

CLEVEDON YMCA

Marson Road, Clevedon, North Somerset

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Safeguarding Vulnerable Adults, Children & Young People Policy

Safeguarding Policy Statement

Clevedon YMCA is fully committed to safeguarding the welfare of all vulnerable adults, children and young people, by taking reasonable steps to protect them from neglect, physical, sexual or emotional harm. This policy applies equally to young people under the age of 18 years old and vulnerable adults, as defined by the Care Act 2014.

As a registered Charity Clevedon YMCA is committed to providing a safe and trusted environment. Paid staff and volunteers will, at all times, show respect and understanding for the rights, safety and welfare of our young people and vulnerable adults, and conduct themselves in a way that reflects the principles of the charity.

Clevedon YMCA will ensure that all paid staff and volunteers understand that responding to abuse is everybody's business and ensure they have adequate training to help them recognise abuse and to take appropriate action.

Introduction

1. The health, safety and well-being of all vulnerable adults, children and young people are of paramount importance to all Staff and Volunteers at Clevedon YMCA. All vulnerable adults, children and young people have the right to protection.
2. At Clevedon YMCA our vulnerable adults, children and young people are respected and are encouraged to respect others. The atmosphere within our Charity is one which encourages all vulnerable adults, children and young people to do their best. We provide opportunities that enable our vulnerable adults, children and young people to take and make decisions for themselves.

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Registered Charity No. 250972

Aims and Objectives

1. To ensure that staff and volunteers have appropriate levels of safeguarding training
2. To identify vulnerable adults, children and young people who are suffering or likely to suffer significant harm, and to ensure that appropriate action is taken.
3. To identify responsibility in reporting possible cases of abuse
4. To ensure effective communication between staff when dealing with safeguarding protection issues
5. To ensure that staff understand and apply the correct procedures should they encounter a safeguarding issue

Procedures

1. The designated Safeguarding Officer for Clevedon YMCA is Juley Howard, Manager for Clevedon YMCA. The designated Safeguarding Lead for Clevedon YMCA's Board of Management is Elaine Boulton.
2. All staff and volunteers will be vetted and checked in accordance with legal requirements and to ensure that there is no question of their suitability of their post. DBS checks will be updated in accordance with Clevedon YMCA's recruitment policy.
3. If any member of staff or volunteer suspects that a vulnerable adult, child or young person attending Clevedon YMCA may be a victim of abuse, they should inform the Manager about their concerns. Abuse can be of a sexual, emotional or physical nature or else caused by neglect. (See *North Somerset Safeguarding Board definitions, Appendix 1*)
4. All contractors or visitors on the premises will be supervised by appropriate staff from Clevedon YMCA.
5. Clevedon YMCA will work closely with Social Care, schools, and/or other agencies when any allegations of abuse are investigated. All parties involved handle such investigations in a sensitive manner, but the interests of the vulnerable adult, child or young person is of paramount importance.
6. We regard all information relating to individual safeguarding protection issues as confidential, and we will only pass information on to the appropriate persons. We will keep any young person or vulnerable adult informed as to what information has been shared and to whom as far as possible. (See *Information Sharing Protocol, Appendix 2*)
7. Any incident which has involved physical restraint of a vulnerable adult, child or young person is reported immediately to the Manager, and recorded in the incident log.
8. All staff and volunteers at Clevedon YMCA will receive regular and appropriate training to raise their awareness of child abuse and update their knowledge of agreed safeguarding protection procedures in accordance with Clevedon YMCA's Training Plan.
9. Any member of staff or volunteer subject to any allegation of abuse will be dealt with subject to Clevedon YMCA's disciplinary procedures. Should the Safeguarding Officer be the subject of any allegations then the matter will be dealt with initially by the Safeguarding Lead for the Board.

