

Broomhall Centre: Safeguarding Policy for Children, Young People and Vulnerable Adults

The purpose of this policy is to ensure procedures are in place and all adults working on behalf of Broomhall Centre are clear about roles and responsibilities for the protection of children and vulnerable adults.

Everyone working for the centre shares an objective to help keep children, young people and vulnerable adults safe by contributing to providing a safe environment for all.

Broomhall Centre commitment – children and young people (under 18years)

The Centre is committed to safeguarding and promoting the welfare of children and young people. It is recognised that some children may be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at centre based activities, their behaviour may be challenging or withdrawn. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all children and young people who come in contact with the centre.

We ensure that all appropriate measures are applied in relation to everyone who is involved in working with children on behalf of the centre. All adults must be perceived by the children as safe and trustworthy. DBS (Disclosure and Barring Service) checks are made for all adults who could be working alone with children and young people on behalf of the centre. All others working on behalf of the centre will not be placed in situations where they will be alone with children.

Groups and individuals hiring the centre are responsible for their own safeguarding policies and practices. The centre has the right to refuse a letting if it is concerned that they have not taken appropriate safeguarding measures.

Safe practice ensures that children and young people are safe, and that all adults:

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Work in an open and transparent way
- Discuss and/or take advice from their organisation's named Safeguarding Link Person (SLP) or equivalent over any incident which may give rise to concern.
- The centre will display a poster advising of phone numbers all groups can contact if concerned.

We are committed to working with parents and carers positively, openly and honestly. We ensure that all parents/carers are treated with respect, dignity and courtesy. We respect parents/carers' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

Centre commitment – vulnerable adults

Broomhall Centre recognises that all its members, users and visitors may be vulnerable at times in their lives and there needs to be particular care taken for those whose vulnerability is increased by certain situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible.

Procedures

It is not the responsibility of the centre to investigate welfare concerns or determine the truth of any disclosure or allegation. However, all adults have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of children during centre organised activities will be reported and discussed with the designated person responsible for child protection and the protection of vulnerable adults i.e. the Safeguarding Link Person.

The serious issue of the abuse of children, young people and vulnerable adults may take the form of physical, emotional, sexual, financial, psychological, online, spiritual, racial or institutional abuse or neglect. We acknowledge the effects these may have on people and their growth and development, including emotional development. The centre accepts its responsibility for ensuring that all people are safe in its care and that their dignity and right to be heard is maintained. There is a responsibility to support, listen to and work with survivors, offenders, communities and those who care about them. The centre takes seriously the issues of promoting an individual's welfare so that each of us can aim to reach our full potential.

The Centre commits to respond without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed during any Centre managed activity of whatever type. Broomhall Centre commits itself to challenge the abuse of power of anyone in a position of trust.

Initial Action

- The person who has received an allegation or witnessed an event will inform the SLP and make a record.
- In the event that an allegation is made against the SLP, the Board Chair will be informed
- The SLP may need to clarify any information regarding the allegation, however no person will be interviewed at this stage.
- Consideration will be given throughout to the support children and their parents/carers and to the families of vulnerable adults.
- The SLP or Board Chair may contact the Sheffield Safeguarding Hub (0114 273 4855) to ask for support if necessary

Safeguarding Link Person (SLP)

The Broomhall Centre SLP is not an expert. Their role is just to record and to offer signposting onto further contacts. The SLP for activities organised by the centre for children, young people and vulnerable adults is (TBC)

Allegations regarding person(s) working on behalf of the Broomhall Centre

Where an allegation is made against any person working on behalf of the centre that he or she has:

- a. Behaved in a way that has harmed, or may have harmed, a child or vulnerable adult.
- b. Possibly committed a criminal offence against or related to a child or vulnerable adult.
- c. Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- d. Has behaved in an unsuitable manner towards a vulnerable adult.

Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be securely retained. Whilst we acknowledge such allegations (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is therefore essential that all allegations are investigated properly and in line with agreed procedures.

Policy to be reviewed and approved annually. Next review is due June 2019.

APPENDIX

PROTECTING CHILDREN

A Child is anyone under the age of 18 and Child Protection seeks to support the child's development in ways which will foster security, confidence and independence. It is regarded as central to the well-being of the individual and is therefore an intrinsic part of all aspects of the centre's activities.

Aims

- To encourage all children towards a positive self-image
- To help children view themselves as part of the community and, by example, to nurture children's abilities to establish and sustain relationships with families, peers, adults and the world outside
- To equip children with appropriate tools to make reasoned, informed choices, judgments and decisions
- To establish and maintain procedures so that all adults in the centre know how to act if they have concerns or need support regarding a particular child
- To provide a model for open and effective communication between children, parents and other adults working with children

Objectives

- To provide adequate and appropriate staffing to fulfil children's needs whilst they are in any centre organised activity or group, ensuring all adults are clear about their roles and responsibilities
- To create an environment within the centre where every child is valued as a member of the community and all members of the community are sensitive and responsive to the needs of others

PROTECTING VULNERABLE ADULTS

A Vulnerable Adult is any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or temporarily unable to take care of him or herself, or to protect him or herself from significant harm or exploitation. It is regarded as central to the well-being of the individual and is therefore is an intrinsic part of all aspects of the centre's activities.

Aims

- To encourage all adults to treat each other with respect and dignity
- To help vulnerable adults view themselves as part of the community and to establish and sustain relationships
- To allow all vulnerable adults to make reasoned, informed choices, judgments and decisions
- To establish and maintain procedures so that all adults in the centre know how to act if they have concerns or need support regarding a particular person
- To provide a model for open and effective communication between all adults and children in the centre.

Objectives

- To provide adequate and appropriate staffing to fulfil needs whilst vulnerable adults are in any centre organised activity or group
- To create an environment within the centre where every person is valued as a member of the community and all members of the community are sensitive and responsive to the needs of others

It is the responsibility of all adults to identify and report all possible causes for concern or cases of abuse.

INCIDENT RECORDING FORM - BROOMHALL CENTRE, SHEFFIELD

(to be completed by the person making an allegation, where possible, with the SLP)

Date and time of incident:

Date on which this report is written.....

(This should preferably be immediately or no later than up to 48 hours of the incident taking place)

Your name:

Name of Child, Young Person or Vulnerable Adult and date of birth

.....**DOB (if known)**.....

Address (if known)

Recording:

Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words. Do not make suggestions as to what might have been said. **Listen carefully** to what is being said rather than just hearing the account.

Record what **you** said as well as what the child, young person or vulnerable adult said.

Include details such as where the conversation took place and who else was present, if anyone.

If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion. It would assist, where possible, to also include descriptions of tone of voice, facial expression and body language.

Record of incident(s)

Who have you spoken to about your concerns?

Sheffield Safeguarding Hub? Name..... date.....

Social services? Name..... date.....

Police? Name..... date.....

NSPCC? Name date.....

Parent/carer? Name..... date.....

Other? Name.....

Organisation..... date.....

Is there any follow up work taking place that you are involved with?

Signed.....

Date.....