



Chopwell Regeneration CIO

Safeguarding Policy

For Children and Young People

Date adopted: 30.01.22

Date for review: 30.01.23

Signature of Trustee responsible for the policy: *M. Imlach*

Phone no of Trustee responsible for the policy: 07733 443205

Chopwell Regeneration CIO

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1. Policy information

1.1 Scope of policy

It is important to have a policy and procedures in place so that everyone can work to prevent abuse and know what to do should a concern arise.

This policy applies to:

- All paid staff
- Sessional workers working on behalf of Chopwell Regeneration CIO
- Trustees
- Volunteers
- Board members
- Activity leaders and participants
- Tenants at The Bank
- Visitors
- Beneficiaries

1.2 Legal framework

Working Together to Safeguard Children 2018

The Equality Act 2010

The UN Convention on the Rights of the Child (1989)

2. Introduction

2.1 Purpose of policy

This policy sets out the duty to safeguard and promote the welfare of children and young people and how this will be implemented by Chopwell Regeneration CIO.

2.2 Policy statement

This policy develops procedures and good practice within Chopwell Regeneration CIO to ensure that each person understands the duty to safeguard and promote the welfare of children and young people, and prevent radicalisation. It describes how this will be implemented within Chopwell Regeneration CIO, including the importance of keeping sufficient records to ensure that we are meeting these objectives.

3. Definitions

3.1 A child is defined as anyone who has not yet reached their 18th birthday.

3.2 Safeguarding and promoting the welfare of children and young people is the process of protecting them from maltreatment, preventing the impairment of health or development, ensuring that children and young people grow up and live in circumstances consistent with the provision of safe and effective care and taking action to enable all children and young people to have the best outcomes.

3.4 Definitions of abuse:

- **Physical abuse** - includes hitting, slapping, pushing, kicking, rough handling or unnecessary physical force, either deliberate or unintentional, misuse of medication, restraint or inappropriate sanctions.

- **Sexual abuse** - includes rape and sexual assault or sexual acts to which the person has not consented, or could not consent to, or was pressured into consenting to. Sexual abuse can occur between people of the same sex and it can also occur within a marriage or any long-term relationship.
- **Psychological abuse** - includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse or isolation.
- **Financial or material abuse** - includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect and acts of omission** - includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Discriminatory abuse** - includes forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** - includes everything from individual acts of very poor professional practice to pervasive ill treatment, gross misconduct and systemic failure across a service.
- **Domestic violence** - includes psychological, physical, sexual, financial, emotional abuse and “honour” based violence.
- **Modern slavery** - encompasses slavery, human trafficking, forced labour and domestic servitude.
- **Self-neglect** - this covers a wide range of behaviours, including neglecting to care for one’s personal hygiene, health or surroundings and includes behaviours such as hoarding.

4. Key Principles

4.1 The key principles of Chopwell Regeneration CIO Safeguarding Children and Young People Policy are that:

- The welfare of the child or young person is and must always be paramount to any other considerations
- Safeguarding is everybody’s responsibility
- All children and young people regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation have the right to protection from abuse or harm
- All allegations or suspicions of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately
- Working in partnership with other organisations, statutory agencies, parents, carers, children and young people is essential for the welfare of children and young people.

5. Aims

5.1 Chopwell Regeneration CIO aims to ensure that all children and young people working with us are in a safe and secure environment (in so far as is practicable within the working remit). In order to do this we will:

- Ensure safe recruitment, selection and vetting of potential staff and volunteers
- Ensure all staff and regular volunteers complete induction training, with refresher training annually
- Ensure all staff and volunteers read and understand all relevant policies
- Take appropriate measures to deal with any problems or concerns.

6. Safe recruitment of staff

6.1 Chopwell Regeneration CIO is committed to ensuring that all appropriate measures are applied in relation to everyone who works within the organisation. We will:

- Ensure all professionals contracted by CRG to work directly with children are subject to an Enhanced DBS check, unless they are accompanied at all times by a DBS-checked CRG volunteer or staff member.
- Ensure that when CRG volunteers are working directly with children on CRG-led activity, there is always a DBS checked representative present.
- Ensure that all efforts are made to establish a person's experience and relevant history at recruitment
- Ensure all staff and volunteers are supported in their work with children and young people.

7. Concerns and allegations

7.1 All concerns and allegations of abuse will be taken seriously and responded to appropriately. This may require a referral to children's or social services and in emergencies, the Police.

7.2 Making an allegation

Any allegations of abuse against members of staff or volunteers must be reported to the **Safeguarding Officer**, who is currently Jodie Barwick-Bell (Chopwell Regeneration CIO Chairman).