Managing Disclosures

1. If a vulnerable adult or a young person tells you about any incident of safeguarding concern it is important that this conversation is recorded as soon as possible. It is not the responsibility of staff or volunteers to investigate suspected abuse. Staff and volunteers should not ask leading questions and should never give undertakings of absolute confidentiality to a young person. All disclosures will be taken seriously and at face value.
2. Staff should listen without judgement and take the disclosure seriously and reassure the young person that they have done the right thing by speaking out, making it clear that they are not to blame and offer on-going support.
3. Following a serious disclosure, you need to speak to the Safeguarding Officer as soon as possible and then complete a written record (*See Appendix 3, CP1*).
4. Staff should explain that the matter is important and the need to break confidentiality to the vulnerable adult, child or young person. Tell them who you are going to tell, continue to reassure the vulnerable adult, child or young person and offer support. Keep them informed of the situation.

Serious Incident/Scene of Crime

1. If a serious incident or assault takes place, or is alleged to have occurred, on site or within Clevedon YMCA premises, the staff member in charge at the time should contact the police and appropriate emergency services.
2. The area in which the incident or alleged incident took place should be treated as a scene of crime. Access to the area should be prevented to avoid the contamination or removal of potential evidence. Examples may include allegation of sexual assault or physical violence resulting in injury. The Safeguarding Officer must be informed as soon as possible.
3. Safeguarding Protection reporting forms (CP1) are available in the YMCA office and in the safeguarding pack in the kitchen. Staff members should complete them at the earliest opportunity, and certainly within 24 hours, stating the time and date at which they informed the Safeguarding Officer.

Monitoring and review

1. Clevedon YMCA will regularly review any incidents detailed in the compliance file. Juley Howard Manager at Clevedon YMCA is the designated Officer for safeguarding issues, and is responsible for ensuring all staff and volunteers are up to date with safeguarding training, and have access to safeguarding resources.
2. The Manager will ensure that all staff and volunteers have read the safeguarding policy fully and understood it.
3. It is the responsibility of all staff to keep all confidential files safe and confidential.
4. The safeguarding policy is reviewed annually by the manager and trustees. It is the responsibility of the Trustees to ensure that the Manager is fully supported and receives regular safeguarding training. The Board of Directors main contact/ Lead for safeguarding is Elaine Boulton.

Contact details:

All contact numbers are also displayed in Safeguarding pack in the kitchen.

YMCA Safeguarding Officer: Juley Howard

M: 07500147774

E: juley.ymca@gmail.com

YMCA Board of Directors Safeguarding Contact: Elaine Boulton

M: 07896486538

E: elaineboulton@gmail.com

In an Emergency dial 999

Further help and information can be found at

www.northsomersetsafeguarding.co.uk

Contact CARE CONNECT on 01275 888808 for concerns or enquiries about a child, young person or adult.

Concerns about a colleague:

01275 888 211

Other Clevedon YMCA Policies to refer to;

Staff Handbook

- Disciplinary Procedures
- Code of Conduct
- Confidential Reporting (Whistleblowing) Policy
- Confidentiality Policy
- Complaints Policy
- Young Peoples' Behaviour Policy (draft November 2018)

Passed by the Board: 6th March 2017

Date for review: 5th November 2018

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Appendices

Appendix 1

North Somerset Safeguarding Board definitions

DEFINITIONS OF HARM IN CHILD ABUSE

Neglect:

The persistent failure to meet a child's basic physical and / or psychological needs, likely to result in significant impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Physical abuse:

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.

Sexual abuse:

Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or 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 to behave in sexually inappropriate ways.

Emotional abuse:

The persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve frequently causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Appendix 2 Seven Golden Rules for Sharing

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Appendix 3 CP1 Clevedon YMCA Safeguarding Reporting Form

Clevedon YMCA, Marson Road, Clevedon

Child's Name.....DOB (if known).....

Child's Address.....

.....

Contact telephone number.....

Is this the child's own phone? Yes/No

Parent/carers details if known:

Name(s).....

Address.....

.....

Telephone number.....

Are parents/carers aware of referral? Yes/No

If 'No' please give reasons.....

.....

Any other agencies involved with child (if known)

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Family composition (if known)

Family Name	First Name	Relationship to child	DOB (If known)
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Full details of concern: Please write legibly.

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(Full details of concern continued)

Name of Staff reporting concern
.....

Has verbal referral been made? Yes/No

Date of Verbal referral to Safeguarding Officer.....

