

Safeguarding children, young people and adults

For Town and Parish Councils and
Voluntary and Community Groups

*I think something
is wrong..*



“if you **see** something,
say something”

Safeguarding is everybody's business

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Foreword

Town and parish councils and voluntary and community groups are a very important part of community life in Cornwall, providing a range of public services and places that are all well used by local people. Town and parish councils are the grassroots level of local government, directly promoting the interests of their communities and helping parishioners with local issues, often by taking up their problems with higher authority. Voluntary and community groups deliver a wide range of activities and services that benefit individuals and local communities.

The role of a local council and the voluntary and community sector in serving its local community is becoming more important than ever as services are increasingly devolved to local control and it is important that these organisations take steps to ensure that the interests of the most vulnerable people in their communities, such as children, young people, and adults at risk, are taken into account and provided with protection.

This toolkit can be used to help ensure that safeguarding practice is embedded in all aspects of your work and the services you provide.

The sample safeguarding policy at Appendix 1 is not prescriptive but should be adapted to meet the needs your organisation.

This guidance document replaces the "***Safeguarding children, young people and vulnerable adults -A toolkit for Town and Parish Councils April 2014***" and reflects the most recent legislation and both national and local guidance.

It is intended to provide supportive guidance which will assist your organisation to review and consider your safeguarding responsibilities and any associated policies. It is recognised that each organisation is distinct and discrete and you should consider the merits of the guidance documents in light of your individual community arrangements and requirements. The guidance should be adapted by your governing body to reflect the ethos of your own organisation.

This guidance is not an exhaustive or a complete summary of all statutory guidance and should not be read as such. It should not be read and adopted instead of statutory guidance.

This guidance has links with the wider safeguarding agenda. When reviewing and agreeing your own policy, links should be made with other relevant guidelines and procedures, particularly those that are applicable to town and parish councils and voluntary and community groups.

Legal Disclaimer

The information in these documents is for general guidance on your rights and responsibilities and is not legal advice. If you need more details on your rights or legal advice about what action to take, please contact your solicitor.

Whilst every effort is made to ensure that the information contained within these documents is up to date and accurate, Cornwall Council does not warrant, nor does it accept any responsibility or liability for, the accuracy or completeness of the content or for any loss which may arise from reliance on information contained within these documents.

In developing your safeguarding policy and procedures it is also advisable to check that any specific legislation relating to your own organisation is complied with.

1 Introduction

Safeguarding is about protecting children, young people and adults from abuse, harm or neglect.

Safeguarding is everybody's business. Everybody has the right to be safe no matter who they are or what their circumstances.

We are all responsible for the protection of children, young people and adults. We must ensure that we are doing all we can to protect the most vulnerable members of our society.

There is a duty on organisations to make appropriate arrangements to safeguard and promote the welfare of children and adults. In addition, government guidance makes it clear that it is a shared responsibility, and depends upon effective joint working between agencies and professionals that have different roles and expertise.

As part of this commitment, we have a role in helping town and parish councils and the voluntary and community sector in Cornwall to meet their safeguarding obligations. We have prepared this toolkit to help you to undertake a review of your safeguarding arrangements, or put them into place for the first time.

2 This toolkit

This toolkit sets out why safeguarding should be important to your organisation and provides you with some background on the nature of abuse and what safeguarding is about. It then suggests a process through which your organisation can develop and adopt its approach to safeguarding

including an example safeguarding policy at Appendix 1 and links to further information.

3 Why should your organisation consider safeguarding?

First of all, safeguarding is everybody's business. We all have a responsibility to make sure that children, young people and adults are protected and cared for properly.

Safeguarding is a responsibility that stretches across all public services in a variety of ways. It applies to every organisation, team and individual (including volunteers, partners, contractors, and local councils), that provide services to the public.

You should think about safeguarding and what it means to you for several reasons:

- Your organisation provides a range of services that might involve children, young people and adults. For example; carrying out grounds maintenance, maintaining public conveniences, providing public spaces and play areas, running community and volunteer schemes, assisting public consultation on a parish plan, or simply hiring out meeting spaces.
- All organisations have to ensure that they have safer recruitment policies and practices in place if they have employees, including agency employees, students and volunteers, who might work with children and adults as part of their jobs.
- Any organisation that is engaged in the devolution of services or has a form of contract with Cornwall Council will have to demonstrate its commitment to, and arrangements for safeguarding as part of the agreement. Cornwall Council operates a Responsible Procurement Policy which includes safeguarding as a key component
- Having a set of adequate safeguarding policy procedures could also be a requirement of grant giving bodies that your organisation may wish to seek support from.
- There is a strong public expectation that public bodies have made effective arrangements for safeguarding.
- Safeguarding should be linked to other policies that good organisations already have in place, such as health and safety, equality and diversity, and risk management. It can be seen as an essential part of the risk assessment part of annual audits.

