

## **Wethersfield Club Safeguarding Vulnerable Adults and Children Policy**

### **Why we need this Policy**

Safeguarding means protecting the right to live in safety, free from abuse and neglect. It is about “people and organisations working together to prevent and stop both the risks and experience of abuse or neglect” (Department of Health, 2014).

This policy sets out the Wethersfield Club’s statement of purpose; for all committee members, club members and staff to promote the wellbeing of everyone who uses this facility, ensuring we act positively to prevent harm, abuse or neglect (including self-neglect) and responding effectively if concerns are raised.

This policy is approved and endorsed by the Management Committee of the Wethersfield Club and is intended to demonstrate our commitment to the safeguarding of children and adults at risk. It applies to all users of the club as well as members of the committee, club members, staff and volunteers.

### **Policy Principles**

The Management Committee of the Wethersfield Club have identified the following principles to underpin this policy and the procedures for safeguarding children and adults at risk.

- The welfare of children and adults at risk is always paramount
- All children and adults at risk, without exception, have the right to protection from abuse regardless of gender, ethnicity, disability, sexual orientation or beliefs
- Any concerns or allegations with regard to the abuse of children or adults at risk must be taken seriously by committee members, club members, staff and volunteers and dealt with appropriately (including referral to children’s services, appropriate adult social care services or, in emergencies, to the police)
- When appropriate, children, parents or other responsible adults will be made aware of this policy which will be displayed in the club and on the webpage and available to all groups using Wethersfield Club
- Wethersfield Club is committed to the safe recruitment of all members, staff and volunteers and to their training with respect of this policy and procedures for the safeguarding of children and adults at risk
- Committee Members, staff and volunteers must recognise that they have an important role to play in respect of safeguarding children and adults at risk and protecting them from all forms of abuse. They are required to enact and support the principles set out in this policy and are responsible for following agreed procedures for the safeguarding of children and adults at risk
- Safeguarding is everybody’s responsibility and that if necessary, anyone must report a concern directly to the MASH (MultiAgency Safeguarding Hub) on 01273 290400

## Relevant Legislation and Guidance

It is intended that this policy and procedures for the safeguarding of children and adults at risk is consistent with the relevant legislation and guidance in these fields. Much of this has been consolidated on a range of websites. Relevant materials and websites include:

- Charity Commission, “Protecting Vulnerable Groups including children” at [http://www.charitycommission.gov.uk/Committee\\_Members-staffand-volunteers/staff-and-volunteers/protecting-children-andvulnerable-adults/http://www.safecic.co.uk](http://www.charitycommission.gov.uk/Committee_Members-staffand-volunteers/staff-and-volunteers/protecting-children-andvulnerable-adults/http://www.safecic.co.uk)
- To report concerns: <http://www.essexsab.org.uk/http://www.essexsab.org.uk/professionals/guidance-policies-protocols/>
- ‘Our Decision: A guide to using Disclosure and Barring Service checks.....’ At <http://www.childrenengland.org.uk/publications/>

## **Monitoring, Evaluation and Review**

Both this policy and the procedures for safeguarding children and adults at risk will be subject to a process of ongoing monitoring and evaluation and reviewed at least annually by the management committee.

Agreed by the Committee Members and management committee on:

Date: 25/3/2019

Signed by: Cliff Stevens (Cliff Stevens, Chair)

## Wethersfield Club Procedures for the safeguarding of children and adults at risk

The procedures set out in this document have been endorsed and approved by the management committee of the Wethersfield Club and are applicable to all users of the Club including committee members, club members and visitors, staff and volunteers. They relate specifically to the safeguarding of children and adults at risk from harm.

### Scope

Wethersfield Club is a community hub with a diverse range of activities, these activities attract a wide range of ages. Parents must stay and look after their children when these events are happening and key workers who accompany adults with learning difficulties are responsible for their activities and well-being.

Inappropriate behaviour by a committee member will be dealt with under the Club's rules by designated committee members.

Although definitions of abuse and neglect of adults at risk are somewhat different, for the purposes of these procedures the following definitions - suitably modified - are adequate for understanding what might constitute the abuse or neglect of a vulnerable adult.

For the purposes of these procedures, shortened definitions of forms of abuse and neglect of children are provided below:

- Physical abuse: this may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult.
- Emotional abuse: this is the persistent emotional ill treatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on their emotional well-being.
- Sexual abuse: this involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities whether or not the individual is aware of what is happening.
- Neglect: this is the persistent failure to meet a child's or vulnerable adult's basic physical and/or psychological needs, likely to result in the impairment of the individual's health or well-being.
- Inappropriate behaviour by a member of staff will be dealt with by the manager liaising with designated committee members.

Guidance in respect of confidentiality and information sharing Committee Members, staff and volunteers should, where possible, respect the wishes of children, or adults at risk who wish particular information or conversations to be kept confidential. But sometimes a balance has to be struck between respecting a child's or a vulnerable adult's wish for confidentiality and the need to safeguard the welfare and safety of that child or vulnerable adult.

The safety and welfare of a child or vulnerable adult must be the overriding consideration, so committee members, club members, staff and volunteers must always consider safety and welfare when deciding whether information about them should be shared. If it is felt

that information should be shared, the agreement of the child or vulnerable adult to that information sharing should be sought. However, information should always be shared, without consent if necessary, if it is felt that a child or vulnerable adult is at risk of harm.

#### Responsibilities of all committee members, club members, staff and volunteers

Having considered the above guidance in respect of confidentiality and information sharing, if any committee member, club member, member of staff or volunteer has any concerns about the safety or welfare of a child or vulnerable adult, they should immediately report their concerns to David Price, (the designated member) or Cliff Stevens (The Chairman) and any other person responsible for that child or vulnerable adult, if applicable.

If any committee member, club member, member of staff or volunteer has any concerns about the behaviour or actions of any person working or visiting the club, they should report their concerns without delay to David Price (the Designated member).

#### Responsibilities of Wethersfield Club

Wethersfield club must ensure that:

- there is always a named person and deputies who have clearly defined roles in respect of the safeguarding of children and adults at risk. This named person is David Price.
- that any complaint regarding the behaviour of any Club member or visitors, committee member, member of staff or volunteer is dealt with by the Committee Members as soon as is practicable.

#### Responsibilities of the committee

The Wethersfield Club committee annually elects an appropriate committee member who has responsibility for safeguarding on behalf of the committee members. This committee member will have sufficient expertise and training to fulfil this role on behalf of the Committee.

In the event of someone expressing concerns about the safety or welfare of a child or a vulnerable adult or about the behaviour or actions of any person working or visiting the club, the committee member with safeguarding responsibility will immediately discuss these with any relevant mentor, key worker or other responsible adult and, when necessary, refer these concerns to the appropriate agency/agencies.

Clear records and details of any incident, concerns or referral are kept in a logbook which the committee member with safeguarding responsibility will store securely, away from the club premises.

The committee member with safeguarding responsibility will ensure that, as appropriate, all children and adults at risk are told about the safeguarding policies and procedures of the club and that s/he is the person to approach if they have concerns. Similarly, s/he will ensure that all persons visiting or working at the club are aware of how they can make a complaint about unacceptable and/or abusive behaviour towards children or adults at risk.

Agreed by the Wethersfield Club committee on

25/3/2019