financial or material abuse
f. Child Sexual Exploitation
g. Modern Slavery
h. Self Neglect
i. Domestic Abuse
j. Institutional Abuse
k. Discriminatory Abuse
l. Harassment
m. Radicalisation

Definition of a child - A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of a vulnerable adult - A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who: Is elderly and frail; Has a mental illness including dementia; Has a physical or sensory disability; Has a learning disability; Has a severe physical illness; Is a substance misuser; Is homeless.

5. **Responsibilities**

All staff have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by being excellent role models, to contribute to discussions about safeguarding and to involve people positively in developing safe practices.

Additional specific responsibilities

Trustees have responsibility to ensure:

a. The safeguarding policy is in place and appropriate.
b. Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented.

Senior Management Team (SMT) have responsibility to ensure:

a. The policy is implemented.
b. The policy is monitored and reviewed.
c. Liaison with and monitoring the Designated Safeguarding Lead's work
d. The policy is accessible.
e. Staff (paid and unpaid) have access to appropriate training/information.

The Designated Safeguarding Lead (DSL) is the Chair, Nigel Wills. The DSL's responsibilities are:

a. Promoting the welfare of children and vulnerable adults.
b. Receiving staff concerns about safeguarding and respond to all seriously, swiftly and appropriately.
c. Keeping up to date with local arrangements for safeguarding and DBS.
d. Taking forward concerns about responses.

SMT means the Chair and the Treasurer. Support from FCA trustees is essential.

6. **Implementation Stages**

The scope of this Safeguarding Policy is broad ranging, and in practice it will be implemented via a range of FCA policies and procedures. These include:

a. The Safeguarding Policy itself.
b. The Whistleblowing Policy.
c. Complaints Policy.
d. Equal Opportunities Policy
e. Data Protection Policy.

Safe recruitment

At present, there are no roles which require detailed safeguarding knowledge or a safeguarding core competency.

However, FCA ensures safe recruitment through the following processes:

a. Shortlisting is based on formal application processes/forms and not on provision of CVs
b. Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification

Disclosure and Barring Service (DBS) Gap Management. Not applicable at present. FCA has no requirement for roles with DBS clearance.

7. **Communications training and support for staff**

FCA commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding

Induction will include:

a. Discussion of the Safeguarding Policy (and confirmation of understanding)

b. Discussion of other relevant policies
c. Familiarisation with reporting processes, the roles of the SMT and DSL (and who acts in their absence)
d. Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding.

Training

If any staff who, through their role, are to be in contact with children and /or vulnerable adults, will have access to safeguarding training at an appropriate level.

Sources of training

a. Training listed in www.gscb.org.uk (from the option 'I work with children, young people and parents').

b. For those working with adults, links to training specifically for voluntary, independent and private sectors from www.gloucestershire.gov.uk (follow the links to Health and Social Care, then Social care training pages (or telephone 01452 583672)).

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

a. Regular agenda item for meetings.
b. One to one meetings when required.
c. Provision of a clear and effective reporting procedure which encourages reporting of concerns.
d. Encouraging open discussion.
e. Reminding staff about policies and procedures (refresh sessions etc)

Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

a. Debriefing support for staff so that they can reflect on the issues they have dealt with.
b. Seeking further support as appropriate e.g. access to counselling.
c. Staff who have initiated protection concerns will be contacted by the DSL within a certain timescale e.g. 1 week).

8. Professional boundaries

Professional boundaries are what define the limits of a relationship between a support worker and a client in the context of working with vulnerable people.

The FCA does not provide services to vulnerable people, so does not have professional (staff and client) relationships with vulnerable people.

However, FCA expects staff to protect the professional integrity of themselves and the FCA by using appropriate behaviour at all times.

9. Reporting

The process outlined below lists the steps for raising and reporting safeguarding concerns at FCA.

Step 1. Communicate your concerns to the DSL.

Step 2. Discuss with parents of child or with the vulnerable person.

Obtain permission to make referral if safe and appropriate

Step 3. Seek medical attention for the vulnerable person if neededStep 4. if needed seek advice from the Children and Families helpdesk or Adults helpdesk

Step 5. Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact

Step 6. Ensure that feedback from the Local Authority is received and their response recorded.

The local authority has a process for reporting and this must be adopted. FCA will complete the local authorities initial contact form when informing them of a concern about a child. The use of this form and compliance with the policy is mandatory. Information on reporting concerns will be found at www.gscb.org.uk

If the DSL is implicated, then refer to a trustee.

10. Allegations Management

FCA recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

Step 1: Any member of staff (paid or unpaid) from FCA is required to report any concerns in the first instance to the DSL, the SMT or a trustee.

Step 2: contact local authority for advice. In Gloucestershire this can be done via (for children) the Safeguarding Children Services Local Authority Designated Officer (LADO) 01452 426994, or (for adults) the Adult Helpdesk 01452 426868 There is an established allegations management procedure and flow chart for working with children in Gloucestershire which can be viewed by clicking on 'I work with children, young people and parents', then 'allegations management' from www.gscb.org.uk.

Step 3: follow the advice provided.

11. Monitoring

The organisation will monitor the following Safeguarding aspects:

    a. Safe recruitment practices
    b. Training – record of staff training on child/ vulnerable adult protection.
    c. Monitoring whether concerns are being reported and actioned.
    d. Checking that policies are up to date and relevant.
    e. Reviewing the current reporting procedure in place.
    f. Presence and action of DSL responsible for Safeguarding in post.

12. Mananaging information

Information will be gathered, recorded and stored in accordance with the Data Protection Policy.

Any vulnerability data about an individual is classed as 'sensitive data' under GDPR, and must be kept secure appropriately.

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults.

The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the DSL.

All staff must be aware that they cannot promise vulnerable people or their families/ carers that they will keep secrets.

13. Conflict resolution and complaints

FCA is aware that there is a GSCB policy on resolution of professional disagreements in work relating to the safety of children. The Escalation Policy (available from www.gscb.org.uk) and if necessary this will be taken forward by the DSL.

Conflicts in respect of safety of vulnerable adults will be taken forward by DSL via the GCC Community and Adult Care Directorate

14. Communicating and reviewing the policy

a. FCA will make hall users and staff aware of the Safeguarding Policy through the following means:

b. Paper copy to all new volunteers and staff.

c. Requirement for hirers to provide their safeguarding policy to FCA if their booking includes vulnerable people.

d. Copy on the website.

Information about safeguarding on the hall noticeboard.

This policy will be reviewed by the SMT every two years and when there are changes in legislation.