

# Safeguarding Children and Vulnerable Adults Policy

## Section 1 - Safeguarding Children

We work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children and young people within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with our other policies and procedures.

### Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006
- Counter-Terrorism and Security Act 2015
- Safeguarding Vulnerable Groups Act (2006)
- All Wales Child Protection Procedures (2008)
- Social Services and Well-being (Wales) Act 2014.

### Safeguarding and promoting the welfare of children in relation to this policy is defined as:

- protecting children from abuse and neglect
- preventing impairment of their health or development ensuring that they receive safe and effective care.

### What is safeguarding

Safeguarding involves both the protection of children and adults who are in need of care and support from abuse, neglect or other kinds of harm and the prevention of children and adults from becoming at risk of abuse, neglect or other kinds of harm.

### Policy intention

To safeguard children and promote their welfare we will:

- Create an environment which supports children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Support staff to notice the softer signs of abuse and know what action to take
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate or as may be required.

We are aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our staff and volunteers have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing through all early years provision, after school clubs, youth clubs and play schemes, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies including as part of a multi-agency team, where needed, in the best interests of the child. GGCA KIDS R US aims to:

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- Keep the child at the centre of all we do
- Ensure staff are trained right from induction to understand the safeguarding policy and procedures, are alert to identify possible signs of abuse, (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Be aware of the increased vulnerability of children with Special Educational Needs (SEN) / Additional Learning Needs (ALN) and other vulnerable or isolated families and children
- Ensure staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures, including through annual safeguarding newsletters and updates
- Ensure that all staff feel confident and supported to act in the best interest of the child share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures
- Make any referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the **Cwm Taf Morgannwg Safeguarding Children Board**.
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times
- Ensure that children are never placed at risk while in attendance at any of our children and young people's provision
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children and young people attending any of our children and young people's provision, or working on GGCA premises including reporting such allegations to CIW (formerly CSSIW) Local Authority Safeguarding Officer and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register for any of our children and young people's provision and are kept informed of all updates when they occur
- Regularly review and update this policy with staff, volunteers and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the **Cwm Taf Morgannwg Safeguarding Children Board**.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

### Contact telephone numbers

Debbie Page Evans 07826102896

Richard Walters 01443 675004

CIW (formerly CSSIW) 0300 790 0126 (Welsh Government Offices, Sarn, Mynach, Llandudno Junction LL31 9RZ)

Cwm Taf Morgannwg Safeguarding Children Board: 01443 425 006

Commissioner RCT Children and Young People: 01443 425006 email: Gail.Beynon@rctcbc.gov.uk

RCT Vulnerable Adults 01443 425003

Local Authority Out of Hours Emergency Duty Team: 01443 743 665

Non-emergency police 101

Emergency Police 999

Government helpline for extremism concerns 020 7340 7264

NSPCC Whistleblowing hotline 0800 028 0285

NSPCC Childline 0800 1111

### Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them, or by failing to act to prevent harm. Children may be abused within a family, institution, or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

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### Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

### Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

- Low self-esteem
- Wetting and soiling
- Recurrent nightmares
- Aggressive behaviour
- Withdrawing communication
- Habitual body rocking
- Indiscriminate contact or affection seeking
- Over-friendliness towards stranger
- Excessive clinginess
- Persistently seeking attention.

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children, and will take advice from the appropriate bodies on this area.

### Recording suspicions of abuse and disclosures

Staff should make an objective record of any observation or disclosure, supported by our Designated Safeguarding Co-ordinator (DSCO) and/or a Senior Manager. This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any other witnesses
- Name of the person to whom any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the DSCO / Senior manager, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the Regional Safeguarding Children Board and CIW (formerly CSSIW). Staff involved may be asked to supply details of any information/concerns they have with regard to a child or young person. We expect all members of staff to co-operate with the LSCB and CIW in any way necessary to ensure the safety of the children and young people.

Staff must not make any comments either publicly or in private about a parent's or staff's supposed or actual behaviour.

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### **Physical abuse**

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries – these should also be logged and discussed with the children and young people's officer and/or appropriate Senior Staff Member.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the DSCO and/or Senior Manager.