- Anyone in charge of or working with children and young people in any capacity are considered both legally and morally, to owe them a duty of care. This means that adults should always act, and be seen to act, in the best interests of the child or young person.

4 Background: safeguarding children and young people

It is recommended that your organisation becomes familiar with the national guidance produced by HM Government on safeguarding, 'Working together to safeguard children - A guide to inter-agency working to safeguard and promote the welfare of children' March 2015. This document contains:

- the legislative requirements and expectations on individual services to safeguard and promote the welfare of children; and
- a clear framework for Local Safeguarding Children Boards (LSCBs) to monitor the effectiveness of local services.

Although primarily targeted at professionals including schools, the guidance also makes clear that other organisations such as local councils and voluntary and community sector bodies have a duty to ensure that their functions and services are discharged having regard to the need to safeguard and promote the welfare of children specifically under Section 11 of the Children Act 2004.

Safeguarding children - the action we take to promote the welfare of children and protect them from harm - is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

Ultimately, effective safeguarding of children can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of our most vulnerable children.

Definition

A child is "anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children Act 1989. (See Children's Act 2004)

Key Principles:

Effective safeguarding arrangements in every local area should be underpinned by two key principles:

- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

4.1 *What is child abuse?*

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. It can occur in a family or in an institutional or community setting. It may be by people known to them or, more rarely, by a stranger for example via the internet. They may be abused by adults, or other children. There are various signs of child abuse that your organisation should be aware of and alert to in reporting any concerns.

The main forms are:

- **Physical abuse:** such as hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.
- **Emotional abuse:** persistent emotional maltreatment of a child that could cause severe and persistent adverse effects on the child's emotional development. It may involve serious bullying (including cyber bullying), causing children to feel frightened or in danger, or the exploitation or corruption of children.
- **Sexual abuse:** forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Actual physical contact isn't always involved: it can include non-contact activities, such as encouraging them to behave in sexually inappropriate ways, or grooming in preparation for abuse (including via the internet).
- **Neglect:** failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development, such as:
 - not providing adequate food, clothing and shelter;
 - not protecting a child from physical and emotional harm or danger;
 - not ensuring adequate supervision; or
 - not ensuring appropriate medical care or treatment.

Further sources of information on particular safeguarding issues can be found in the Working Together to Safeguard Children Guidance March 2015 (Appendix C p106)

5 Background: safeguarding adults

The Care Act 2014 and supporting statutory guidance states that 'safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect'

Cornwall Council has developed and uses a Multiagency Safeguarding Adults Policy and an Alerter's Guide 'No to Abuse'. Both documents are available on our website: www.cornwall.gov.uk/safeguardingadults

5.1 What is abuse of adults?

- The Act also considers, '...the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.' It continues, 'Local authorities should not limit their view of what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered....' Examples of some of the main forms of abuse and neglect quoted in the Act include:
 - Physical abuse
 - Domestic violence
 - Psychological abuse
 - Financial or material abuse
 - Modern slavery
 - Discriminatory abuse
 - Organisation abuse
 - Neglect and acts of omission
 - Self neglect

The Act also states that, 'Exploitation, in particular, is a common theme.

6 Safeguarding Arrangements

The safety of children, young people and adults is essential to every successful project. Safeguarding arrangements are one way in which your organisation deals with the management of risk and is essential to your insurance; but arrangements do not have to be complicated or difficult to manage.

Your organisation may be put off from setting up safeguarding arrangements or providing services that require them because they seem too heavy handed, complicated and difficult to keep going. At its simplest, safeguarding is about putting the interests of vulnerable people to the fore in everything that we do, and noting down some guidelines and principles for consistency. Good safeguarding arrangements build a set of values in any organisation where the interests of children, young people and vulnerable adults are seen as being really important and are always thought of in the things that we do and the service that are offered. This is backed with a sensible minimum of procedures and rules which describe how you meet these aims. They are easier to set up and run, have more 'buy-in' and trust in the system, and it are easier to link into the county wide safeguarding arrangements.

