

**Arch Association of Residents of Canford Heath
Safeguarding Policy & Procedures
Concerning Children, Young People & Adults at Risk**

1. Introduction

ARCH believes that every child and adult deserves to be safe and secure. We will ensure that our activities are safe for our staff, volunteers and users. Unfortunately people may pose a risk to children or adults at risk and may wish to harm them. Also accidents can happen unless steps are taken to minimise them. Therefore safeguarding children, young people and adults is everybody's business.

ARCH has put in place safeguards to protect those who work and volunteer for us and our users including children, young people and adults at risk. ARCH has also put in place safeguards to avoid putting their workers and volunteers in positions where harm might be alleged, and to ensure that all workers and volunteers know exactly what to do should harm be suspected. ARCH believes it is important to not only protect the vulnerable from harm but to actively promote the welfare of children, young people and adults at risk - not just to protect, but to safeguard. Therefore we also have a responsibility to take action if we know, or suspect, that a child or adult at risk is at risk of harm.

2. Definitions

- **A child/young person** is defined as anyone under 18.
- **An adult at risk** is defined in the 'No Secrets' government report as a person over 18 "who may be in need of community care services by reason of mental or other disability, age or illness; and who is unable to protect him or herself against significant harm or exploitation."

3. ARCH Values for Safeguarding Children, Young People and Adults at Risk

- All users including children, young people and adults at risk have the right to a friendly, secure, caring and safe environment whilst with ARCH
- The needs of the child/adult at risk are paramount and should underpin all safeguarding work, working to the policy and procedures agreed by the Pan-Dorset Safeguarding Children Partnership and the Bournemouth, Christchurch and Poole Safeguarding Adults Board.
- The primary duty of staff and volunteers, whatever their nominated role, and organisations contracted by ARCH is to protect children, young people and adults at risk from significant harm.
- It is not ARCH's responsibility to investigate suspected abuse but to report concerns to the local contacts (see Section 8).
- Responsibility for safeguarding children, young people and adults at risk must be shared as they can only be protected effectively when all the relevant agencies and individuals accept responsibility and co-operate with one another.
- ARCH has a responsibility to inform children and young people, and adults at risk, and their parents and/or carers as appropriate, of its duty to follow up any safeguarding concerns and report suspected cases of harm when disclosed or observed.

4.1 Preventing Opportunities for Harm

ARCH aims to:

- Ensure we practise safe recruitment in checking the suitability of appropriate staff and volunteers to work with children, young people and adults at risk.
- Ensure that our activities are safe for those who work and volunteer for us and those who use our services
- Provide appropriate safeguarding training to our staff and volunteers
- Develop and then implement procedures for identifying and reporting cases, or suspected cases of harm
- Make our Safeguarding Policy available
- Designate an appropriately trained and informed individual/s to be the person/s with whom safeguarding concerns are discussed initially

4.2. Safer Practice in Direct Work

- No ARCH member of staff or volunteer will be alone with a child or adult at risk without alerting others to the reason.
- Members of staff or volunteers must not use inappropriate language or behaviour.
- Any concerns of harm or disclosure will be acted on **IMMEDIATELY**.
- All allegations of abuse against a worker/volunteer, however minor, are reported to the worker/volunteers line manager and the procedure to be followed will be in line with the Pan-Dorset Safeguarding Children Partnership Bournemouth or the Bournemouth, Christchurch and Poole Safeguarding Adults Board.
- Safeguarding also means reducing the risk of injury. Therefore we will carry out appropriate risk assessments before undertaking events/activities. This will include balancing the danger of injury against the benefits for participants.
- When undertaking events/activities we will arrange for appropriate first aid cover and other health and safety measures e.g. fire fighting.

5. Types of Harm

There are various forms of harm that can be evidenced by physical and behavioral indicators:

- Physical Harm
- Neglect
- Emotional Harm
- Sexual Harm
- Financial and Material Harm
- Discriminatory Harm
- Radicalisation

Further information is available from Pan-Dorset Safeguarding Children Partnership (<https://pdscp.co.uk/parents-and-carers-2/abuse-what-is-it/>) or Bournemouth, Christchurch and Poole Safeguarding Adults Board (<https://www.bcpsafeguardingadultsboard.com/index.html#recognise>)

6. How to Report Suspected Harm

Those working for ARCH may suspect someone is being harmed, or is in danger of being harmed, by observing their appearance and/or behaviour or be told directly (i.e. a disclosure). If anyone involved with ARCH has a suspicion or receives a disclosure then they **MUST** act.

The first priority for all those working for ARCH (trustees, staff, volunteers, contractors, etc.) should be to ensure the safety and protection of any child or adult at risk. Therefore if there is any concern it is an individual's responsibility to act in a timely manner, if necessary immediately where there is an urgent need for medical treatment or immediate risk of harm.

Where a worker or volunteer suspects a child or adult at risk has or is being harmed they will follow the process below:

1. Person has concerns about a child or adult at risk's welfare. If the child or adult at risk disclosed information you should:

- Stay calm, treat them seriously, offer them support and listen to them but not press for more details,
- Explain that you cannot guarantee confidentiality and that you have a duty to report to your line manager
- Write down what they tell you using their own words as soon as possible
- Keep any evidence safe
- Do not attempt to discuss this with the person alleged to have caused the harm



2. If the person believes the child or adult at risk is in immediate danger - call the police and /or an ambulance on 999. If not go to 3.



3. Person discusses with Nominated Safeguarding Officer (NSO) as soon as possible and within the same working day and a decision is taken whether to take further action (if the person is unable to discuss with their line manager they should decide whether to take further action). If yes then go to 4.



4. NSO records concerns using as much information as possible such as what was said, what was observed, when, where and who else was there, date, time and place of disclosure/concerns.



5. NSO makes appropriate referral (see **Contacts**) within 24 hours of disclosure or concern raised.



6. Followed up in writing within 48 hours with copy kept in ARCH Incidents file.

7. Whistleblowing

ARCH is dedicated to the highest standards of operation, probity and accountability. In line with this commitment, employees, volunteers and others with serious concerns about any aspect of our work are encouraged to come forward and voice those concerns. In the first instance if you have safeguarding concerns, or want to complain about a lack of action on a safeguarding concern, speak to the Nominated Safeguarding Officer or to the Lead Trustee. However, if you have continuing concerns you are encouraged to contact the appropriate authorities.

8. Contacts

ARCH Nominated Safeguarding Officer: Sasha Morgan

For concerns about an immediate risk or harm to a child/young person or adult at risk ring the Police on 999

If you suspect that a child/young person is being abused or neglected then contact the [BCP First Response Hub](#) to request support, or to report a concern about a child or young person. Call **01202 735046** from 8.30am to 5.15pm, Monday to Thursday and 8.30am to 4.45pm on a Friday. Or e-mail childrensfirstresponse@bcpcouncil.gov.uk

Out Of Hours – 5pm to 9am from Monday to Friday, all day Saturdays and Sundays and all bank holidays, including Christmas Day and New Year's Day: **01202 738256**
ChildrensOOHS@bcpcouncil.gov.uk

If you suspect that an adult is being abused or neglected then contact BCP Council

- In Bournemouth and Christchurch contact Care Direct: tel **01202 454979**, caredirect@bcpcouncil.gov.uk
- In Poole contact Helpdesk: tel **01202 633902**, sshelpdesk@bcpcouncil.gov.uk
- **Out of Hours Service** 0300 1239895 Evenings and weekends, including Bank Holidays