



# COTTENHAM COMMUNITY CENTRE

## CHILD, YOUNG PERSON & VULNERABLE ADULT SAFEGUARDING POLICY

### 1. POLICY STATEMENT

**Cottenham Community Centre (CCC) believes that:**

Children and young people under 18, and vulnerable adults, have the right to be treated with dignity within and outside our buildings and should be safe within them.

This policy defines how CCC operates to safeguard children, young people, and adults at risk of abuse or neglect.

We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers, and staff.

### 2. DEFINITIONS

#### 2.1 Children and young people

Children and young people are defined as those persons aged under 18 years old. Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

#### 2.2 Vulnerable Adults

Vulnerable adults are defined as adults at risk of abuse or neglect. This refers to someone over 18 years old who:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

#### 2.3 Types of abuse

See Appendix 3 for Definitions of types of abuse.



## 2.4 Designated Person

This is the term for the person in an organisation responsible for dealing with concerns or allegations of abuse. Further details are provided in Appendix 2. At CCC the Designated Person is: **Richard Gymer**.

## 2.5 Independent Person

This is the term for the nominated person to be available for consultation by a child, young person, vulnerable adult, volunteer or employee who attends or works in the CCC coffee shop, if they have concerns about being exploited or abused. Further details are provided in Appendix 2. At CCC the Independent Person is the manager of the coffee shop.

## 2.6 Further Scope

If a vulnerable person outside the scope of 2.5 above, such as a CCC trustee, the Independent Person, or a volunteer or employee who does not wish to consult the Independent Person, has concerns about being exploited or abused they should consult the Designated Person.

# 3. PROCEDURES

## 3.1 Implementation of the Policy

Safeguarding is everyone's responsibility. For our safeguarding policy to be effective, every volunteer and staff member who supports us, whatever their role, will play their part in keeping people safe. All CCC volunteers, staff and Trustees will be shown, and are expected to read, a copy of this policy which should be kept within the coffee shop, and they must agree to apply it in practice.

If you are concerned about a child or vulnerable adult you could help stop abuse if you follow the safeguarding policy and procedure. It is not your responsibility to decide if abuse has happened. It IS your responsibility to report it to the Independent Person and/or Designated Person or the appropriate authority.

Volunteers and staff who will come into contact on a frequent basis with children, young people or vulnerable adults should:

- Be aware that any incident should be recorded in case accusations are made later
- In case of any concerns, consult with the Independent Person in deciding what actions should be taken to help the child or vulnerable person, and prevent a re-occurrence.

## 3.2 Dealing with Concerns or Allegations

Upon suspicion that anyone has been or is being abused:

- Immediately inform the Independent Person or Designated Person
- Record the facts as you know them and give a copy to the Designated Person



- Ensure the child, young person or vulnerable adult has access to the Independent Person or Designated Person
- Consider whether any aspect of CCC's activities could cause further concern and if so refer to the Independent Person or Designated Person.

In the case of disclosures of abuse by a child, young person or vulnerable person:

- Ask the child or person to speak without interruption, receiving what is said
- Attempt to alleviate feelings of guilt and isolation, whilst passing no judgement
- Advise that you will try to offer support, but that you must pass on the information given
- Offer them the opportunity to talk to someone else (e.g. Childline, Social Services)
- Then take the steps as above in suspecting a child, young person or vulnerable adult is being abused.

When a disclosure or allegation of abuse is made the facts are to be recorded using the form attached to the end of this policy document. These should include details of affected and otherwise involved persons, and details of the incident. The attached form provides a guide to the information to be recorded.

### **3.3 Dealing with Inappropriate Advances**

Children, young people and vulnerable adults can sometimes make suggestive approaches to an adult. Sometimes inappropriate physical contact can happen quite accidentally. Should a CCC volunteer, trustee or member of staff be approached in this way they should:

- Inform the protagonist that their language or behaviour is unacceptable
- If the advance is made in the coffee shop, inform the Independent Person, who will judge whether and when to contact the Designated Person about the incident
- Otherwise, inform the Designated Person.

### **3.4 Dealing with Allegations against Volunteers or Staff**

When there is an allegation that a member of staff or volunteer has caused harm or may have caused harm to a child or vulnerable adult, this shall be referred to the social services department with a request for an investigation under the child safeguarding or other appropriate procedures. The Designated Person will be informed immediately, and this should be confirmed in writing.

Whilst allegations are being investigated any person against whom an allegation has been made should not have any unsupervised contact with children and vulnerable adults. In more serious cases suspension may be necessary.

