



Children and Vulnerable Adults Safeguarding Policy

Name and reference: SFG_POL_1_v2_Child Protection & Vulnerable Adults Safeguarding Policy	Revision no: 3	Document Date: 31/07/2020
Document Author: Virginia Sampaio	Revised by: Rachel Batten	Approved by: Page: 1



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1. What does this policy cover?

Children and Young Adults are at the centre of everything we do at Esteem.

We are committed to a practice, which protects children and young adults from harm. Staff and volunteers in our organisation accept and recognise our responsibilities to develop awareness of issues, which cause children and young adults harm.

The purpose of this policy statement is:

- to protect children and young people who receive ESTEEM's services from harm - this includes the children of adults who use our services.
- to provide staff and volunteers, as well as children and young adults and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of ESTEEM, including senior managers and the board of trustees, paid staff, volunteers, mentors, sessional workers, freelance contracted staff, agency staff and work experience students.

2. Glossary of terms

To provide clarity of terms, this policy refers to the below terms as the following:

- **Children** – as per the Children's Act 2004, this is a legal term that refers to all those who have not yet reached their 18th birthday.
- **Young adult** – a term used at ESTEEM internally to denote all children, young people and adults who directly benefit from its services aged 14 to 26. It should be highlighted that the law regarding consent and capacity differ greatly when working with under and over 18's. Further details of this difference can be found in the handling concerns procedure.
- **Vulnerable adult or Adult at Risk** – as per the Care Act 2014, this is a person who has had their 18th birthday and may have care or support needs or be at risk of abuse. All young adults at ESTEEM over the age of 18 are considered vulnerable adults.
- **Staff** – A paid individual with either an employment or freelance contract at ESTEEM.
- **Volunteers** – An individual who is not paid a salary or fee by the organisation. This would include: Trustees, mentors, adult volunteers, and work experience students.
- **Designated Safeguarding Lead (DSL)** – relates to a person within the organisation who has ultimate responsibility for operational safeguarding processes and procedures.

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- **Designated Safeguarding Officer (DSO)** – relates to one or more individuals who support the DSL, in a deputised role, to carry out their duties.
- **Trustee Safeguarding Lead (TSL)** – relates to a person on the trustee board who is responsible for ensuring organisational compliance to legislation and external regulators.

3. Statement of Intent

It is the policy of Esteem to safeguard the welfare of all young adults by protecting them from all forms of abuse including neglect, physical, emotional and sexual harm.



Esteem is committed to creating a safe environment in which children and young adults can feel comfortable and secure while engaged in any of Esteem’s programmes, mentoring, training events or workshops. Personnel should at all times, show respect and understanding for individual’s rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of Esteem.

In order to implement this policy and procedure, ESTEEM commits to:

- Stop abuse or neglect wherever possible.
- Prevent harm and reduce the risk of abuse or neglect to young adults regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.
- Promote the wellbeing of the young adults, recognising that some will be additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Raise awareness of safeguarding young adults to ensure that everyone can play their part in preventing, identifying and responding to abuse and neglect.
- Work in partnership with children, young people, their parents, carers and other agencies
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of a child or young person.

To achieve this, we will:

- Provide an environment in which vulnerable young adults feel listened to, safe and valued.
- Build a safeguarding culture where staff and volunteers, young adults and their families, treat each other with respect and are comfortable about sharing concerns.
- Appoint a DSL, a DSO and a lead trustee/board member for safeguarding
- Ensuring that the Disclosure & Barring Service, in accordance with their guidelines, checks all staff and volunteers with responsibility for young adults (further details of this are outlined below).

