

SHREWSBURY HOUSE COMMUNITY ASSOCIATION

Bushmoor Crescent, Shooters Hill, London SE18 3EG

Tel: 020 8854 3895

Email: manager@shrewsburyhouse.org

Website: www.shrewsburyhouse.org

SAFEGUARDING POLICY FOR CHILDREN AND VULNERABLE ADULTS

Updated and amended November 2018

Approved by SHCA Board November 2018

Review Date: November 2019

Charity No. 1011659

Company No. 2695822



1. POLICY STATEMENT

Shrewsbury House Community Association (SHCA) believes that all children, young people and vulnerable adults have the right to enjoy the activities of the centre in a happy, safe and secure environment. SHCA aims to ensure this safety and protection through adherence to its safeguarding policy and procedures and to comply with the London Child Protection Procedures Safeguarding Policy. The aim of this policy is to promote good practice in providing children and adults with appropriate safety and protection whilst they attend and participate in activities run by the centre. The policy and procedures provide a framework to which Shrewsbury House Community Association (SHCA), its Board of Trustees, managers, staff, casual workers and volunteers adhere.

SHCA recognises that voluntary, charity, social enterprise (VCSE) and private sector organisations and agencies play an important role in safeguarding through the services we deliver. SHCA may as part of its work providing a wide range of activities for children and adults have an important role in safeguarding as well as supporting families and communities. Like other organisations and agencies that work with children and adults, SHCA has appropriate arrangements in place to safeguard. (*HM Government: 'Working together to safeguard children', July 2018*).

The organisation is subject to charity law and regulated by the Charity Commission. Trustees are responsible for ensuring that those benefiting from, or working with SHCA, are not harmed in any way through contact with it. All practitioners working in SHCA are subject to the same safeguarding responsibilities, whether paid or a volunteer.

Shrewsbury House Community Association is based at Bushmoor Crescent, London SE18 3EG. SHCA is governed by a Board of Trustees. Safeguarding requirements are in all relevant job descriptions, person specifications and adverts when recruiting staff. One of its Trustees has particular responsibility for the Safeguarding of Adults and Children.

The policy applies to all SHCA staff, members of Board of Trustees and volunteers, and is available on request to users of the Centre, their families and carers as well as being accessible through the SHCA website.

2. GOOD PRACTICE GUIDELINES

The Centre is committed to ensuring that every Trustee, employee or volunteer working within the organisation:

- recognises that child protection is everyone's responsibility.
- is committed to supporting parents and families.
- is committed to nurturing, protecting and safeguarding young people and vulnerable adults
- will ensure that groups and organisations using the SHCA premises are working within the law and understand 'Safe from Harm' principles
- is committed to providing safeguarding training for staff that come into contact with young people and vulnerable adults and provides regular supervision.
- ensures that good safeguarding guidance and policy is put into practice
- has undergone a Disclosure and Barring Service (DBS) check as appropriate in line with guidance provided by the Disclosure & Barring Service (www.gov.uk/government/organisations/disclosure-and-barring-service)
- promotes a culture that enables issues about safeguarding to be addressed and individuals to have the freedom to speak up, and supports whistle blowing and learning from complaints. (*See also Whistleblowing Policy*)
- participates in safeguarding training, and that this is regularly provided for all staff and this is monitored through staff meetings, staff appraisal and supervision.
- understands and follows the Centre's safeguarding policy for children and adults.
- understands the procedure in place for recording and reporting Health and safety incidents and serious health and safety incidents to the Health & Safety Executive. (*See also SHCA Health & Safety Policy*)
- ensures that individuals, whether paid or volunteers, are aware of their responsibilities for safeguarding how they should respond to concerns, how to escalate concerns through the Centre manager, as named lead for safeguarding, or Trustee with a responsibility for safeguarding, and how to make a referral to the local authority safeguarding procedures or the police if necessary.
- is aware of how they need to work with safeguarding partners in a local area.
- Is aware of parental responsibilities. Employees will not be responsible for children who are left unattended by parents and are not engaged in any of the organised activities. (This applies to birthday parties where parents are responsible for their children).

All organisations involved in the activities within SHCA will be required to comply with the Safeguarding Policy and may be required to provide proof of DBS/police checks.

Should SHCA have any safeguarding concerns it will seek the advice of the Royal Borough of Greenwich Safeguarding Teams or Police.

There is a named lead for safeguarding (the Centre Manager) as well as a Board Trustee who has been assigned responsibility at Board level for safeguarding and provide advice if the designated lead is not available.

This policy applies to children (any young person under 18) and adults.

All service users will be kept informed of the safeguarding policy and procedures which are published on the organisations website and will be made aware of these as part of joining information.

The manager should encourage an atmosphere of mutual support and care which allows staff members to be comfortable enough to discuss inappropriate attitudes or behavior.

The Board wishes to encourage an open and honest culture and learn from complaints, whistle blowing or incidents that may occur on the premises. These are reported to the Board through the Centre Manager's reports. Any reports in regard to safeguarding concerns will be recorded and stored securely, in line with the confidentiality policy.

The Board of Trustees and management will review this policy on safeguarding annually and update it in line with new legislation and guidance.

3. PROCEDURE IF ABUSE IS SUSPECTED OR DISCOVERED

SHCA and all its workers are committed to safeguarding children and adults and will ensure that any signs of abuse are acted on. Abuse can be in many forms and these are outlined in depth through training.

TYPES OF ABUSE

- Physical abuse
- Emotional abuse
- Child Sexual Exploitation
- Sexual abuse
- Grooming
- Child criminal exploitation
- County Lines
- Neglect

- Extremism
- Domestic violence
- Female Genital Mutilation
- Bullying, cyber bullying, acts of violence and aggression
- Victimisation
- Self harm
- Exploitation

IF ABUSE IS SUSPECTED:

Based on the principle that safeguarding is everyone's business:

- Act immediately
- Complete the critical incident form (See 4. below)
- Seek support from line manager/Centre manager/Board Trustee for safeguarding.
- Consult with the designated lead, the Centre Manager of the organisation and or the Board Trustee if the Centre Manager is unavailable.
- If appropriate seek professional advice from Police, RBG Children's Services/ Contact Assessment Team or NSPCC

For SHCA the designated lead is the Centre Manager and there is a Board Trustee with safeguarding responsibility.

Both can be contacted through the contact numbers for the Centre: 020 8854 3895. Any incidents in regard to safeguarding will be reported to the Board.

Adult Safeguarding concerns can be raised through the RBG Contact Assessment team Tel: 020 8291 2304
email: aops.contact.officer@royalgreenwich.gov.uk

Child Safeguarding Concerns can be raised through the RBG Children's Services Tel: 020 8854 8888 referral team: 020 8921 3172 email: mash-referrals@royalgreenwich.gov.uk

4. CRITICAL INCIDENT FORM

Name of Adult/Child: (where any form of abuse is suspected)	
Group/Activity: (the adult or child have been participating in at the Centre)	

Cause(s) for Concern If a disclosure was made, record anything that was said by the child/adult (and yourself) as closely as possible	
Action taken so far	

Member of staff making the report	Premises
Name	
Position	
Date	
Time	

References:

HM Government '*Working Together To Safeguard Children*' July 2018

Whistleblowing Advice Line NSPCC

Peabody 'Guide to developing adult and children's safeguarding policies for community groups and voluntary organisations'.

RBG Safeguarding Adults Board 2018