During the process of investigation all persons concerned may need support, and appropriate support will be made available by CCC.



### **3.5 Code of Behaviour**

The Code of Appropriate Behaviour for all those involved with running CCC is provided in Appendix 1. It will be displayed in the coffee shop.

### **4. LETTINGS**

Letting Agreements shall contain the clause “The hirer confirms that they are aware of the Child, Young Person & Vulnerable Adult Safeguarding Policy of CCC and will undertake to ensure that they work within it”. This includes following the Code of Behaviour provided in Appendix 1.

### **6. VERSION**

Date Written:	December 2009
Last Reviewed:	May 2023
Date for Review:	May 2025

Version 4.1 Adopted at trustees meeting held on 21<sup>st</sup> June 2023.

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Registered Charity Number: 1128604.



**LOGGING A CONCERN ABOUT THE SAFETY AND WELFARE OF A CHILD, YOUNG PERSON OR VULNERABLE ADULT (page 1 of 2)**

Name of young person/VA:	Name of parents/carers (if different):
Address:	Address:
Telephone number(s):	Telephone number(s):
Date of report:	
Your name (print):	Your signature:
Your role:	
Date of Concern/Incident:	Time of Concern/Incident:
<i>Please provide details of the incident overleaf</i>	



Report of incident/concern/disclosure. Include such details as:

What is said to have happened or what was seen and heard

Who was involved in the incident, and in what way? Who else, if anyone, was there?

What was said by those involved?

If the child or vulnerable person was able to say what happened, how did they describe it?

Can any evidence of abuse be recorded? (See Appendix 3)

Were the parents or carers informed? If so by whom and when?

(Check to make sure your report is clear now – and will also be clear to a stranger reading it next year)

**Action taken**

.....

**Received by** ..... Designated Person for Safeguarding

**Date** ..... **Time** .....

**Proposed action by Designated Person**

.....

(continue overleaf if necessary)

**LOGGING A CONCERN ABOUT THE SAFETY AND WELFARE OF A CHILD, YOUNG PERSON OR VUNERABLE ADULT (page 2 of 2)**



## APPENDIX 1

### CODE OF APPROPRIATE BEHAVIOUR WHEN WORKING WITH CHILDREN, YOUNG PEOPLE and VULNERABLE ADULTS

Do treat everyone with respect.

Do provide a good example that others will follow.

Do plan activities which always involve more than one person being present, or at least within sight or hearing of others.

Do respect a child or young person's right to personal privacy.

Do encourage young people and adults to feel comfortable and caring enough to point out attitudes and behaviours they do not like.

Do remember that someone else might misinterpret your action, no matter how well intentioned.

Do recognise that caution is required when dealing with bullying, bereavement or abuse.

Do not leave children and young people in unsupervised charge of activities involving other children and young people.

Do not permit abusive peer activities such as initiation ceremonies, ridiculing or bullying.

Do not generally play physical contact games with children and young people unless you plan them carefully and be aware of how others may see them as inappropriate.

Do not have any inappropriate physical or verbal contact with others.

Do not jump to conclusions about others without checking the facts.

Do not allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes.

Do not exaggerate or trivialise child abuse issues.

Do not show favouritism to any individual.

Do not make suggestive remarks or gestures.

Do not smoke or swear in the presence of children and young people.

Do not invite children or young people to your home alone or give them your personal contact details.

Do not rely on just your good name to protect you.

Do not conduct or plan activities outside CCC's agreed terms of reference.

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## APPENDIX 2

### Responsibilities of The Designated Person

The responsibilities of the Designated Person are:

- To be familiar with the Cambridgeshire and Peterborough Safeguarding Partnership Board procedures
- To be familiar with any child or vulnerable adult safeguarding procedures produced by CCC
- To obtain training on child and adult safeguarding and their responsibilities
- To have responsibility for safeguarding and welfare issues in CCC and keep CCC appropriately informed regarding all safeguarding matters concerning children and vulnerable adults
- To liaise with Social Services and other agencies regarding the child safeguarding and welfare issues of children, young people and vulnerable adults within CCC
- To hold information and contact details for information on child and vulnerable adult abuse and safeguarding procedures, consultation, referral and support services available
- To be available to offer advice and information within CCC on child and adult safeguarding and welfare issues – with contact details provided
- To ensure that an individual case record is maintained of incident(s) and the action taken by the organisation, the liaison with other agencies and the outcome
- To be able to offer information regarding available counselling services (or other) if required by staff, volunteer, vulnerable adult or child
- To advise CCC of child and vulnerable adult safeguarding training needs.

