TRANSITION TAVISTOCK SAFEGUARDING POLICY

Reviewed by Committee November 2022

Introduction

This policy sets out principles which we follow in our activities to protect any children or vulnerable adults who come into contact with us through them. It applies to all volunteers involved in our work, whether or not they are members, and to both physical and virtual environments.

We do not currently run activities designed for children, young people or vulnerable adults. Nor do we provide services that involve individual casework, either face to face or online. We are not responsible for any premises or vehicles. This policy is written for that context, and will be revised should it change.

It sets out general principles for safeguarding and for wider safe practice, followed by separate policies covering adults and children.

Safeguarding Principles

Nobody should experience abuse, harm, neglect or exploitation while participating in or as a consequence of our activities.

We all have a responsibility to promote the welfare of our volunteers and of people taking part in events or activities.

We all have a collective responsibility for creating a culture in which people feel safe and are able to speak up if they have any concerns.

The Committee nominates a Safeguarding Lead to support implementation of this policy, contactable via safeguarding@transitiontavistock.org.uk.

Safe Practice

In organising events and activities we will:

- be informed by a risk assessment proportionate to the situation;
- allocate clear roles and responsibilities;
- follow the safety guidance from the provider of any premises or equipment we use;
- collect only necessary personal information from participants, storing it securely;
- make it clear that children may only take part under supervision of a parent, carer or other appropriate adult (eg teacher);
- take account of apparent or reported vulnerability in any adult present to enable them to take part safely;
- avoid situations in which any volunteer or participant is alone in private with a child or a vulnerable adult.

When taking part in events or activities run by other organisations we will:

- adhere to the organisers' guidelines, including risk assessment;

- ensure any equipment we bring or contribution we make is safe and appropriate to the context;
- behave appropriately in any interactions with children or vulnerable adults present;
- report any safety concerns promptly to the responsible organisation.

In our online presence we will:

- Be courteous
- Only name people with their consent
- Only use photographs of people with their consent
- Not knowingly pass on misleading information
- Take measures to keep accounts secure.

Safeguarding Adults at Risk

An adult at risk is someone aged 18 or over who:

- has care and support needs
- is experiencing abuse or neglect or is at risk of abuse or neglect

and their care and support needs are making them unable to protect themselves against the abuse or neglect. Abuse can take many forms including physical, sexual, psychological and financial.

In the event of an incident or disclosure, the responsibility of the person who becomes aware of it is to report, not resolve. The Safeguarding Lead, if present, will support this, and if not present should be informed as soon as practical afterwards.

Contact details for reporting suspected abuse of a vulnerable adult in Devon are given here:

https://www.devonsafeguardingadultspartnership.org.uk/reporting-a-concern/report-your-concern-devon-local-authority-boundaries/

This should normally be with the person's consent, but consider these factors in deciding whether to report without it:

https://www.devonsafeguardingadultspartnership.org.uk/reporting-a-concern/what-information-do-we-need/

DO

- Make sure the individual is safe, without placing yourself or others at risk
- Assess whether emergency services are required and if needed call 999
- Listen with full attention
- Reassure the individual that you will only pass information to people who need to know
- Make careful notes, including date, time and people present
- Establish the basic facts and reflect back key points to check your notes
- Enquire what the individual wants to happen

- Seek their consent to report a safeguarding concern to the relevant local authority. (See guidance above if this is not given).
- Keep your record of the incident secure.

DON'T

- Confront an alleged abuser or contact them about the allegation
- Be judgmental or voice a personal opinion
- Be dismissive of the concern
- Promise confidentiality
- Investigate or interview beyond establishing the basic facts
- Ask leading questions or assume information
- Disturb or destroy possible forensic evidence
- Share information with anyone other than the Safeguarding Lead and statutory agencies.

Safeguarding Children

A child is any person aged under 18.
Abuse of children can take many forms including physical, online, sexual, psychological, emotional, neglect and grooming.

We set an expectation for our activities and events that children only attend with and under the supervision of a parent or carer. As some of our activities are in public spaces (physical and virtual) there is the potential for casual contact with unsupervised older children.

Volunteers and participants in our events should not:

- Interact with children unless other adults are present
- Accept responsibility for supervising children, even temporarily
- Have physical contact with children unless essential for their safety.
- Share their personal contact details with children.
- Escort an unaccompanied child home.

In the event of a safeguarding incident or disclosure involving a child, the responsibility of the person who becomes aware of it is to report, not resolve. The focus should be on the safety and welfare of the child. The Safeguarding Lead, if present, will support this, and if not present should be informed as soon as practical afterwards.

DO

- Make sure the child is safe, without placing yourself or others at risk
- Assess whether emergency services are required and if needed call 999
- Listen with full attention
- Reassure the individual that disclosing is the right thing to do
- Make careful notes, including date, time and people present
- Establish the basic facts and reflect back key points to check your notes
- Enquire what the individual wants to happen

- Explain that you will have to pass information on, but this will only be to people who need to know
- Keep your record of the incident secure.

DON'T

- Confront an alleged abuser or contact them about the allegation
- Be judgmental or voice a personal opinion
- Be dismissive of the concern
- Promise confidentiality
- Investigate or interview beyond establishing the basic facts
- Ask leading questions or assume information
- Disturb or destroy possible forensic evidence
- Share information with anyone other than the Safeguarding Lead and statutory agencies. (Following advice from them, the child's parent or guardian would normally also be informed.)

To report a safeguarding concern about a child, use the contact details and guidance on https://www.dcfp.org.uk/keeping-children-safe/multi-agency-safeguarding-hub-in-devon/