



Safeguarding Policy for:

Portchester Community Centre:- Referred to as 'Our premises' within this document.

Purpose

This organisation fully recognises its responsibility to safeguard and promote the welfare of children and vulnerable adults at our premises.

The purpose of this policy is to provide staff, volunteers and trustees with the guidance they need in order to keep children and vulnerable adults safe and secure when using our premises as listed above and to inform parents, carers and guardians how we will safeguard children and vulnerable adults whilst they are on site.

Context

We recognise that all centre users have a right to feel secure. Parents, carers and other people can harm children and vulnerable adults either by direct acts or failure to provide proper care or both. Children and vulnerable adults may suffer neglect; emotional, physical or sexual abuse or a combination of such types of abuse. All children and vulnerable adults have a right to be protected from abuse. Whilst our organisation will work openly with community groups, parents and carers as far as possible, the organisation reserves the right to contact Children's Social Care, Adult Services or the Police, without notifying parents/carers if this is in the child's/adult's best interests.

Aims

These procedures apply to all staff, trustees and volunteers working at our premises. The aim of our procedures is to prevent children and vulnerable adults being abused and to safeguard and promote the welfare of all in the following ways:-

- Raise awareness of child/vulnerable adult's protection and safeguarding roles and responsibilities with staff, trustees and volunteers.
- Develop, implement and review procedures that enable all staff and volunteers to identify and report cases, or suspected cases, of abuse.
- Ensure the practice of safe recruitment in checking and recording the suitability of staff and volunteers to work with children and vulnerable adults.
- Establish a safe environment.
- Ensure that allegations or concerns against staff are dealt with in accordance with DfE, Children Services, Adult Services and local guidance.

Practice

The organisation recognises that because of their day to day contact with children and vulnerable adults, staff are well placed to observe the outward signs of abuse. Therefore will:-

- Establish and maintain an environment where children and vulnerable adults feel secure, are encouraged to talk and are listened to.
- Ensure children and vulnerable adults know that there are staff whom they can approach if they are worried about any problems.
- Follow the procedures set out by the Local Safeguarding Children's Board and the Local Authority and take account of guidance issued by the Department for Children, Schools and Families.

- Should potential safeguarding incidents happen, where pre-school children and families are involved, we will immediately refer it to the pre-school to be dealt with using their own policies and procedures.
- Treat all disclosures with the strictest confidence in accordance with Portchester Community Centres Confidentiality Policy.
- Notify parents/carers of our concerns, and provide them with opportunities to change the situation, where this does not place the child/vulnerable adult at greater risk.
- Ensure that there is a senior designated person (PLO) for all groups working with children/young people/vulnerable adults.

MANAGER(Protection Liaison Officer) responsibilities

Ensure that the trustees understand their responsibilities under s.175 of the Education Act 2002.

- Ensure every member of staff, volunteer and trustee knows the name of the designated person (PLO), their role and their contact details
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated persons (PLO).
- Ensure that staff training occurs every three years so that every member of staff, volunteer and trustees can fulfil their child protection responsibilities effectively.

Responsibilities of Adults within the organisation

- All adults are required to be aware of and alert to the signs of abuse.
- If an adult identifies that a child or vulnerable adult may be in an abusive situation they should record their concerns and report them to the senior designated persons (PLO) as soon as practical.
- If a child or vulnerable adult discloses allegations of abuse to an adult, they will follow the procedures attached to this policy.
- If the disclosure is an allegation against a member of staff they will follow the procedures attached to this policy.

Annual review form

This policy will be reviewed annually.

Child/Vulnerable Adults Protection Procedures

The prime concern at all stages must be the interests and safety of the child/vulnerable adult. Where there is a conflict of interests between the child/vulnerable adult and parent/carer, the interests of the child/vulnerable adult must be paramount.