### **Female genital mutilation**

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in the UK including its effect on the child and any other siblings involved. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections, with depression and post-traumatic stress disorder as physiological concerns. If you have concerns about a child in this area, you should contact the children's social care team in the same way as other types of physical abuse. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, we will ensure this is followed in our setting.

### **Fabricated illness**

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

### **Procedure:**

- All signs of marks/injuries to a child, when they come into one of our childcare settings or occur during their time at the setting, will be recorded as soon as noticed by a staff member
- The incident will be discussed with the parent at the earliest opportunity, where felt appropriate
- Such discussions will be recorded and the parent will have access to such records
- If there appear to be any queries regarding the injury, the local authority children's social care team will be notified in line with procedures set out by the Local Safeguarding Children Board (LSCB).

### **Sexual abuse**

Action needs to be taken if the staff member has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge, and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse they may be experiencing, the procedure below will be followed.

### **Procedure:**

- The adult should reassure the child and listen without interrupting if the child wishes to talk

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- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the GGCA KIDS R US manager
- The matter will be referred to the local authority children's social care team
- A sensitive and confidential discussion will be held with the parents/carers of any other children party to inappropriate play.

### **Child Sexual Exploitation (CSE)**

CSE is defined as a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns we will follow the same procedures as for other concerns and we will record and refer as appropriate.

### **Emotional abuse**

Action should be taken under this heading if the staff member has reason to believe that there is an effect on the behaviour and emotional development of a child, caused by persistent or severe ill-treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

### **Procedure:**

- The concern should be discussed with the Children and Young People's Development Officer and/or a Senior Manager.
- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- If there appear to be any queries regarding the circumstances and/or the concerns relate to the parents, the matter will be referred to the local authority children's social care team.

### **Neglect**

Action should be taken under this heading if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold and starvation and failure to seek medical treatment when required on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at the setting unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at any of our settings in the same nappy they went home in or a child having an illness that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at our setting/s. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

### **Procedure:**

- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records.

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If there appear to be any queries regarding the circumstances the local authority children's social care team will be notified.

Parents should please inform GGCA KIDS R US prior to their children taking holidays or days off, and all sickness should be phoned through on the day so the Managers of each of our child care settings is able to account for a child's absence. This should not stop parents taking precious time with their children, but enables children's attendance to be logged so we know the child is safe.

### Looked after children

As part of our safeguarding practice we will ensure our staff are aware of how to keep looked after children safe. In order to do this we ask that we are informed of:

- the legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- contact arrangements for the biological parents (or those with parental responsibility)
- the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/h
- the details of the child's social worker and any other support agencies involved
- any child protection plan or care plan in place for the child in question.

### Reporting Procedures

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding coordinator (DCSO) as soon as possible.

- Staff will report their concerns to the DCSO who is our **Nursery Manager Treena Allan** (in the absence of the DCSO they will be reported to the Deputy DCSO who is our **Deputy Team Leader Angharad Williams** or our Responsible Individuals **Richard Walters for Messy Monsters and Debbie Page-Evans for Children and Young People's Provision**.)
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely
- If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded and the parent will have access to these records on request
- If there are queries/concerns regarding the injury/information given then the following procedures will take place:

### The designated safeguarding lead will:

- Contact the local authority children's social care team to report concerns and seek advice (if it is believed a child is in immediate danger we will contact the police)
- Inform CIW (formerly CSSIW)
- Inform RCT Play
- Record the information and action taken relating to the concern raised
- Speak to the parents (unless advised not to do so by LA children's social care team)
- The designated safeguarding lead will follow up action taken by the LA social children's care team if they have not contacted the setting within the statutory timeframe.

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DCSO or deputy DCSO they should call the Local Authority Children's social care team or the NSPCC and report their concerns anonymously.

These contact numbers are displayed on page 2 of this document.

### Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult/s who are employed by GGCA to care for children and who has an enhanced check with barring list check (children) from the Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers to be alone with children or young people or any other adult who may be present in GGCA regardless of whether or not they have a DBS certificate.

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All staff will attend child protection/safeguarding training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children and young people attending one or more sessions at one or more of our provisions. During induction staff will find contact details for the LAO (local authority officer), the local authority children's services team, the Local Safeguarding Children Board (LSCB) and CIW on page 2 of this document which will enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have named persons within the organisation who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Co-ordinators (DSCO), there is always at least one designated person on duty during all opening hours of the setting.

