Houghton Regis Helpers
07587 004514

Houghton Regis Helpers Safeguarding and Protection of Children, Young Persons and Vulnerable Adults Policy

Version 6 November 2019/November 2021

Houghton Regis Helpers is committed to ensuring that children, young people and vulnerable adults who use our services are not abused and that working practices minimise the risk of such abuse. Houghton Regis Helpers recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults, by a commitment to practice which protects them. This policy ensures compliance with current UK Government legislation, including the Domestic Violence, Crime and Victims Act 2004; Mental Capacity Act 2005; Safeguarding Vulnerable Groups Act 2006; the Children Act 2004; Working Together 2013; Care Act 2014 – this Act sets out a clear framework for the protection of adults at risk of abuse or neglect.

Houghton Regis Helpers will appoint a named designated person who will be the main contact for reports and following procedures. The named designated person will receive the relevant safeguarding awareness training. Volunteers of Houghton Regis Helpers have a duty to identify abuse and will report any concerns or disclosure to the named designated person, who will be an officer of the committee and who will notify the Central Beds Safeguarding Team if appropriate.

SAFEGUARDING CLIENTS

Definition

Vulnerable adults are people who are over the age of 18 and are receiving, or may be in need of, help and services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.

Children and young people are under the age of 18.

Abuse can include

- Discriminatory
- Psychological / Emotional
- Physical
- Sexual
- Neglect and Acts of Omission
- Financial or Material
- Institutional / Organisational
- Self Neglect
- Modern Slavery
- Domestic

Abuse can take place in any setting, public or private, and can be perpetuated by anyone.

Volunteers must:

- Treat all children, young people and vulnerable adults with respect.
- Provide an example of good conduct at all times
- Attend training in Safeguarding Awareness, keep regularly updated and attend Refresher training every two years
- Ensure that, whenever possible, there is more than one adult present during activities with children and young people or at least that you are within sight or hearing of others. Houghton Regis Helpers volunteers will not give lifts to unaccompanied children
- Respect a child, young person or vulnerable adult's right to dignity, respect and personal privacy.
- Encourage children, young people and vulnerable adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions, no matter how well-intentioned.
- Recognise that special caution is required when you are discussing sensitive issues with children, young people and vulnerable adults.
- Always operate within Houghton Regis Helpers principles and guidance.
- Always report all unacceptable behaviour, and report all allegations or suspicions of abuse, to the named designated person on the phone number provided, or if unavailable notify the phone holder (07587 004514) who will pass the report on to the named designated person.
- In an emergency and a person, or persons, are at immediate risk of harm the volunteer must dial 999 and ask for the police
- Keep to the facts when reporting an incident

Volunteers must not:

- Have inappropriate physical or verbal contact with children, young people or vulnerable adults.
- Allow yourself to be drawn into inappropriate attention-seeking behaviour.
- Make suggestive or derogatory remarks or gestures in front of children, young people or vulnerable adults.
- Make assumptions or probe for more details if there is an incident
- Carry out any investigations or discuss with anyone other than those who need to know
- Either exaggerate or trivialise abuse issues.

- Rely on your good name or that of Houghton Regis Helpers to protect you.
- Believe "it could never happen to me".
- Take a chance when common sense, policy or practice suggests another more prudent approach.

Rights and responsibilities:

Responsibilities of Houghton Regis Helpers committee and officers:

- To ensure volunteers are aware of the safeguarding of children, young adults and vulnerable adults protection policy.
- To notify the appropriate agencies if abuse is identified or suspected.
- To support and, where possible, secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability.
- Carry out Enhanced Disclosure and Barring Service (DBS) checks for all volunteers who are working with vulnerable adults

Responsibilities of Houghton Regis Helpers volunteers:

- To be familiar with children, young people and vulnerable adult protection policy.
- To take appropriate action, in line with the policy of Houghton Regis Helpers
- To declare any existing, or subsequent, convictions.

The child, young person and vulnerable adult has the right:

- To be made aware of this policy
- To have alleged incidents recognised and taken seriously
- To receive fair and respectful treatment throughout
- To be involved in any process as appropriate
- To receive information about the outcome

SAFEGUARDING VOLUNTEERS

Houghton Regis Helpers Officers and Committee have a duty of care to take all reasonable steps to safeguard our volunteers and are mindful that they have the right to be treated fairly.

Any allegations of abuse reported against or by volunteers will be taken seriously and investigated in accordance with this policy and procedures. The named designated person will, in the first instance, report to the Local Authority Designated Officer (LADO) for advice and guidance. The LADO (known in Central Bedfordshire Council as the Allegations Manager) oversees investigations into allegations and concerns involving staff and voluntary workers.

Support for those who report abuse:

All those volunteers or users making a complaint, allegation or expressing concern, should be reassured that:

- They will be taken seriously
- Their comments will be treated confidentially, but their concerns may be shared with the appropriate authorities, if they or others are at significant risk.
- All written record and personal information will be kept confidential and secure

Houghton Regis Helpers committee is committed to reviewing this policy and our good practice biennially, or sooner if required within the law

Nominated Designated Person appointed 12/11/2021: Jenny Gallucci (Secretary)

Contact Tel: 07860 32297

Chair's signature: [signature]

Print name: ERIC GALLUCCI

Adopted on: 15 NOV. 2019

Review date: NOV. 2021 REVIEWED 12 NOV. 2021

NEXT REVIEW DATE : NOV 2023