If a member of staff suspects abuse e.g. through physical injury etc. they must:

1. Record their concerns
2. Report it to the centre manager immediately
3. If there is a requirement for immediate medical intervention, assistance should be called for
4. Make an accurate record (which may be used in any subsequent court proceedings), within 24 hours of the disclosure, of all that has happened, including details of:
 - what they have observed and when
 - injuries
 - times when any observations / discussions took place
 - explanations given by the child / adult
 - what action was taken.
5. Complete Monitoring Form (appendix 1 Recording Form)

Following a report of concerns from a member of staff, the manager must:

1. Decide whether or not there are sufficient grounds for suspecting significant harm
2. If there are grounds for concerns about a child staff must contact Adult Social Care on **0300 555 1386** or Children's Social Care via the Central Reception Team (CRT) on **0300 555 1384** (Mon to Friday) and make a clear statement of:
 - the known facts
 - any suspicions or allegations
 - whether or not there has been any contact with the adult/child's family
 - if the manager feels unsure about what the child/vulnerable adult has said or what has been said they can phone Children's Social Care (CRT) or Adult Social Care to discuss concerns. To do so will not constitute a child/vulnerable adult abuse referral and may well help to clarify a situation.
3. If there are grounds for concerns about a vulnerable adult staff must contact Adult Services
Adult Services: 0300 555 1386 Monday – Thursday 8.30am – 5pm
Friday 8.30 am – 4.30 pm. If there are grounds for concern about a vulnerable child staff must contact **Children's Services: 0300 555 1384**
All other times and for Weekends and Bank Holidays please use the Out of Hours number.
Out of hours: Children's Services 0300 555 1373 or Adult Services: 0300 555 1373
Monday – Thursday 5pm – 8.30am. Friday 4.30 pm to Monday 08.30 am. All day on Bank Holidays and Christmas Day.
4. If there are not grounds for concerns of significant harm, then the manager will either actively monitor the situation or instigate the Common Assessment Framework (CAF) process.
5. The manager must confirm in writing to Children's or Adult Social Care, the referral made verbally, within 24 hours, including the actions that have been taken. The written referral should be made using the inter-agency referral which will provide Children's or Adult's Social Care with the supplementary information required about the child/Vulnerable adult and family's circumstances. If necessary add additional details about the concerns and how they came to light.
6. If child/vulnerable adult are in immediate danger, the police will be informed and can take immediate protective action. If it is believed that the child is in imminent danger urgent advice

should be sought from Adult Services/Children's Social Care and/or the police. The child/vulnerable adult can be kept on the premises if advised to do so by these agencies. The parent/carer should be informed and a decision should be made with Adult Service's/Children's Social Care/police about who should do this.

7. Normally the organisation should try to discuss any concerns about a child/adult's welfare with the family/carers and where possible to seek their agreement to making a referral to Adult Service's/Children's Social Care if necessary. However, in accordance with DCSF guidance, this will only be done when this will not place the child/vulnerable adult at increased risk. The child's/vulnerable adult's views should also be taken into account.
8. Where there are doubts or reservations about involving the child's/vulnerable adult's family, the manager should clarify with Adult Service's/Children's Social Care or the police whether, and if so when and by whom, the parents/carers should be told about the referral. This is important in cases where the police may need to conduct a criminal investigation. Where appropriate, the manager should help the parents/carers understand that a referral is in the interests of the child/vulnerable adult and that the organisation will be involved in the S 47 enquiry as per the Children Act 1989 or a police investigation.
9. When a child/vulnerable adult is in need of urgent medical attention and there is suspicion of abuse the manager should take the child/adult to the Accident & Emergency Unit at the nearest hospital, having first notified Adult Service's/Children's Social Care and sought advice about what action Adult Service's/Children's Social care and/or the police will take and who and how the parents/carers will be informed, remembering that parents/carers should normally be informed that a child/vulnerable adult requires urgent hospital attention. If the suspected abuse is sexual then the medical examination should be delayed until Adult Service's/Children's Social Care and the police can liaise with the hospital, unless the needs of the child/vulnerable adult are such that medical attention is the priority. There must at all times be a responsible adult with the child/vulnerable adult, whether from the organisation Adult Services/Children's Social Care or the police, if the parents/carer are not included.

In dealing with allegations or suspicions against an adult in the organisation, volunteers and trustees should:

- Report to the manager any concern about the conduct of other staff, volunteers, trustees or other adults on the premises.
 - Inform the manager as soon as practical if a child/vulnerable adult makes an allegation against a member of staff, volunteer, trustee or other adult on site (within no more than 24 hours).
 - If the allegation is against the manager, the concerns need to be raised with the Chair of Trustees, or the nominated trustee for dealing with allegations against the manager (no more than 24 hours).
10. In either event the manager and Chair of Trustee should contact the Local Authority Designated Officer on Adult Social Care **0300 555 1386** or Children's Social Care **0300 555 1384**.

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