In the next section there is guidance as to how this may be achieved.

7 Developing your organisation's policy and procedures

Although the statutory processes that Cornwall Council and the two Safeguarding Boards (The Cornwall and Isles of Scilly Local Safeguarding Children's Board and the Cornwall and Isles of Scilly Safeguarding Adults Board) must follow are complex, the process for your organisation can be straightforward. There is plenty of advice available and examples from other organisations that can be adapted reasonably quickly and simply.

A sample Safeguarding Policy can be found at Appendix 1. Please note, this is an example and you may adapt it to meet your own needs.

7.1 Key Steps

The key first step is for your organisation to recognise safeguarding as a priority.

Once recognised as a priority, the next step is to agree who will lead and who will administer the process to ensure that safeguarding policies and procedures are implemented and acted upon.

Leadership is really important; to make sure that safeguarding is embedded within your organisation and all of your employees and volunteers. You might wish to consider asking a councillor or trustee or person on your governing body to act as advocate and champion within your own organisation and also with local organisations that may be affected by the new policy (e.g. local scouts, volunteer groups, users of accommodation, families using play spaces etc.).

Administration involves preparing the policy and procedures and ensuring they are embedded. This could fall to a council clerk, a trustee or other employee working in your organisation. In a local council for example, the clerk will most often also be the Safeguarding Lead for reporting purposes although a councillor can also do this role.

7.2 Making a commitment

Next, your organisation **should** demonstrate that it has accepted that it has a role and responsibility in safeguarding by adopting a **policy statement** that includes:

- A clear commitment to safeguarding and promoting children and adults welfare including child sexual exploitation;
- a clear statement of the council's acceptance of its responsibilities towards children, young people and adults;
- a clear line of accountability within the council for safeguarding and promoting the welfare of children, young people and adults;
- a commitment to design services so that they take account of the need to safeguard and promote welfare and are informed by the views of children and adults;
- a commitment to set up clear reporting procedures and give clear guidance on safeguarding matters;
- a commitment to following safer recruitment practices;
- a commitment to training on safeguarding and promoting the welfare of children, young people and adults for all staff and councillors working with, or in contact with, children, young people, their families, and adults;
- a commitment to working with other agencies to safeguard and promote the welfare of children and adults;
- a commitment to share information with the agencies responsible for safeguarding
- And finally, a recognition that the policy applies to councillors or your governing body as well as employees and volunteers

It should be formally adopted. In the case of a council this should be a full council meeting as part of your council's governance framework, with specific reference being made to it in Standing Orders and Code of Conduct. In the case of a community or voluntary group this should be done at a

formal meeting and minuted accordingly. Ideally the policy should be reviewed annually to keep it up to date and check that it is being followed effectively.

7.3 Putting the policy to work

The next step is for your organisation to look at how its commitment to safeguarding is going to be delivered. This can be done by developing and adopting a set of safeguarding 'guidelines' as an extension to its safeguarding policy. Simplicity and ease of understanding is critical, so that the procedures are easy to use and don't slow things down or become neglected in practice.

Your safeguarding procedure 'guidelines' should include:

- who is the designated person responsible for overseeing safeguarding matters
- who is your organisation's safeguarding champion (if you have one)
- what are the lines of accountability for ensuring the safeguarding of children, young people and adults
- what abuse might look like, what the triggers for reporting are
- a code of conduct for working with children, young people and adults
- a statement of the training requirements for employees, councillors and volunteers
- processes for dealing with allegations of abuse, whether they be against external members of the community, users of the organisations premises, employees, trustees, volunteers or councillors
- how to deal with confidentiality issues
- a flow chart describing the reporting process
- key contacts
- a safer recruitment process
- two basic forms - one a consent form for participation in activities, the other an incident recording/reporting form
- the inclusion of a safeguarding arrangement in any contract documents (e.g. for work being done on behalf of your organisation, or in the terms of hire for room lettings etc.)
- a system of record keeping for safeguarding matters for monitoring and audit purposes.

In addition, your organisation might consider putting up posters reminding its staff, councillors or volunteers about safeguarding arrangements and good practice. A small leaflet could also be provided as a reminder.

Once adopted, the safeguarding 'guidelines' should be used to briefly check that existing arrangements and services are up to scratch, so as to identify areas for improvement.