7.3 Reporting channels if you have concerns

Where staff or volunteers believe a child is at immediate risk they should take any reasonable steps within their role to protect the person at risk from immediate harm, for example:

- Call an ambulance or a GP if someone needs medical attention
- Call the police if a crime is taking place or has just taken place
- Separate the alleged perpetrator and victim if it is safe to do so.

The person identifying the concern should not put themselves at risk.

If a child discloses information to you about a possible abuse situation, either about another member of staff, a volunteer, another young person or a member of the external community (parent /guardian etc.) you must report their disclosure in accordance with this policy.

- At the time of disclosure make accurate factual notes for your reference in the future
- Inform the child / vulnerable adult that you are going to have to pass the information on to Chopwell Regeneration CIO's Safeguarding Officer so that they are suitably supported, and that you cannot guarantee confidentiality. It is important to remember that a child cannot refuse for this referral to occur if they have made an allegation of abuse.
- Contact the Safeguarding Officer as soon as possible and give a detailed factual account of the information disclosed to you.
- The Safeguarding Officer will arrange to meet with both you and the child and will contact the appropriate external agencies e.g. Police, Social Services. Do not proceed further with investigations, leave it to the professionals.
- We are also committed to supporting staff or volunteers who raise concerns about the treatment of children by other adults working on behalf of CRG. If need be, staff / volunteers can approach the local authority Safeguarding Team or Police independently to discuss any worries they may have about abusive acts or services if they:
 - Have concerns that a colleague, volunteer or Trustee may be implicated.
 - Have grounds for thinking the Safeguarding Officer will not take the matter seriously and/or act appropriately to protect children.
 - Fear intimidation and/or have immediate concerns for their own or for a child's safety

Provided this is done in good faith, staff / volunteers will be protected by the Public Disclosure Act 1998.

8. Guidelines for working with children

8.1 Conduct meetings with children, either with another staff member present or in an open environment (e.g. leave office door open and do not hold meetings when lone working i.e. when others are out of eyesight/ earshot)

8.2 If physical contact is necessary e.g. for demonstration purposes, ensure it takes place only with the full consent of the child and that its purpose is clear

8.3 Do not use touch as a form of communication, even to comfort a child who is distressed

8.4 Consider the implications of transporting children in your own vehicle, offer alternatives where ever possible so the child travels with peers

8.5 Consider your expected behaviour in certain situations and what might be considered unacceptable, e.g. rough physical games, sexually suggestive comments, inappropriate language, doing things of a personal nature for a child.

8.6 Do not share any views that are contrary to the values of Chopwell Regeneration CIO or may be deemed to encourage extremism or radicalisation.

8.7 If you have a concern, do not ignore it. You are not expected to decide what is significant or whether abuse has happened but you are expected to share information.

8.8 Ensure that confidential information is stored securely under lock and key or if electronic is password protected

9. Responsibility

9.1 Board of Trustees

The Board of Trustees recognises its overall responsibility for ensuring that Chopwell Regeneration CIO complies with its legal obligations.

9.2 Safeguarding Officer

The designated Safeguarding Officer is Marie Imlach. She can be contacted via marie.imlach@live.co.uk or (tel) 07733 443205.

The designated Safeguarding Officer is responsible for recording a written account of the allegations as soon as they can – being careful to separate out opinions from facts.

Make sure that you have recorded:

- 1) Details of the incident or disclosure
- 2) The Safeguarding Officer's actions
- 3) Discussions with any other appropriate person

The Safeguarding Officer must then refer this information to the relevant investigating agencies. To report to Gateshead Social Services, use the form at <https://www.gateshead.gov.uk/article/7805/Non-urgent-enquiries-for-Children-s-Social-Care> or ring the number given below.

The Safeguarding Officer will make a decision about whether an incident/situation is a safeguarding alert within 1 working day of the concern being raised.

10. Contact Numbers

Useful contact numbers for any issues or concerns:

Gateshead Council's Children's Services (in confidence) on:

0191 433 2653 (office hours: Monday – Friday 8.30am-5pm)

0191 477 0844 (out of hours, at night, at weekends and bank holidays)

Always phone 999 in an emergency

11. Policy Review

11.1 Responsibility

The Safeguarding Officer has responsibility for carrying out the next review.

11.2 Timing

This policy will undergo review every one (1) year, or as and when necessary. The next review is scheduled for 30.01.23.

11.3 Date approved by Board of Trustees 30.01.22.



Chopwell Regeneration CIO

Safeguarding Policy **for Vulnerable Adults**

Date adopted: 30.01.22

Date for review: 30.01.23

Signature of Trustee responsible for the policy: *M. Imlach*

Phone no of Trustee responsible for the policy: 07733 443205

Chopwell Regeneration CIO

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1. Policy information

1.1 Scope of policy

It is important to have a policy and procedures in place so that everyone can work to prevent abuse and know what to do should a concern arise.