These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

If the staff feel that a safeguarding concern is not being taken seriously within the setting, we encourage them to call the LSCB or the NSPCC Whistleblowing helpline in order to protect the children in their care.

We liaise with the Local Safeguarding Children Board (LSCB) and the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

We have a named person within the organisation that takes lead responsibility for safeguarding and co-ordinates child protection and welfare issues, known as the Designated Safeguarding Co-ordinator (DSCO). We liaise with the Local Safeguarding Children Board (LSCB) and the local authority children's social care team undertakes specific training, including a child protection training course and receives regular updates to developments within this field.

### **Designated Safeguard Lead**

For best practice we have a designated safeguarding lead in place. This enables safeguarding to stay high on our priorities at all times. Any concerns must be reported to the line manager Debbie Page Evans (07826102896) and/or the Designated Safeguarding Officer Richard Walters (01443 675004). Furthermore,

- We provide adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts within GGCA children and young peoples provision are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and are given guidance to challenge any incorrect information
- We give staff members/volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children and young people
- This information is also stated within every contract for members of staff, of which they must sign 2 copies, one for the employer, one to retain their own records
- We request enhanced DBS checks to be done every three years for staff who do not register with the update service. Where staff are registered with the update service, we will use the DBS update service to recheck staff's criminal history and suitability to work with children and young people on the same basis and with the individuals consent
- We abide by the requirements of the National Minimum Standards and any CIW/Estyn guidance in respect of obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us
- All students will have enhanced DBS checks with barring list check (children) conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act (2006) and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances

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that would otherwise have lead to dismissal for reasons of child protection concern by complying with the duty to refer that individual to the DBS

- We have procedures for recording the details of visitors (See supervision of visitors policy) and take security steps to ensure that we have control over who comes into the building especially areas where children frequent, so that no unauthorised person has unsupervised access to the children and young people
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- As a staff team we will be fully aware of how to safeguard the whole environment and be aware of potential dangers on GGCA premises and boundaries such as drones, Pokémon hotspots, strangers lingering. We will ensure the children and young people remain safe at all times
- The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management so we are able to support the individual staff member and ensure the safety and care of the children is not compromised
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner to named person Richard Walters Operational Manager and to CIW representative
- Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately
- All staff attend regular supervision meetings where opportunities are made available to discuss any issues relating to individual children, child protection training and any need for further support
- The deployment of staff within the GGCA allows for constant supervision and support. Where children and young people need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.
- We operate a CCTV system at the GGCA.

### **Staff and Volunteer Training**

- Everyone who works or volunteers with children, young people and vulnerable adults should understand the role they have in keeping children, young people and vulnerable adults safe. This includes being able to recognise the signs and indicators of abuse and knowing how to follow the organisation's safeguarding, child protection and vulnerable adults procedures.
- Training is given during induction and enhanced through mandatory safeguarding training at levels 2 and 3. Training provides staff and volunteers with the essential skills, giving them a level of knowledge and understanding that they need to keep children, young people and vulnerable adults safe.
- Staff and volunteers are also required to complete Welsh Governments Prevent Training. Training is updated in line with the National Minimum Standards.

### **Safe Recruitment**

We operate a safe recruitment procedure which enables us to meet NMS 13: Children's needs are fully met by those who look after them. To do this effectively and in accordance with our legal obligations. We are vigilant in our recruitment procedures, aiming to ensure all people working with children and vulnerable adults are qualified and suitable to do so. We follow this procedure each time we recruit a new member of staff.

### **Staff Roles and Responsibilities**

Staff have clear roles and responsibilities as set out in their job descriptions and person specification, which they receive a copy of at the start of the recruitment process and when starting employment with us. A copy is also kept on their file and revised annually to ensure it fully represents their roles, responsibilities and any changes. It enables us to meet the NMS.

### **Informing parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the LSCB/police does not allow this. This will usually be the case where the parent

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or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

### **Confidentiality**

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the LSCB.

### **Support to families**

We take every step in our power to build up trusting and supportive relationships among families, staff, students and volunteers within the organisation.