7.4 Designated person and accountability

Your organisation should formally appoint a 'Designated Person' for safeguarding (also sometimes referred to as Nominated person, or, in the case of a council, Parish Safeguarding Officer). The role of the Designated Person is to be the main contact point for the referral of allegations for your organisation. In smaller councils for example, this will usually be the clerk, acting under delegated powers, or through a specific provision of their job description. In larger councils it could be another employee. In a voluntary or community group this could be a trustee or other person who sits on the governing body. Councillors can also be the Designated Person, especially if they are actively involved in developing and managing playing fields and play spaces etc.

The Designated Person will need to have a broader and deeper understanding of safeguarding matters and therefore will need to be trained before other employees, volunteers or councillors and to a higher level.

7.5 Criminal Record Checks

Criminal records checks are undertaken to establish whether someone has any criminal convictions, cautions, reprimands, warnings or other relevant information in relation to which you should be taking appropriate steps in line with your safeguarding responsibilities. The HR Safeguarding Team within Cornwall Council can facilitate the undertaking of these checks and can also provide advice and guidance on the eligibility of checks.

There are 3 types of criminal record check – Enhanced and Standard level checks are processed through the Disclosure and Barring Service (DBS) and Basic Disclosure Checks are currently processed through Disclosure Scotland (although this will move to the DBS on 1st January 2017).

There are clear eligibility guidelines for Enhanced and Standard level checks and these must be met in order for a check at this level to be processed. Enhanced and Standard level checks will reveal spent and unspent conviction details in line with the Rehabilitation of Offenders Act. More information is available from the following website - <https://www.gov.uk/government/organisations/disclosure-and-barring-service> and <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

There are no restrictions on the Basic Disclosure checks and anyone can ask for one of these checks. A Basic Disclosure will only reveal unspent conviction details. More information is available from the following website - www.mygov.scot/disclosure-types/

As a town and parish Council or voluntary and community sector organisation, the requirements and eligibility for criminal record checks will be different. The HR Safeguarding Team can advise and guide you through this process, more details can be found on our webpage -

<http://www.cornwall.gov.uk/jobs-and-careers/work-and-volunteer-for-us/criminal-record-checks/>

8 Sources of Guidance

The following are useful links but please be aware they may be subject to change over time as information is updated

- 'Working Together to Safeguard Children', March 2015

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

- Keeping Children Safe in Education, July 2015

'What To Do If You Are Worried A Child Is Being Abused', March 2015

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

- Information Sharing advice for practitioners, March 2015

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

- The South West Safeguarding and Child Protection Procedures

<https://www.proceduresonline.com/swcpp/>

- National Crime Agency - Child Exploitation and Online Protection Centre

www.ceop.org.uk

www.thinkuknow.co.uk

- Cornwall Council Safeguarding Adults

www.cornwall.gov.uk/safeguardingadults

- Dealing with Child Exploitation

<https://www.gov.uk/government/publications/tackling-child-sexual-exploitation--2>

9 Making a Safeguarding Referral

If there is an immediate safeguarding issue that concerns you, don't wait to get your procedures in place. Instead, follow the route described below.

How to make a safeguarding adults alert/referral

In Cornwall and the Isles of Scilly a safeguarding adults referral is called a safeguarding adults alert.

To make a safeguarding adults alert in Cornwall you need to contact Adult Care, Health and Wellbeing **on 0300 1234 131**.

Your call will be put through to the Access Team. They will listen to what you have to say and will ask you questions so they fully understand the concerns you are raising.

When the offices are closed you can call **01208 251 300** for emergencies only.

How to make a safeguarding children and young people alert/referral

If you wish to report an incidence of abuse or neglect, please contact the central referral unit on: **0300 123 1116**.

Outside normal working hours there is an out of hours service available to ensure that urgent situations are responded to appropriately. The out of hours service runs from Monday to Thursday 5.15pm (4.45pm on Fridays) until 8:45am weekdays and for 24 hours on Saturdays and Sundays.