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- Ensure that all staff attend basic training in Child and Adult Safeguarding upon induction, and refresher training every two/three years.
- Ensure all new staff and volunteers aware of our safeguarding procedures and policies, and that they are accessible to all stakeholders, including parents and young adults.
- Provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- Always seek to gain permission from young adults before sharing information about them with another agency.
- Inform young adults that where a person is in danger, a child is at risk or an unreported serious crime has been committed, then a decision may be taken to pass information to another agency, i.e. Adult Services, without consent. There may also be other reasons for passing on concerns to Children’s Services without consent for those under the age of 18.
- Endeavour to keep up to date with national developments relating to preventing abuse and welfare of children and vulnerable adults.
- Identify appropriate training opportunities for the DSL/DSO’s.
- Ensure that the DSL or DSO’s understand their responsibility to refer incidents of abuse to the relevant statutory agencies (police/children’s services)
- Use our Whistleblowing Policy and Procedures to manage any allegations against staff and volunteers.
- Ensure that all activities are appropriate for the group of young adults we will be working with, applying health and safety measures in accordance with the law and regulatory guidance.
- Adhere to our safer recruitment procedures in recruitment of new staff or volunteers – this includes trustees.
- Record, store, and use information confidentially and securely, in line with GDPR legislation and guidance.
- Review and update this policy and practice annually.

Disclosure Barring Service:

It is the policy of ESTEEM that no-one shall work or volunteer to work with young adults within, or on behalf, of ESTEEM who:

- Has been convicted of or has received a formal police caution concerning an offence against children as listed in the First Schedule of the Children and Young Person's Act 1933; or,
- has been convicted of or has received a formal police caution concerning sexual offences against children and/or adults.
- has been convicted of or has received a formal police caution concerning serious assault offences against children and/or adults.

This means that:

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- All who work or volunteer to work with young adults under the auspices of ESTEEM will be required to be checked through The Disclosure and Barring Service.
- Those responsible for the appointment of such workers and volunteers must take all reasonable steps, including obtaining Disclosures from The Disclosure and Barring Service, to ensure that persons who have been convicted or have received a formal police caution concerning sexual offences against children or adults shall not undertake work under the auspices of ESTEEM.

4. Legislative Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable adults in England. A summary of the key legislation is listed below:

- The Children’s Act 1989 (Children)
- The Care Act 2014 (Vulnerable adults)
- [Working Together to Safeguard Children](#), Department for Education (2018)
- [Safeguarding and protecting people for charities and trustees](#), The Charity Commission (2017)
- [Charity law summary](#), NCVO

5. Supporting documents

This policy statement should be read alongside ESTEEM’s organisational policies, procedures, guidance and other related documents, including:

- Responding to safeguarding concerns procedure
- GDPR Policy
- Code of conduct for staff and volunteers
- Photography and sharing images
- Safer recruitment procedure
- Online safety guidance
- Whistleblowing Policy and Procedure
- Health and safety
- Induction, training, supervision and support
- Adult to child supervision ratios

6. Sharing of Information

Good communication is essential in any organisation. In Esteem every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to and

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exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

Young Adults:

Young adults have a right to information, especially any information that could make life better and safer for them. Esteem will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, Esteem personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

Parents:

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by:

- Publicising information on all our youth and parenting work.
- Publishing the named Designated Safeguarding Lead on our website and how to make a complaint
- Publishing a full copy of the Safeguarding and Child Protection Policy at www.esteem.org.uk

7. Contact details

Designated Safeguarding Lead:

- **Joel Carter**
- Email: joel.carter@esteem.org.uk
- Mob:

Designated Safeguarding Officer:

- **Cat Vizor**
- Email: cat.vizor@esteem.org.uk
- Mob: 07760395085

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Designated Safeguarding Officer:

- **Emma Edwards**
- Email: emma.edwards@esteem.org.uk
- Mob: 07395 313874

Trustee Safeguarding Lead:

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- Email:
- Mob:

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Document Control

Cat Vizor is the owner of this document and is responsible for ensuring that this policy is reviewed in line with the review requirements of the General Data Protection Regulation.

A current version of this document is available to all members of staff on the company Google Drive and is published in the employee handbook and esteem.org.uk.

This policy was approved by the Peter Latham on 01/12/2018 and is issued on a version-controlled basis under her/his signature.

Signature:

Date:

Revisions to this document		
Revision number:	Date:	Description on modifications:
01	20/11/2018	Formatting of document
02	15/01/19	Updating of contact numbers for childrens' reporting Added code of behaviour Added explanation of children and young adult Added West Sussex Safeguarding Children Board or Sussex Police for contacts
03	31/07/20	

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