Name and designation of person taking verbal referral (IF NOT Safeguarding Officer).....

Date written referral sent to SO.....

(If referral has bypassed SO please state date written referral sent, and to whom)

Action taken by SO where applicable

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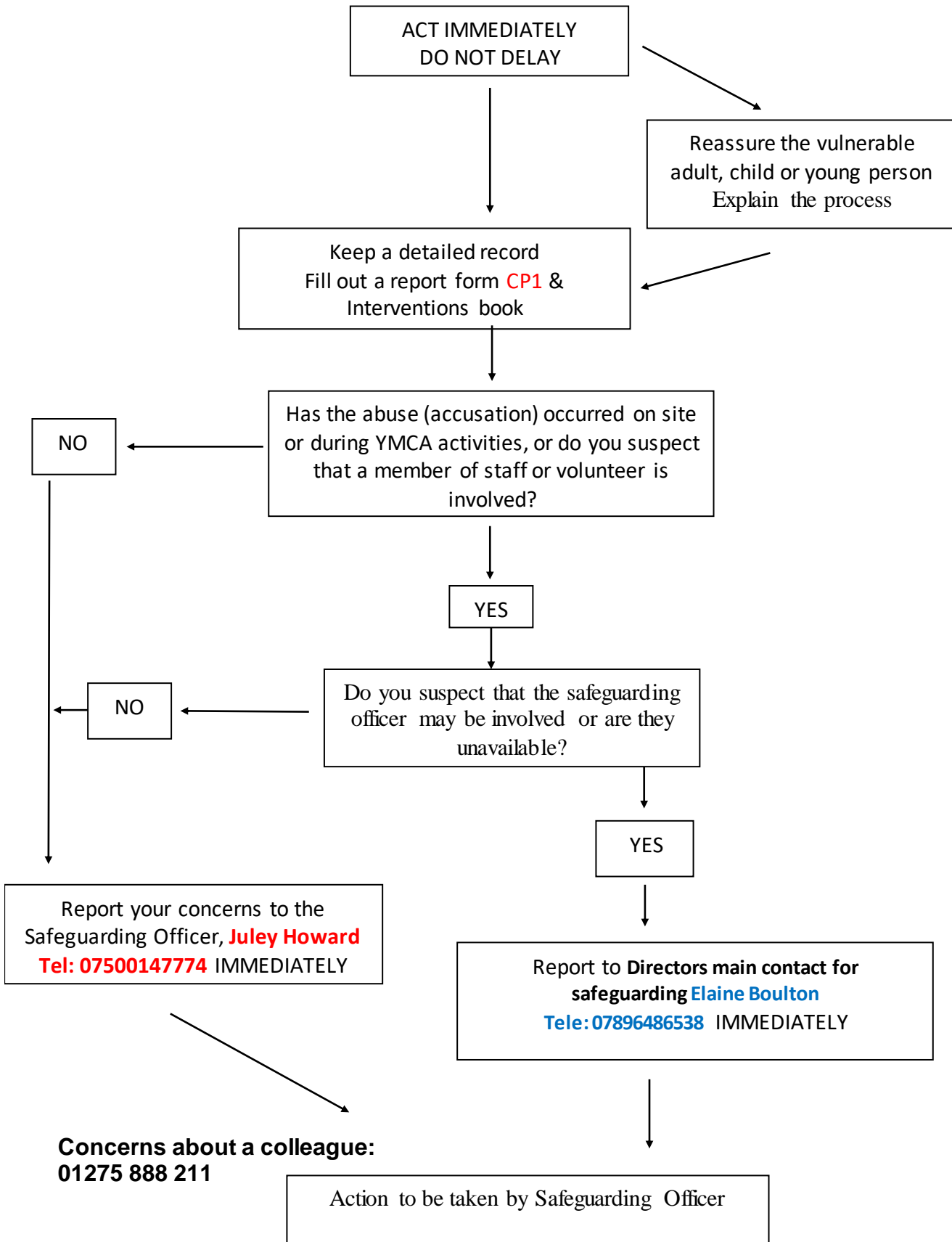
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How to Report a Safeguarding Issue – Flow Chart



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