The service can be contacted by phoning: **0300 1234 100** who, via Bodmin Hospital, put calls through to a Duty Officer. The service is run on a rota basis by qualified and experienced social work staff and there is a manager available to support the Duty Officer

Prepared by:

Communities and Devolution Team Sept 2016

If you would like this information in another format please contact:

Cornwall Council, County Hall, Treyew Road, Truro, TR1 3AY

Telephone: **0300 1234 100**

Email: **enquiries@cornwall.gov.uk** www.cornwall.gov.uk

Appendix 1 Sample Child Protection and Safeguarding Policy

(INSERT NAME) **Council/Organisation**

Sample CHILD PROTECTION & SAFEGUARDING POLICY

- This policy was developed and adopted on:
- The policy will be reviewed on:
- The safeguarding lead is:

Purpose of Policy

The purpose of the Safeguarding Policy is to provide a framework for safeguarding and promoting the welfare of children, young people and adults. The policy aims to ensure that:

- All children, young people and adults are safe and protected from harm;
- Other elements of provision and policies are in place to enable children, young people and adults to feel safe and adopt safe practices; and
- Everyone [e.g. Councillors, council staff, trustees, the governing body, volunteers – include as appropriate] are aware of the expected behaviours and the organisation's legal responsibilities in relation to

safeguarding and promoting the welfare of children, young people and adults.

Policy Statement

This policy develops procedures and good practice within our organisation to ensure that each person can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children, young people and vulnerable adults. Our organisation deplores the sexual exploitation of children, and will not tolerate failure at any level to prevent harm, support victims and bring offenders to justice.

This policy has been developed in line with government legislation, publications and guidance.

This organisation takes seriously its responsibility under the current legislation to safeguard and promote the welfare of children, young people and adults; and to work together with other agencies to ensure that there are adequate arrangements within our organisation to identify and support those who are suffering harm. Where someone is suffering significant harm, or is likely to do so, action will be taken to protect that person.

Our organisation has a responsibility to make sure that it has an effective safeguarding policy and procedures in place and monitors that the council complies with them. Our organisation has appointed a Safeguarding Lead who has responsibility for dealing with all safeguarding issues.

Our organisation recognises that for this policy to be effective, it is essential that everyone working in and for the organisation has an understanding of what safeguarding is, know that 'safeguarding is everybody's responsibility', know how to access safeguarding information, know of any possible contribution that they may be required to make to safeguard children, young people and adults and how to access further advice, support or services.

Individual responsibilities

Our organisation recognises that safeguarding is not just about protecting children, young people and adults from deliberate harm. It also relates to health and safety; meeting the needs of children, young people and adults with medical conditions; providing first aid; visits organised or sponsored by the council; internet or e-safety; appropriate arrangements to ensure security, taking into account the local context.

Additionally, we recognise that safeguarding can involve a range of potential issues such as: bullying, including cyberbullying (by text message, on social networking sites, and so on), peer on peer and prejudice-based bullying; racist and homophobic or transphobic abuse; sexting; substance misuse; issues which may be specific to a local area or population, for example gang activity and youth violence and other particular issues affecting children including domestic violence, sexual exploitation, female genital mutilation,

extremist behaviour and radicalisation, forced marriage and modern slavery.

Everyone associated with the organisation maintains an attitude of 'it can happen here' and are aware of the signs and indicators of abuse.

Everyone has a responsibility to provide a safe environment for children, young people and vulnerable adults.

Our recruitment policy and induction process includes information on our arrangements and systems for safeguarding, behaviour policy, code of conduct and details of the Safeguarding Lead.

Everyone is provided with opportunities to receive appropriate training which is regularly updated, in order to develop their understanding of the signs and indicators of abuse and of the council's safeguarding procedures.

Everyone knows how to respond to someone who discloses abuse, or for whom they have a concern, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.

All residents are made aware of our organisation's responsibilities with regard to safeguarding through publication of the safeguarding policy.

When services are delivered by a third party or agency, we will follow the requirements of the Disclosure and Barring Service and check that the person presenting themselves is the same person on whom appropriate checks have been made. We will seek to ensure the suitability of adults working with and in the presence of children at any time. Community users organising activities for children, young people and vulnerable adults are aware of and understand the need for compliance with the council's safeguarding procedures.

Our organisation operates safer recruitment practices including making sure that:

- statutory duties to undertake required checks on staff who work with children are complied with in line with the Disclosure and Barring Service requirements for Regulated Activity; the Child Care Act 2006 and Childcare (Disqualification) Regulations 2009
- statutory guidance relating to volunteers is followed
- Recruitment panel members are properly trained.

Should we dismiss or remove someone because they have harmed a child, or poses a risk of harm to a child or would have done so if they had not left, we will report this to the Disclosure and Barring Service (DBS) and any appropriate professional or regulatory body.

Our safeguarding policies and procedures will be reviewed and updated annually.