This policy applies to:

- All paid staff
- Sessional workers working on behalf of Chopwell Regeneration CIO
- Trustees
- Volunteers
- Board members
- Activity leaders and participants
- Tenants at The Bank
- Visitors
- Beneficiaries

1.2 Legal framework

The Care Act 2014

2. Introduction

2.1 Purpose of policy

This policy sets out the duty to safeguard and promote the welfare of vulnerable adults and how this will be implemented by Chopwell Regeneration CIO.

2.2 Policy statement

This policy develops procedures and good practice within Chopwell Regeneration CIO to ensure that each person understands the duty to safeguard and promote the welfare of children and young people, and prevent radicalisation. It describes how this will be implemented within Chopwell Regeneration CIO, including the importance of keeping sufficient records to ensure that we are meeting these objectives.

3. Definitions

3.1 The core definition of “vulnerable adult” from the 1997 Consultation “Who Decides?” issued by the Lord Chancellor’s Department, is a person:

“Who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of, unable to protect him or herself against significant harm or exploitation”. This definition of an Adult covers all people over 18 years of age.

This Safeguarding Policy relates to an adult who meets the following three key tests:

- The adult has needs for care and support (whether or not the local authority is meeting any of those needs).
- The adult is experiencing, or at risk of, abuse or neglect.

- As a result of their care and support needs, the adult is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

3.2 Safeguarding and promoting the welfare of vulnerable adults is the process of protecting them from maltreatment, preventing the impairment of health or development, ensuring that vulnerable adults live in circumstances consistent with the provision of safe and effective care and taking action to enable all vulnerable adults to have the best outcomes.

3.4 Definitions of abuse:

- **Physical abuse** - includes hitting, slapping, pushing, kicking, rough handling or unnecessary physical force, either deliberate or unintentional, misuse of medication, restraint or inappropriate sanctions.
- **Sexual abuse** - includes rape and sexual assault or sexual acts to which the person has not consented, or could not consent to, or was pressured into consenting to. Sexual abuse can occur between people of the same sex and it can also occur within a marriage or any long-term relationship.
- **Psychological abuse** - includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse or isolation.
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- **Organisational abuse** - includes everything from individual acts of very poor professional practice to pervasive ill treatment, gross misconduct and systemic failure across a service.
- **Domestic violence** - includes psychological, physical, sexual, financial, emotional abuse and “honour” based violence.
- **Modern slavery** - encompasses slavery, human trafficking, forced labour and domestic servitude.
- **Self-neglect** - this covers a wide range of behaviours, including neglecting to care for one’s personal hygiene, health or surroundings and includes behaviours such as hoarding.

4. Key Principles

4.1 The 6 key principles of Chopwell Regeneration CIO Safeguarding Vulnerable Adults Policy are:

- Empowerment: People being supported and encouraged to make their own decisions and give informed consent.
- Prevention: It is better to take action before harm occurs.
- Proportionality: The least intrusive response appropriate to the risk presented.
- Protection: Support and representation for those in greatest need.
- Partnership: Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability: Accountability and transparency in delivering safeguarding.

These six principles should inform the ways in which our staff and volunteers work with adults.

Further:

- The welfare of the vulnerable adult is and must always be paramount to any other considerations
- Safeguarding is everybody's responsibility
- All vulnerable adults regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation have the right to protection from abuse or harm
- All allegations or suspicions of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately
- Working in partnership with other organisations, statutory agencies, parents, carers, children and young people is essential for the welfare of vulnerable adults.

5. Aims

5.1 Chopwell Regeneration CIO aims to ensure that all vulnerable adults working with us are in a safe and secure environment (in so far as is practicable within the working remit). In order to do this we will:

- Ensure safe recruitment, selection and vetting of potential staff and volunteers
- Ensure all staff and regular volunteers complete induction training, with refresher training annually
- Ensure all staff and volunteers read and understand all relevant policies
- Take appropriate measures to deal with any problems or concerns.

6. Safe recruitment of staff

6.1 Chopwell Regeneration CIO is committed to ensuring that all appropriate measures are applied in relation to everyone who works within the organisation. We will:

- Ensure all professionals contracted by CRG to work directly with vulnerable adults are subject to an Enhanced DBS check, unless they are accompanied at all times by a DBS-checked CRG volunteer.
- Ensure that when CRG volunteers are working directly with vulnerable adults on CRG-led activity, there is always a DBS checked representative present.

- Ensure that all efforts are made to establish a person's experience and relevant history at recruitment
- Ensure all staff and volunteers are supported in their work with vulnerable adults.

7. Concerns and allegations

7.1 All concerns and allegations of abuse will be taken seriously and responded to appropriately. This may require a referral to social services and in emergencies, the Police.

