



Safeguarding Children, Young People and Vulnerable Adults

Please note: When the policy refers to '40 Degreeez members' it concerns all the staff, volunteers and trustees who serve or are employed by 40 Degreeez. **We will check that regular hirers of 40 Degreeez, who work with young people or vulnerable adults, are committed to implementing current Child Safeguarding Regulations.**

1. Statement of Intent

All children, young people under 18 and vulnerable adults, i.e. those who are (or may be) unable to take care of themselves or protect themselves from significant harm or serious exploitation, have the right to be kept safe.

40 Degreeez believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and is committed to safeguarding and promoting their welfare regardless of gender, ethnicity, disability, sexuality or beliefs and expects all trustees, staff and volunteers to share this commitment.

All staff and volunteers will be made aware of and understand the Policy and Procedures relating to Safeguarding. A simple staff guide will be provided

All staff will be appointed in accordance with Safer Recruiting Procedures

2. Child, Young Person Vulnerable Adult Protection Policy

We recognise that:

- the welfare of the child/young person is paramount
- abuse of any form, must be taken seriously and responded to swiftly and appropriately
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- privacy and confidentiality should be respected unless the child's safety is compromised but staff should react reasonably to 'rumours and gossip'

The purpose of the policy:

- To provide protection for all our underage and vulnerable adult beneficiaries.
- To provide 40 Degreeez staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child, young person or vulnerable adult may be experiencing, or be at risk of harm of any kind.

This policy applies to **the entire workforce, paid or volunteer**, including Trustees, professional staff, office staff, sessional workers, students or anyone working on behalf of 40 Degreeez.



Safeguarding Children, Young People and Vulnerable Adults

We will safeguard children, young people and vulnerable adults by:

- Valuing them, listening to and respecting them.
- Adopting child safeguarding guidelines
- Recruiting staff and volunteers safely, ensuring **DBS** checks are made on all members of staff, volunteers and trustees having regular or unsupervised face to face contact with children and young people or vulnerable adults and also that references are followed up **and checked appropriately**. (Safe Recruitment Policy). *Records of the checking of the **DBS checks will be kept in a confidential file in the office***
- Sharing information about child **safeguarding** and good practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision/review sessions, support and training
- Giving guidance and support to inexperienced helpers.

We are also committed to reviewing our policy and good practice annually. We aim to ensure the Child and Vulnerable Adult Protection Officers within 40 Degreeez receives updated training every two years and our staff and volunteers every three years. CRBs are reviewed at least every **three** years and renewed in consultation with the trustees, when there is a substantial reason to do so. Also if concerns are raised about the behaviour of any member of staff or volunteers, the matter must be raised with the CVAP officer and the Chairman of the Trustees who will take appropriate action, keeping the Trustees informed.

3. Policy and Procedures

Purpose and Aims:

- To provide clear step-by-step guidance on what to do in different circumstances.
- To clarify roles and responsibilities.

The procedure to follow, should such concerns arise, is as follows:

Respond to signs or suspicions of abuse as soon as possible-

- Consult the **Child & Vulnerable Adult Protection Officer of 40 Degreeez**
- Record the incident in writing, date and sign by yourself and CVAP Officer
- Discuss concerns with the child's parents or carers **only if appropriate and in consultation CVAP**

4. Useful phone numbers

40 Degreeez CVAP currently Dr Pat Lambert

01252 722161



Safeguarding Children, Young People and Vulnerable Adults

40 Degreeez deputy CVAP currently John Goodman	01252 714414 or 01252 795211
SCC Children's Service (Confirm referral in writing within 48 hours)	03456 009 009
OR SCC Children's Service Contact Centre	0300 200 1006
Or NSPCC Child Protection Helpline	0808 800 5000
Out of Office Hours/Weekends	01483 517898
Emergency-Surrey Police	999

5 How to respond to an allegation of abuse:

- Remain calm, accessible and receptive.
- Listen carefully, without interrupting.
- Make it clear that you are taking the allegation seriously.
- Reassure them that they are right to tell.
- Let them know that you are going to do everything you can to help them and what may happen as a result.
- Do not probe for more information than is offered.
- Do not make promises such as 'everything will be alright'.
- Do not agree to keep it secret but ensure they understand **with whom you will have to share the information.**
- **Never delay getting emergency help** if needed, e.g. medical/social service help.
- Consult CVAP Officer in your member organisation and follow procedure as above. **As soon as possible using their own words, record in writing what was said – note the date, time and names mentioned and ensure that all records are dated and signed by you, your Line Manager and 40 Degreeez' designated Child and Vulnerable Adult Protection Officer. A copy of this must be retained by 40 Degreeez designated CVAP Officer.**
- It may also be necessary to inform partner organizations, as appropriate in consultation with the 40degreeez CVAP officer.