Note that Appendix 4 includes useful safeguarding resources for reporting, advice and information.

### Responsibilities of the Independent Person

The Independent Person is involved in the day-to-day management of the CCC coffee shop and is regularly present on-site. Incidents noted on the premises should in the first instance be referred to the Independent Person, who may then contact the Designated Person.

The Independent Person is also responsible for the on-site activities and welfare of any vulnerable employees, volunteers or mentees (adult or child, for example school placement students, or Duke of Edinburgh's Award candidates) in the coffee shop. For each, and where appropriate, a progress report is undertaken, for instance every 3 months or less for shorter placements. In this meeting there is an opportunity for concerns to be expressed by both parties and any unforeseen behaviours by either party can be explored. The terms of these





regular reviews and who should attend are agreed between both parties at the time of commencement of their relationship with CCC.

## APPENDIX 3

### DEFINITIONS OF TYPES OF ABUSE

**1. Children and Young People** are the terms applied to people under the age of 18.

**Physical Abuse** is causing physical injury, or failing to prevent physical injury or suffering. It may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a carer or parent feigns the symptoms of, or deliberately causes ill health to a child or young person they are looking after.

**Emotional Abuse** is the persistent emotional ill treatment of a child or young person, such as to cause severe and persistent adverse effects on their emotional development. It can include threats, verbal attacks, shouting and rejecting behaviour. It may involve conveying to children and young people that they are worthless, unloved or inadequate, or valued only in so far as they meet the needs of another person. All abuse is likely to have an emotional abuse element.

**Neglect** is the persistent failure to meet the basic physical and/or psychological needs of a child or young person. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, failure to ensure access to appropriate medical care or treatment, or leaving a child or young person alone and unsupervised. It may also include neglect of, or unresponsiveness to, basic emotional needs.

**Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of what is happening. The activities may involve physical contact including penetrative and non-penetrative acts. They may include non-contact activities such as involving children in looking at or in the production of pornographic material or watching sexual activities or encouraging children and young people to behave in a sexually inappropriate way.

**2. Vulnerable adults**, or adults at risk of abuse or neglect, include people with learning disabilities, mental health problems, older people and people with a physical disability or impairment. It is important to include people whose condition and subsequent vulnerability fluctuates. It may also include an individual who may be vulnerable as a consequence of their role as a carer in relation to any of the above.

**Physical abuse** - including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

**Sexual abuse** - including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.



**Psychological abuse** - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

**Financial or material abuse** - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Neglect and acts of omission** - including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Discriminatory abuse** - including race, sex, culture, religion, politics, that is based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment, hate crime.

**Institutional abuse** - Institutional abuse, although not a separate category of abuse in itself, requires specific mention simply to highlight that adults placed in any kind of care home or day care establishment are potentially vulnerable to abuse and exploitation. This can be especially so when care standards and practices fall below an acceptable level as detailed in the contract specification.

**Multiple forms of abuse** - Multiple forms of abuse may occur in an ongoing relationship or an abusive service setting to one person, or to more than one person at a time, making it important to look beyond single incidents or breaches in standards, to underlying dynamics and patterns of harm. Any or all of these types of abuse may be perpetrated as the result of deliberate intent and targeting of vulnerable people, negligence or ignorance.



## APPENDIX 4

### RESOURCES

The Designated Person may make a safeguarding referral by following the relevant reporting mechanism on Cambridgeshire County Council's website:

For adults: <https://www.cambridgeshire.gov.uk/residents/adults/report-abuse-of-an-adult-at-risk>

For children: <https://www.cambridgeshire.gov.uk/residents/children-and-families/children-s-social-care/safeguarding-children-and-child-protection#public---reporting-safeguarding-concerns-2-0>

However, if there is immediate danger to the child or adult at risk, call 999 and ask for the Police.

Further resources:

This link provides the Government statutory guidance, definitions, and responsibilities (A useful reference guide)

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

ACRE Network member Community Action Suffolk provides lots of useful information and resources on their website

<https://www.communityactionsuffolk.org.uk/organisation-support/safeguarding/>

NCVO Safeguarding information

<https://knowhow.ncvo.org.uk/safeguarding>

NSPCC child protection guidance

<https://learning.nspcc.org.uk/safeguarding-child-protection/voluntary-community-groups/>

and: Voluntary and community groups' guidance from NSPCC

<https://learning.nspcc.org.uk/safeguarding-child-protection/safeguarding-concerns-practice-examples/>

Safeguarding guidance for disabled children and adults at risk

<https://www.anncrafttrust.org/resources/>