7.2 Making an allegation

Any allegations of abuse against members of staff or volunteers must be reported to the **Safeguarding Officer**, who is currently Jodie Barwick-Bell (Chopwell Regeneration CIO chairman).

7.3 Reporting channels if you have concerns

Where staff or volunteers believe a vulnerable adult is at immediate risk they should take any reasonable steps within their role to protect the person at risk from immediate harm, for example:

- Call an ambulance or a GP if someone needs medical attention
- Call the police if a crime is taking place or has just taken place
- Separate the alleged perpetrator and victim if it is safe to do so. The person identifying the concern should not put themselves at risk.
- If a vulnerable adult discloses information to you about a possible abuse situation, either about another member of staff, a volunteer, another adult or child or a member of the external community (parent /guardian etc.) you should obtain their consent to report their disclosure in accordance with this policy.
- At the time of disclosure make accurate factual notes for your reference in the future
- Inform the vulnerable adult that you would like their consent to pass the information on to Chopwell Regeneration CIO's Safeguarding Officer so that they are suitably supported. You should not promise to keep secrets on their behalf. You can not disclose confidential information about an adult without their consent unless you feel they are a threat to themselves or others or lack capacity to make the decision themselves.
- Contact the Safeguarding Officer as soon as possible and give a detailed factual account of the information disclosed to you
- The Safeguarding Officer will arrange to meet with both you and the vulnerable adult and will contact the appropriate external agencies e.g. Police, Social Services. Do not proceed further with investigations, leave it to the professionals.

We are also committed to supporting staff or volunteers who raise concerns about the treatment of vulnerable adults by other adults working on behalf of the CRG. If

need be, staff / volunteers can approach the local authority Safeguarding Team or Police independently to discuss any worries they may have about abusive acts or services if they:

- Have concerns that a colleague, volunteer or Trustee may be implicated
- Have grounds for thinking the Safeguarding Officer will not take the matter seriously and/or act appropriately to protect vulnerable adults
- Fear intimidation and/or have immediate concerns for their own or for a vulnerable adult's safety

Provided this is done in good faith, staff / volunteers will be protected by the Public Disclosure Act 1998.

8. Guidelines for working with children and vulnerable adults

8.1 Conduct meetings with vulnerable adults, either with another staff member present or in an open environment (e.g. leave office door open and do not hold meetings when lone working i.e. when others are out of eyesight/ earshot)

8.2 If physical contact is necessary e.g. for demonstration purposes, ensure it takes place only with the full consent of the vulnerable adult and that its purpose is clear

8.3 Do not use touch as a form of communication, even to comfort a vulnerable adult who is distressed

8.4 Consider the implications of transporting vulnerable adults in your own vehicle, offer alternatives where ever possible so he / she travels with peers

8.5 Consider your expected behaviour in certain situations and what might be considered unacceptable, e.g. rough physical games, sexually suggestive comments, inappropriate language, doing things of a personal nature for a vulnerable adult.

8.6 Do not share any views that are contrary to the values of Chopwell Regeneration CIO or may be deemed to encourage extremism or radicalisation.

8.7 If you have a concern, do not ignore it. You are not expected to decide what is significant or whether abuse has happened but you are expected to share information, after having obtained the consent of the vulnerable adult involved.

8.8 Ensure that confidential information is stored securely under lock and key or if electronic is password protected

9. Responsibility

9.1 Board of Trustees

The Board of Trustees recognises its overall responsibility for ensuring that Chopwell Regeneration CIO complies with its legal obligations.

9.2 Safeguarding Officer

The designated Safeguarding Officer is Marie Imlach. She can be contacted via marie.imlach@live.co.uk or (tel) 07733 443205.

The designated Safeguarding Officer is responsible for recording a written account of the allegations as soon as they can – being careful to separate out opinions from facts.

Make sure that you have recorded:

- 1) Details of the incident or disclosure
- 2) The Safeguarding Officer's actions
- 3) Discussions with any other appropriate person

The Safeguarding Officer must then refer this information to the relevant investigating agencies. The appropriate form for reporting adult abuse is a Section 42 enquiry form. See <https://www.gateshead.gov.uk/article/4816/Report-suspected-adult-abuse> for guidance.

The Safeguarding Officer will make a decision about whether an incident/situation is a safeguarding alert within 1 working day of the concern being raised.

10. Contact Numbers

Useful contact numbers for any issues or concerns:
Gateshead Adult Social Care Direct (in confidence) on:

0191 433 7033

<https://www.gateshead.gov.uk/article/9972/Contact-Adult-Social-Care>

Always phone 999 in an emergency

11. Policy Review

11.1 Responsibility

The Safeguarding Officer has responsibility for carrying out the next review.

11.2 Timing

This policy will undergo review every one (1) year, or as and when necessary. The next review is scheduled for 30.01.23

11.3 Date approved by Board of Trustees 30.01.22