

Wye Dean Wellbeing CIC

Safeguarding Policies and Procedures

V2

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Purpose

Policies and principles [↑](#)

It is the intention of The CIC to ensure that all children and adults involved in our projects, events and participation activities will always feel safe and secure. It is the responsibility of the directors to safeguard and promote the welfare of children and vulnerable adults.

If any adult involved in the activities of The CIC becomes concerned about the welfare of a child or vulnerable adult involved in those activities, they will take appropriate action according to procedures outlined in this document.

All adults with a regular role in delivering The CIC events and activities will hold an enhanced DBS, processed according to current legislation. A nominated team member will process DBS for volunteers prior to events and activities which involve contact with children or adults at risk (which may include those with a care and support need).

The CIC abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of adults and children is paramount in all the work we do and in all the decisions we take.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

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- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Purpose – The CIC will [↑](#)

- Protect children, young people and adults at risk from harm.
- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.
- This policy applies to anyone working on behalf of the CIC, including Directors, paid staff, volunteers and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.
- Ensure that partner organisations providing coaching, mentoring and other associated support services also have the necessary documentation and cover for dealing with service users.
- If any adult involved in the activities of The CIC becomes concerned about the welfare of a child or adult at risk, they will take appropriate action according to procedures outlined in this document.
- All adults with a regular role in delivering The CIC's events and activities will hold an enhanced DBS, processed according to current legislation.
- A nominated person will process DBS for volunteers prior to events and activities which involve contact with children or vulnerable adults.
- All adults and children involved in The CIC projects are protected at all times from behaviour that they find uncomfortable.

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- All volunteers (aged 18 and over) and staff involved in projects for children and vulnerable adults will hold a current and enhanced DBS.
- Volunteers and Staff should not meet individually with a child or vulnerable adult involved in The CIC projects outside of the organised events.
- A member of staff or volunteer must not be alone with a child or vulnerable adult. All activities are to be held in public places with an agreed appointment time. These should be conducted at appropriate locations such as cafes, official meeting venues etc where there is adequate supervision and adult presence.
- Physical contact between adults and children/adults at risk adults will be kept to a level appropriate to the needs of the individual child or adult.
- All staff, volunteers, children and adult participants have a right to speak out about behaviour they find uncomfortable and to be sure they will be listened too.
- A member of staff will be nominated for each CIC event, for the duration of the event, and will be made known to staff, volunteers, children and participating adults as appropriate in different settings.
- Full risk assessments must be completed as required in the health and safety policy and made visibly available in any setting.
- Personal details for children or adults at risk must be kept securely by a nominated director of The CIC and shared only on a need-to-know basis.

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Any adult person working with under 18s and vulnerable adults directly for The CIC will: [↑](#)

- Complete an Enhanced Disclosure and Barring form through the CIC.
- DBS to be on the update service every year.
- For Disclosures completed elsewhere online access will be requested and evidence of DBS seen by the CIC Director responsible.
- Provide two referees willing to support their application for volunteering.
- Declare any criminal convictions relating to the abuse of children, however long ago they may have been. This is an exemption from the provisions of the Rehabilitation of Offenders Act 1974.

For any volunteer secured through a partner organisation The CIC will require sight of their Safeguarding Policy and individual DBS clearances.

Any person helping the team on a one-off basis will not be required to fulfil the above requirements but must sign the Safeguarding Declaration and be always supervised an approved CIC representative.

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Social Media [↑](#)

- All staff, volunteers and directors use organisational accounts – social media and email - to communicate, never personal accounts.
- The CIC will never put pictures onto Facebook or social media without the authorisation of the individual in the photograph.
- Some projects use WhatsApp to support organising activities with a group, to share information and updates only, and will be only used by staff and key volunteers for this express purpose.

Procedures in relation to suspected or alleged abuse [↑](#)

In the event of suspicion or allegations of abuse taken place within The CIC activities the following processes will be followed

If a child or adult participant makes an allegation of abuse of any kind against any other individual taking part in The CIC activities (i.e. adults or peers), immediate action must be taken:

- The adult receiving the information must tell the child or adult at risk as soon as possible that they may have to share what they hear with another responsible person, and then continue to listen to the individual.
- The adult receiving the information should inform the Director of The CIC responsible for Safeguarding immediately and with their assistance if necessary and possible, complete the disclosure form attached to this policy.
- The family/guardian/carers of the child or adult at risk must be informed as soon as possible.

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- The individual accused of abuse should be asked to stay away from all activities pending the conclusion of an investigation.
- Additional help and advice may be sought from the Local Safeguarding Children Board and the Director of The CIC who has responsibility for Safeguarding.
- The accused individual must be kept informed of the timescale of the investigation.

If an adult involved in The CIC activities has a concern about the behaviour of another adult involved in the CIC activities immediate action must be taken:

They should inform the Director of The CIC who is responsible for Safeguarding immediately and with their assistance if necessary and possible, complete the disclosure form attached to this policy.

The individual accused of abuse should be asked to stay away from activities pending the conclusion of an investigation.

Additional help and advice may be sought from the Local Safeguarding Children Board and the Director of The CIC with responsibility for Safeguarding.

The situation should be resolved where possible following the allegation.

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Training and Support [↑](#)

- Nominated Directors will complete and hold current certification (minimum 3 years) for
 - Online Levels 1 & 2 Safeguarding training.
 - Emergency First Aid at work
- The Lead Officer and project leaders project leaders should complete the above and have current certification in
 - Level 1 & 2 Online Safeguarding training
 - First Aid at work

Additional training opportunities to be taken as appropriate and available to increase awareness of epilepsy, challenging behaviour, inclusion, and autism.

Volunteers will be offered opportunities to undertake training in Safeguarding, First Aid and additional opportunities arising.

This policy is under constant review and will be amended where applicable. Policies will be discussed at Directors' meetings at no less that 6-month intervals.