

Perkisound CIO
Maple Cottage
Nuneaton road
B46 2NR

Safeguarding review date 30/3/2023

CHILD AND VULNERABLE ADULT PROTECTION POLICY

The trustees and management of Perkisound recognise that, when involved in making provision for children and vulnerable adults, they have a responsibility to ensure that the welfare of children and vulnerable adults is always paramount. All children and vulnerable adults have the right of protection from abuse. This policy stands alongside the ethos of caring, which is important in everything that we do.

A child is defined as a person under 18 years of age.

A vulnerable adult is defined as a person over 18 years of age 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.

All Perkisound staff and volunteers have a responsibility to report any concerns to the designated officer in charge of safeguarding. Such concerns will be responded to swiftly and appropriately.

Perkisound Director Susie Perkins is the designated officer for the purposes of safeguarding.

POLICY AIMS

The aim of this policy is to promote good practice to:

Provide children and vulnerable adults with appropriate safety and protection whilst in the care of Perkisound staff and volunteers.

Enable all staff and volunteers to make informed and confident responses to specific child or vulnerable adult protection issues.

Appendix A provides guidance for staff and volunteers.

This policy may be supplemented by other policies and procedures specific to individual Perkisound activities.

RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS

Perkisound recognises that anyone may have the potential to abuse children and vulnerable adults in some way, and all reasonable steps are taken to ensure unsuitable people are prevented from working with them. The Perkisound recruitment process for those who come into contact with children and vulnerable adults will therefore include the following:

An assessment of the staff member's or volunteer's suitability and experience.

The volunteer or staff member will be asked to undergo a Disclosure and Barring Service Enhanced Disclosure.

The definition of Regulated Activity can be seen on the Disclosure and Barring Service website www.gov.uk/government/organisations/disclosure-and-barring-service

All volunteers and staff will be asked for two references.

In addition:

All volunteers and staff will be provided with a copy of this policy and any subsequent revisions.

All volunteers and staff will receive training and supervision commensurate with their role.

RESPONDING TO SUSPICIONS OR ALLEGATIONS

If a member of staff or volunteer has any concerns about possible abuse or inappropriate behaviour then they have a responsibility to report these. They do not have to decide whether or not abuse or inappropriate behaviour has actually taken place.

The steps to be taken are:

Report concerns to the designated officer incharge of safeguarding.

The designated officer records what has been said or seen, including the location, time and date - see Appendix B.

If appropriate, the designated officer reports concerns to the Local Authority Designated Officer and/or Social Services and/or the Police.

Designated officer reports matter to the other directors.

If appropriate, contacts the parents or carers of the person alleged to have been abused or subjected to inappropriate behaviour at the first opportunity.

Where the designated officer is not available then contact should be made with the another director of Perkisound It is important not to delay as the individual may be vulnerable to more abuse.

CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF OR VOLUNTEER

Where the concern relates to a member of staff or volunteer it should be reported to the designated officer who will take such steps as considered necessary to ensure the safety of the client in question and any other client who may be at risk.

If the designated Officer is the subject of the concern, the report must be made direct to another director of Perkisound who will refer the allegation to the appropriate body for investigation.

There may be three types of investigation:

A criminal investigation.

A child protection investigation.

A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence a disciplinary investigation, but not necessarily.

If, following consideration, the concerns have arisen as a result of poor practice then this may lead to the matter being dealt with as misconduct.

Perkisound will fully support and protect any member of staff or volunteer who, in good faith, reports their concern that a colleague is, or may be, abusing a child or vulnerable adult.

ALLEGATIONS OF PREVIOUS ABUSE

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children or vulnerable adults). Where such an allegation is made, staff and volunteers should follow the procedures as detailed above and report the matter to the social services or the police.

CONFIDENTIALITY

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

The designated officer and the directors of Perkisound.

The parents or carer of the person alleged to have been abused or subjected to inappropriate behaviour.

The person making the allegation.

Local Authority Designated Officer, Police, Social Services.

The alleged abuser (and parents/carers if the alleged abuser is a child).