We continue to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interests of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

### **Employees, students or volunteers or any other person working or volunteering at the GGCA:**

We have a Staff Behaviour Policy in place that supports us to monitor staff and changes in their character. Staff are aware of the need to disclose changes to circumstance and use the whistle blowing policy where required.

### **Allegations against adults working or volunteering with children and young people**

If an allegation is made against a member of staff, student or volunteer or any other person who works or is based at the GGCA, regardless of whether the allegation relates to GGCA premises or elsewhere, we will follow the procedure below.

This will include when a member of staff is alleged to have:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

The allegation should be reported to the senior manager on duty i.e. Kate O'Sullivan Community Association Manager or Richard Walters Operational Manager. If these persons are the subject of the allegation then this should be reported to the Finance Manager Joanne Cook who will follow the appropriate steps.

The Local Authority Officer (LAO), MASH, CIW and the RSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LAO will be informed immediately for advice and guidance
- If as an individual you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LAO yourself directly
- A full investigation will be carried out by the appropriate professionals (LAO, CSSIW, RSCB) to determine how this will be handled
- We will follow all instructions from the CIW and RSCB and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LAO support and advice
- We reserve the right to suspend any member of staff during an investigation

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- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being re-instated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. CIW will be notified immediately of this decision. We also notify the Disclosure and Barring Service (DBS) for barring consideration
- All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary re-investigation
- We retain the right to dismiss any member of staff and/or volunteer in connection with founded allegations following an inquiry
- We will aim to source counselling and make this available for any member of the GGCA staff and/or volunteering team who is affected by an allegation.

If a member of the team feels that the allegation had not been taken seriously or feels they wish to make an allegation outside the setting, they should contact the LAO directly and the setting supports this by providing this number and the NSPCC Whistleblowing number in this policy and in the staff area.

### **Extremism – the Prevent Duty**

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support). This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care. Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns when reporting further.

### **e-Safety**

We are aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Within the organisation we do this by:

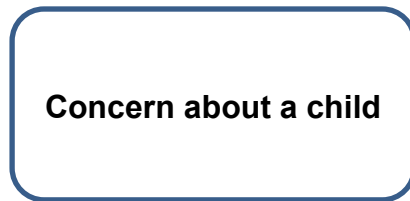
- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices
- Ensure management monitor all internet activities in the setting
- Using approved devices to record/photograph in the setting ONLY
- Never emailing personal or financial information
- Reporting emails with inappropriate content to the internet watch foundation (IWF [www.iwf.org.uk/](http://www.iwf.org.uk/))
- Ensuring children are supervised when using internet devices
- Using tracking software to monitor suitability of internet usage (for older children)
- Integrating e-safety into nursery daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'
- When using Skype and FaceTime (where applicable) discussing with the children what they would do if someone they did not know tried to contact them
- We abide by an acceptable use policy, ensuring staff only use the work IT equipment for matters relating to the children and their education and care. No personal use will be tolerated
- Children's screen time is monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning.