If a child, young person or adult makes an allegation or disclosure of abuse against an adult or other child or young person, we will:

- stay calm and listen carefully;
- reassure the person that s/he has done the right thing in telling you;
- not investigate or ask leading questions;
- let the person know that s/he will need to tell the Safeguarding Lead;
- not promise to keep what they have been told a secret;
- inform the Safeguarding Lead as soon as possible; and
- make a written record of the allegation, disclosure or incident which will be signed, and dated.

Confidentiality and Information Sharing

Information sharing is vital to safeguarding and promoting the welfare of children, young people and adults. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it to understand its significance and then take appropriate action.

- we recognise that all matters relating to protection are confidential;
- we will disclose personal information about a child, young person or adult on a need to know basis only;
- everyone is aware that they have a professional responsibility to share information with other agencies in order to safeguard children, young person or adult;
- everyone is aware that they cannot promise to keep secrets which might compromise the safety or well-being of a child, young person or adult, or that of another; and
- we will always undertake to share our concerns with the Multi-Agency Referral Unit (MARU), unless to do so could put the child, young person or adult at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the MARU.

Managing Allegations against individuals who work for us. We are aware of the possibility of allegations being made against someone who works for our organisation. or volunteers that are working with or may come into contact with children, young person or adults. They can be made by children, young person or adults or other concerned adults.

Everyone in our organisation and volunteers has been made aware of the process to be followed if such an allegation is made.

In such circumstances we will:

- Report the matter to the MARU
- consider the safeguarding arrangements of the child, young person or adult to ensure they are not in contact with the alleged abuser;
- consider the rights of the individual concerned for a fair and equal process of investigation;
- ensure that the appropriate disciplinary procedure is followed, including whether suspending that person from work or volunteering for us until the outcome of any investigation is deemed necessary;
- advise the Disclosure and Barring Service (DBS) and any other appropriate regulatory or professional body where the individual has been disciplined or dismissed as a result of the allegations founded, or would have been if they have resigned.

Whistleblowing

We recognise that a child, young person or adult cannot be expected to raise concerns in an environment where we fail to do so.

Everyone is advised of our Whistleblowing Policy and of how it can be implemented. Everyone is aware of their duty to raise concerns about the attitude and actions of colleagues where these are inappropriate or unsuitable. If necessary concerns will be raised with the delegated 'Whistleblowing' representative who is

.....(*insert name*)

Supporting Staff and volunteers

Everyone will be advised on the boundaries of appropriate behaviour – such matters form part of our staff and volunteer induction and they have access to support and guidance when required or requested

We recognise that staff and volunteers working in our organisation who have become involved in the case of a child who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting.

We support this by providing an opportunity for them to discuss their anxieties with the Safeguarding Lead, or another person and/or a trade union representative as appropriate.

Our Safeguarding Lead and / or anyone working for the organisation has access to support and appropriate workshops, courses or meetings as organised or recommended by the Cornwall and Isles of Scilly Safeguarding Children Board (CIoSSCB), Safeguarding Standards Unit (SSU) or Local Authority (LA).

Prevention

We recognise that we can play a significant part in the prevention of harm to children, young person or vulnerable adult by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection. Our organisation will support children, young person or adult by:

- Establishing and maintaining an ethos, understood by everyone, which enables children, young people or adults to feel secure and encourages them to talk, knowing that they will be listened to.
- Promoting a caring, safe and positive environment ensuring that all children, young people or adults know that there is someone in our organisation whom they can approach if they are worried or in difficulty.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children and adults.
- Recognising that children, young people or adults come from a variety of different cultural backgrounds, we have developed policies to ensure that we embrace diversity in religion and faith, race, ethnicity, gender and sexual orientation.
- We will include our Safeguarding Policy in our governance documents/website and will post copies of our policy throughout the organisation. We are also able to arrange for our policy to be made available to parents whose first language is not English, on request.

Training

- Everyone has been provided with, and signed to say that they have read and understood our Safeguarding Policy.
- Everyone will have access to appropriate safeguarding training which is **regularly updated** in order to keep it updated in line with local and national guidance/legislation. We will also, as part of our induction, issue information in relation to our Safeguarding Policy and any other policy and information related to safeguarding and promoting our Safeguarding Policy to all newly appointed individuals

Policy Review

We are responsible for ensuring the annual review of this policy and any additional local policies we have agreed that are relevant to safeguarding.

Meeting your communication needs:

We want to ensure that your needs are met. If you would like this information on audio type, in Braille, large print, any other format or interpreted in a language other than English, please contact [INSERT NAME]