Perkisound's record of concerns will be retained in safe storage in accordance with Perkisound's Data Protection Policy and "need to know" requirements.

USE OF PHOTOGRAPHIC OR OTHER IMAGING EQUIPMENT

No photography of any staff, volunteers or clients is allowed unless written permission is obtained from one of the Perkisound directors.

This policy was adopted at the Meeting of Perkisounds Directors held on January 20th 2017

APPENDIX A: GUIDANCE FOR STAFF AND VOLUNTEERS ON SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

INTRODUCTION

Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation and can occur within many situations including home, school and the caring support environment.

It is a fact of life that some individuals will actively seek employment or voluntary work with young people in order to harm them. A paid worker or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported to the Perkisound designated officer and or relevant authorities following the guidelines in this document.

When an individual, who has been subjected to abuse outside the Perkisound environment, comes into contact with Perkisound staff, we must work with the appropriate agencies to ensure the individual receives the required support.

GOOD PRACTICE GUIDELINES

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within Perkisound activities.

Good practice means:

Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment i.e. no secrets).

Treating all children and vulnerable adults equally, and with respect and dignity.

Always putting the welfare of each person first.

Maintaining a safe and appropriate distance with clients (e.g. it is not appropriate to have an intimate relationship with a client or to share a room with them).

Building balanced relationships based on mutual trust, which empowers individuals to share in the decision-making process.

Involving parents/carers wherever possible (e.g. for the responsibility of their children when travelling in a volunteer's car).

Being an excellent role model – this includes not smoking, using inappropriate language or drinking alcohol in the company of clients.

Giving enthusiastic and constructive feedback rather than negative criticism.

Recognising the developmental needs and capacity of young people and disabled adults.

Securing carer consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.

Keeping a written record of any injury that occurs, along with the details of any treatment given.

PRACTICES TO BE AVOIDED

The following should be avoided, except in emergencies.

Spending excessive amounts of time alone with children or vulnerable adults away from others.

PRACTICES NEVER TO OCCUR

Engage in rough, physical or sexually provocative games, including horseplay.

Share a room with a child or vulnerable adult.

Allow or engage in any form of inappropriate touching.

Allow children to use inappropriate language unchallenged.

Make sexually suggestive comments to an individual, even in fun.

Reduce anyone to tears as a form of control.

Allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.

Do things of a personal nature for children or disabled adults that they can do for themselves.

Invite or allow clients to stay with you at your home unsupervised.

NB. It may sometimes be necessary for staff or volunteers to do things of a personal nature for an individual, e.g. if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents or carers. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting/assisting to carry out particular activities.

Avoid taking on the responsibility for tasks for which you are not appropriately trained. If any of the following occur you should report this immediately to your line manager or other appropriate colleague, and record the incident. You should also ensure the parents or carers of the child or vulnerable adult are told.

If you accidentally injure or cause discomfort to a client.

If he/she seems distressed in any manner.

If a client appears to be sexually aroused by your actions.

If a client misunderstands or misinterprets something you have done.

APPENDIX B: HOW TO RECORD CONCERNS

Information passed to investigatory bodies must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Information should include the following:

Locations, times and dates.

The name of the child or vulnerable adult.

Age of individual and date of birth.

Home address and telephone number.

Is the person making the report expressing their own concerns or those of someone else?

What is the nature of the allegation? Include dates, times, any special factors and other relevant information. Make a clear distinction between what is fact, opinion or hearsay.

A description of any visible bruising or other injuries. Are behavioural signs or indirect signs evident?

Witnesses to the incidents.

The child's or vulnerable adults account, if it can be given, of what has happened and how any bruising or other injuries occurred.

Have the parents/carer been contacted? If so what has been said?

Has anyone else been consulted? If so record details.

If it is not the child or vulnerable adult making the report has the individual concerned been spoken to? If so what was said?

Has anyone been alleged to be the abuser? If yes, record details of the allegation made, including the identity of the alleged abuser, the person making the allegation and the time and date.