

SAFEGUARDING POLICY

POLICY

This policy applies to employees, clients and any sub-contractors working with children, young people and vulnerable adults.

The following guidelines are intended to be a common sense approach that both reduce opportunities for the abuse of children/young people and vulnerable adults and help to protect all employees from any false allegation.

This policy aims to:

- Provide clear direction to all staff and others about expected codes of behaviour in dealing with Safeguarding issues.
- Ensure that Safeguarding concerns are identified early so that informed prompt action can be taken.

RESPONSIBILITIES As an employer the welfare of young people and vulnerable adults is important to us and this policy is based upon the principle that all children/young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to safeguarding from abuse

All those who come into contact with children, young people and vulnerable adults in their work have a duty to safeguard and promote their welfare.

Employees should ensure that all children/young people and vulnerable adults are treated with respect and respect their right to personal privacy

If an employee witnesses or suspects any behaviour which would contravene this policy they should challenge and report it.

To avoid the risk of safeguarding concerns arising, employees must not:

- Engage in inappropriate physical behaviour
- Make over-familiar or sexually suggestive comments or approaches to a child/ young person or vulnerable adult even as a 'joke'
- Let any potential abuse go unchallenged or unrecorded.
- Do things of a personal nature that children/young people or vulnerable adults can do for themselves
- Allow inappropriate computer activity whether internet or network related. This includes mobile phone or related technologies.

BREACHES OF SAFEGUARDING

Incidents of abuse will be dealt with as a disciplinary matter and dealt with under the yard's disciplinary procedures and could result in dismissal without notice.

DEFINITION OF ABUSE

Abuse is any behaviour towards a person that deliberately or unknowingly causes them harm, impairment of health and development, endangers life or violates their rights.

Abuse may be:

- Physical - for example, hitting, slapping, pushing, restraining
- Sexual
- Psychological – for example, repeatedly being made to feel unhappy, humiliated, afraid or devalued by others, shouting, swearing, frightening, blaming, ignoring or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse
- Financial or material – stealing or denying access to money or possessions
- Neglect
- Discriminatory – abuse motivated by discriminatory attitudes towards race, religion, gender or gender identity, age, disability, sexual orientation or cultural background
- Grooming or behavioural stalking,
- Via Social media, internet or other technology and includes cyber bullying.

DEFINITION OF CHILD AND YOUNG PERSON

A child is someone who has not reached school leaving age.

A young person is someone aged under 18.

DEFINITION OF VULNERABLE ADULT

A vulnerable adult is someone aged 18 or over who is, or may be, in need of community services due to age, illness or a mental or physical disability and who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.

A **vulnerable person** may fall into any one of the following groups: older and frail people; people with a mental health need, a learning difficulty, a physical impairment, a sensory impairment; people who are substance or alcohol dependent, or family carers providing assistance to another vulnerable adult

REPORTING SUSPECTED ABUSE

It is everyone's responsibility to report any concerns about abuse. Any employee who has concerns that they themselves are at risk or any employee who has cause to believe that any child/young person or vulnerable adult involved is at risk should contact

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Any concerns about safeguarding should be reported immediately.

We will make a note of the allegation and the matter will be investigated as appropriate.

All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately. Where appropriate, the police may be notified.

All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

Records will be kept of all such incidents and their outcomes held in accordance with the Data Protection Act.

RELATED POLICIES

We have a range of other policies within our organisation and employees should familiarise themselves with the following:

- Health and Safety policy
- Dignity at Work Policy
- Equal Opportunities Policy
- Disciplinary and dismissal procedure
- Grievance procedure (resolution of disputes)
- Social media policy.

This list is not exhaustive and other policies may apply from time to time.

This policy is non-contractual and does not give contractual rights to individual employees, workers or anyone else covered by it. We reserve the right to alter any of its terms at any time and will notify employees of any changes.