### **Safeguarding Children and Vulnerable Adults Policy**

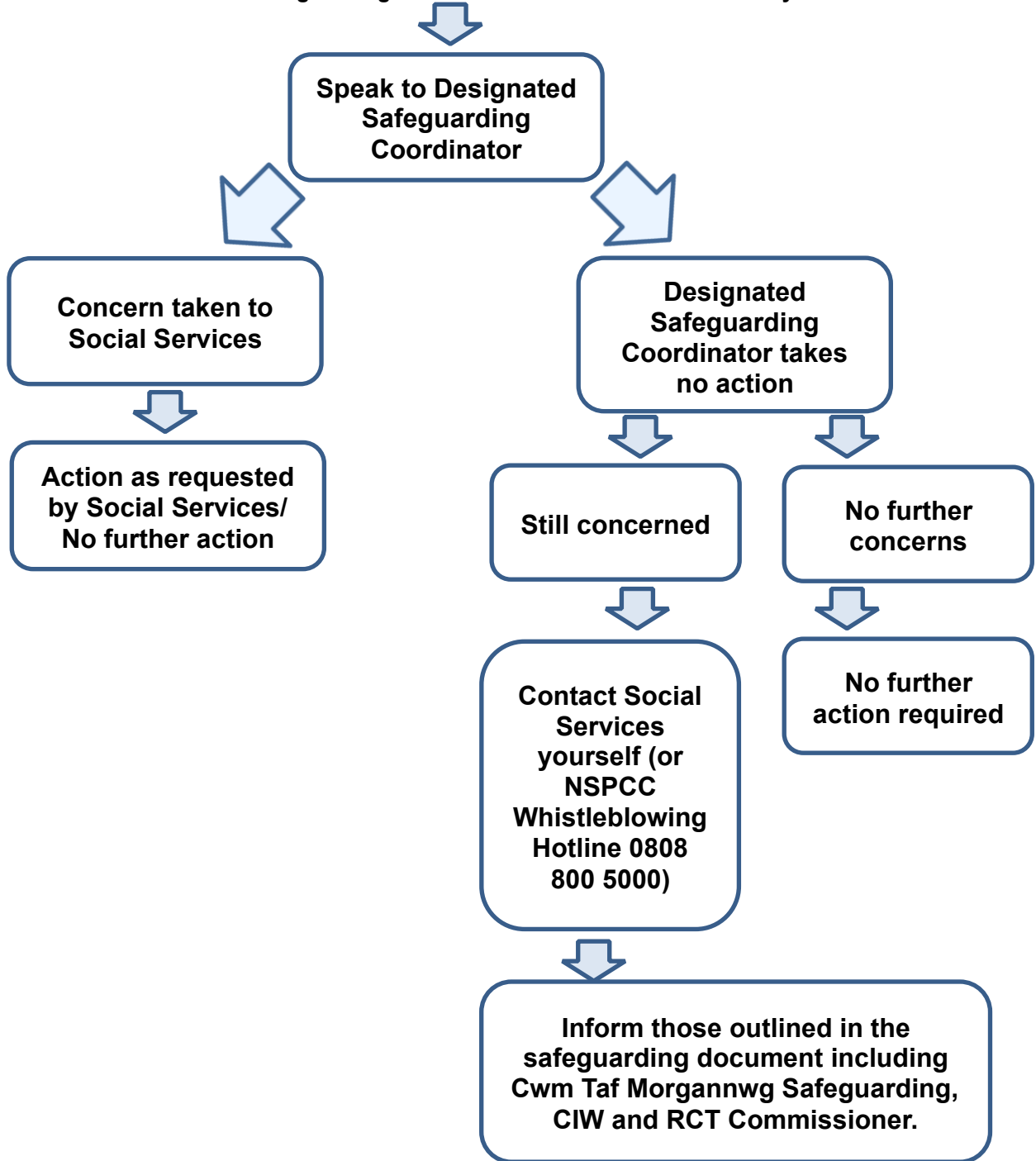
We have a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Community Association Manager Kate O’Sullivan or the Operational Manager Richard Walters at the earliest opportunity.

We follow this policy and procedure for all children that attend our various settings including children up to the age of 12. Where applicable we review our practice to ensure that all the needs of children are met and continue to be safeguarded.