Matters of this nature are to be dealt with by the CVAP Officer or deputy of 40 Degreeez but the 40 Degreeez Trustees should be kept informed.

6. How to respond to an allegation against a member of staff:

- Refer to the CVAP Officer.
- CVAP Officer will record in writing, date and sign and refer to the Chairman of 40 Degreeez Trustees.



Safeguarding Children, Young People and Vulnerable Adults

- Chairman of the Trustees will put appropriate actions into place and keep the 40 Degreeez Trustees informed of developments.

7. Safe Recruitment of paid staff and volunteers (from SCC Safeguarding advice 2007):

- Use a standard application form requesting full name and any previous names, addresses and full employment history. Do not accept a CV in lieu.
- Check previous employment record checking any unexplained gaps carefully
- Undertake identity and address checks- see birth certificate, passport, driving licence and/or utility bills
- Request at least two references one from last employer and another character reference
- Request references on a form with specific questions relating to the responsibilities of the post and the skills needed. Check each referee by phoning to check their identity and any questions raised in the refer
- Apply for DBS checks as required by current regulations

8. Categories of Abuse and how to recognize the signs:

Abuse can be in the form of neglect, physical injury, sexual or emotional/psychological inflicted or knowingly not prevented. 40 Degreeez beneficiaries include children, young people and families. All groups may be vulnerable and could suffer similar injuries but if outward physical signs are not obvious, behavioural signs may well be.

Physical abuse

- **Physical signs:** Look out for marks and bruises on exposed parts of the body where accidental injury is unlikely, such as the cheeks, chest or thighs. Bruising in particular may reflect hand or finger marks. Scalding, cigarette burns, broken bones particularly in babies and toddlers.
- **Behavioural signs:** Flinching when approached or touched, depression or moods which are out of character with the child/young person's usual behaviour.

Sexual abuse

- **Physical signs:** In young children, look out for pain, itching in intimate parts of the body. Stomach pains or discomfort when child is sitting down or walking.
- **Behavioural signs:** In young children, sexualised behaviour, drawings or language. Older children/young people may exhibit changes in behaviour, self-harm, eating problems such as anorexia or bulimia, possession of large amounts of money or not being allowed to have friends.



Safeguarding Children, Young People and Vulnerable Adults

- Evidence of exposure to inappropriate age-related sexually explicit films videos, magazines or papers.

Emotional abuse

- **Physical signs:** Failure to grow or to thrive, speech disorders, delayed development either physical or emotional.
- **Behavioural signs:** Compulsive nervous behaviour such as hair twisting or rocking, excessive fear of making mistakes, unwillingness to join in play, self-harm or mutilation, excessive lack of confidence, excessive need for approval.

Neglect

- **Physical signs:** Being constantly hungry and sometimes stealing food from others, being in an unkempt state, dirty or smelly, loss of weight or underweight, dressed inappropriately for weather conditions or untreated medical conditions.
- **Behavioural signs:** Being tired all the time, frequently missing school or being late, having few friends, compulsive stealing especially of food.

9. Code of Conduct:

You should:

- treat all children, young people and vulnerable adults with respect
- provide an example of good conduct you wish others to follow
- ensure that, whenever possible, there is more than one adult present during activities with children/young people or at least that you are within sight or hearing of others
- remember that someone else might misinterpret your actions, no matter how well-intentioned
- be aware that special caution is required when you are discussing sensitive issues with children or young people
- challenge unacceptable behaviour and report all allegations/suspicions of abuse

You should not:

- have inappropriate physical or verbal contact with children or young people
- allow yourself to be drawn into inappropriate attention-seeking behaviour/making suggestive or derogatory remarks or gestures in front of children or young people
- take a chance when common sense, policy or practice suggests another more prudent approach