#### **Child Protection flowchart – concern about a child**

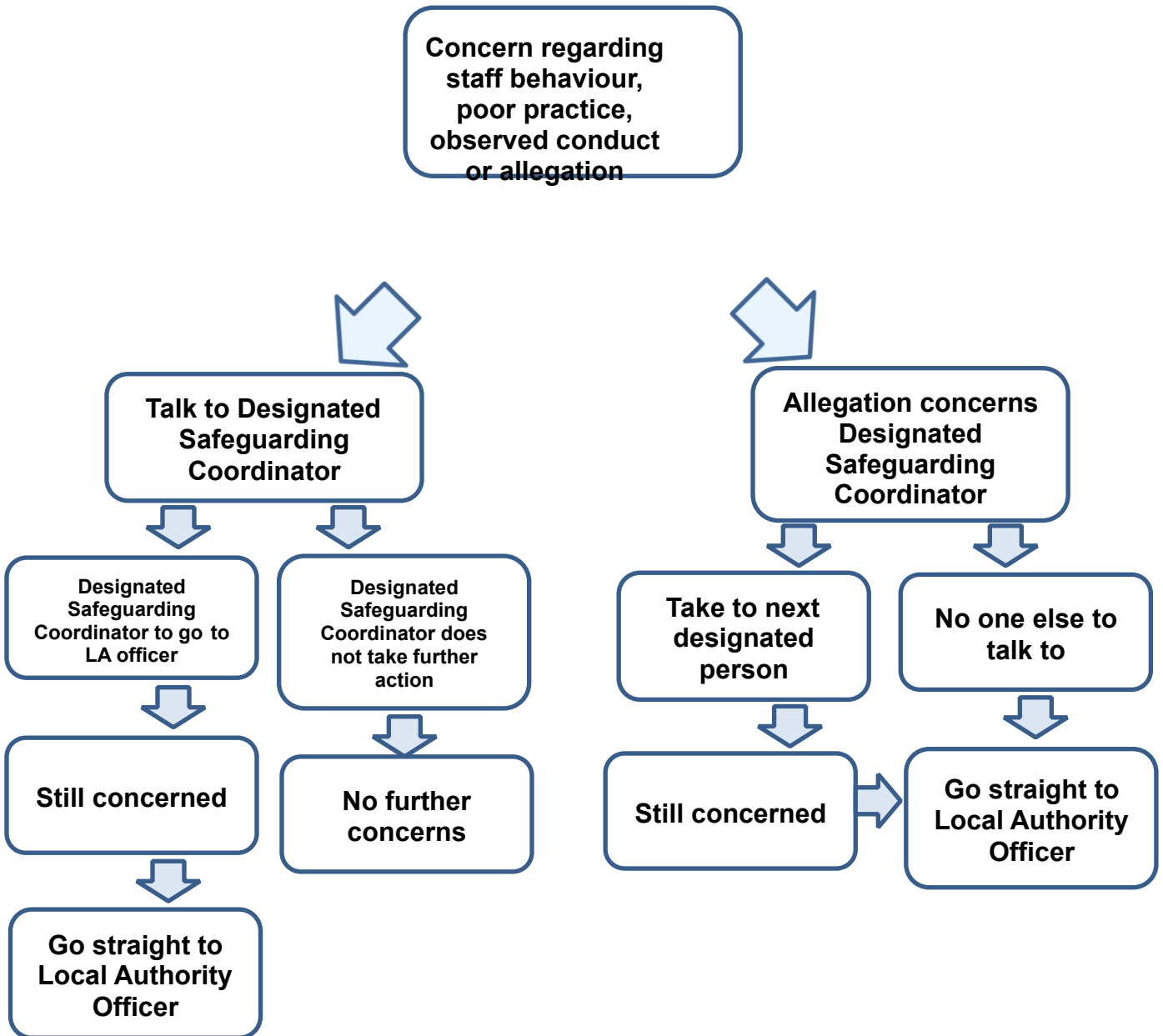


**Safeguarding Children and Vulnerable Adults Policy**



# Safeguarding Children and Vulnerable Adults Policy

## Child Protection flowchart – concern about a member of staff



## **Safeguarding Children and Vulnerable Adults Policy**

### **2. Section 2 – Vulnerable Adults Statement of Intent**

We work with people of all ages and abilities. We work with our staff, volunteers, community members, external agencies, parents/carers and other stakeholders to ensure the welfare and safety of vulnerable adults and to give them the very best opportunities to participate in our various services, classes, courses, projects and activities. We believe everyone has the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support vulnerable adults attending any of our provision, protect them from maltreatment and have robust procedures in place to prevent the impairment of their health and wellbeing. Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with our other policies and procedures.

#### **Legal framework and definition of safeguarding**

- Care Act 2014
- Commissioner for Older People (Wales) Act 2006
- Counter-Terrorism and Security Act 2015
- Safeguarding Vulnerable Groups Act (2006)
- Social Services and Well-being (Wales) Act 2014
- Mental Capacity Act 2005
- Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015
- Housing Act 2004
- Licensing Act 2003
- Human Rights Act 1998
- Safeguarding and promoting the welfare of children in relation to this policy is defined as:
- protecting children from abuse and neglect
- preventing impairment of their health or development ensuring that they receive safe and effective care.

#### **Policy intention**

To safeguard vulnerable adults and promote their welfare we will:

- Create an environment which supports them to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Support staff to notice the softer signs of abuse and know what action to take
- Encourage vulnerable adults to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all vulnerable adults
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Always listen to vulnerable adults
- Provide an environment where practitioners are confident to identify where vulnerable adults and families may need intervention and seek the help they need
- Share information with other agencies as appropriate or as may be required.

#### **Safeguarding is everyone's responsibility:**

Safeguarding vulnerable adults is a part of the wider role of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific vulnerable adults who are suffering or are at risk of suffering significant harm. As adults and/or professionals or volunteers, everyone has a responsibility to safeguard vulnerable adults and promote their welfare.

Safeguarding and promoting the welfare of vulnerable adults – and in particular protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise.

Some of the most vulnerable adults and those at greatest risk of social exclusion, will need co-ordinated help from the GGCA, health, education, social care, and other relevant agencies, i.e. housing and justice systems.

## Safeguarding Children and Vulnerable Adults Policy

For those vulnerable adults who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote their welfare and – where necessary – to help bring to justice the perpetrators of crimes against them. All agencies and professionals should:

- be alert to potential indicators of abuse or neglect;
- be alert to the risks which individual abusers, or potential abusers, may pose to vulnerable adults;
- share and help to analyse information so that an assessment can be made of the individual's needs and circumstances;
- contribute to whatever actions are needed to safeguard and promote the individual's welfare;
- take part in regularly reviewing the outcomes for the individual against specific plans; and
- work co-operatively with parents and/or other carers unless this is inconsistent with ensuring the individual's safety.

With many projects, services, classes, courses and activities the GGCA seeks to serve the needs of vulnerable adults, promoting holistic development. In doing so we take seriously the welfare of all vulnerable adults who access our provision. We aim to ensure that vulnerable adults are welcomed into a safe, caring environment with a happy and friendly atmosphere.

We recognise that it is the responsibility of each one of its staff, volunteers, students or other person/s paid and unpaid, to prevent the neglect, physical, sexual or emotional abuse of vulnerable adults and to report any abuse discovered or suspected. We recognise that it is our responsibility to implement, maintain and regularly review procedures, which are designed to prevent and to be alert to such abuse.

We are committed to supporting, resourcing and training those who work with vulnerable adults and to providing supervision. We are also committed to maintaining good links with the statutory social services authorities.

### Procedures

For reasons of consistency and practicality, the charity's procedures for safeguarding vulnerable adults will be the same as those for safeguarding children and young people (*qv*) except where the law, or the specific circumstances of an individual's need require otherwise.

### Report concerns about Adults

#### Contact telephone numbers

Debbie Page Evans 07826102896

Richard Walters 01443 675004

CIW (formerly CSSIW) 0300 790 0126 (Welsh Government Offices, Sarn, Mynach, Llandudno Junction LL31 9RZ)

Cwm Taf Morgannwg Safeguarding Children Board (MASH TEAM): 01443 425 006

RCT Children and Young People: 01443 425006

RCT Vulnerable Adults 01443 425003

RCT Play: [paula.butler@rctcbc.gov.uk](mailto:paula.butler@rctcbc.gov.uk) or [theresa.e.edwards@rctcbc.gov.uk](mailto:theresa.e.edwards@rctcbc.gov.uk)

Local Authority Out of Hours Emergency Duty Team: 01443 743 665

Non-emergency police 101

Emergency Police 999

Government helpline for extremism concerns 020 7340 7264

NSPCC Whistleblowing hotline 0800 028 0285

NSPCC Childline 0800 1111

Government helpline for extremism concerns 020 7340 7264

#### Emails:

[adultsatrisk@rctcbc.gcsx.gov.uk](mailto:adultsatrisk@rctcbc.gcsx.gov.uk)

[SocialWorkEmergencyDutyTeam@rctcbc.gcsx.gov.uk](mailto:SocialWorkEmergencyDutyTeam@rctcbc.gcsx.gov.uk)

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

Name and Position	Signed	Date
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**Safeguarding Children and Vulnerable Adults Policy**

Kate O'Sullivan Community Association Manager	<i>Kate O'Sullivan</i>	13.10.2025
Olive Frances Vice Chair of Trustees	<i>Olive Frances</i>	13.10.2025