



**SHINE@NechellsPOD and
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POD CIC
Child and Vulnerable Adults
Protection Policy**

SHINE@NechellsPOD and SHINE@NechellsPOD and Nechells POD CIC

Child and Vulnerable Adults Protection Policy and Procedures

1.0 Aim

1.1 SHINE@NechellsPOD and Nechells POD CIC recognise that the safety, welfare and care of children and vulnerable adults is paramount. We are therefore committed to the highest standards in protecting and safeguarding the children and vulnerable adults entrusted to our care at all times.

We will ensure that arrangements are in place for:

- 1.1.1 all reasonable measures to be taken to minimise the risks of harm to children and vulnerable adults welfare;
- 1.1.2 all appropriate actions to be taken to address concerns about the welfare of a child, or children or vulnerable adults working to agreed local policies and procedures in full partnership with other local agencies;
- 1.1.3 all persons working in the POD to be made aware of this policy.

1.2 In order to protect children, we aim to:

- 1.2.1 Create an atmosphere where all our children and vulnerable adults can feel secure, valued and listened to
- 1.2.2 Recognise signs and symptoms of abuse
- 1.2.3 Respond quickly and effectively to cases of suspected abuse
- 1.2.4 Monitor and support children and vulnerable adults at risk
- 1.2.5 Work closely with parent/carers and external agencies
- 1.2.6 Ensure that all adults within the CIC who have access to children and vulnerable adults have been checked as to their suitability (eg rigorous recruitment procedures, enhanced DBS checks, verifying references)

1.3 SHINE@NechellsPOD and Nechells POD CIC will support all children and vulnerable adults by:

- 1.3.1 Encouraging self-esteem and appropriate self-assertiveness whilst not condoning aggression or bullying
- 1.3.2 Promoting a caring, safe and positive environment within the POD.
- 1.3.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children and vulnerable adults
- 1.3.4 Notifying Social Care via the approved mechanisms as soon as there is a significant concern.

- 1.3.5 Providing continuing support to a child or vulnerable adult about whom there have been concerns who leaves the service by ensuring that appropriate information is forwarded to all relevant parties.

2.0 Designated personnel

- 2.1 Designated Senior Person for Child and Vulnerable Adult Protection : Noran Flynn

3.0 The role of all staff and other persons within SHINE@NechellsPOD and Nechells POD CIC setting

- 3.1 All staff have a duty to safeguard children and vulnerable adults. This policy outlines how staff can meet this duty and their need to be:-

- 3.1.1 Trained and aware of potential indicators of abuse
- 3.1.2 Open to hearing concerns from children, vulnerable adults and others, without seeking to investigate these concerns.
- 3.1.3 Informed on how to report any concerns to their Designated Senior Person for Child and vulnerable Adult Protection.
- 3.1.4 Informed on how to report any concerns relating to staff to the CIC Director.
- 3.1.5 Informed on how to report any concerns relating to the CIC Director

- 3.2 Listening to children and vulnerable adults CIC staff should:

- 3.2.1 Create the opportunity and environment for children or vulnerable adults to be able to talk about their concerns
- 3.2.2 Establish systems to enable cover for the member of staff listening to a child's or vulnerable adults concerns.
- 3.2.3 Always:
 - Report as soon as you have a concern.
 - Record information verbatim using the actual words of the child or vulnerable adult and noting any questions the child raises.
 - Note dates, times, who was present, positions in the room, anything factual about the child's or vulnerable adults appearance.
 - Pass these notes to the Designated Senior Person.
 - If possible use a silent witness.

Never

- Ask leading questions.
- Ask the child or vulnerable adults to write down their account.
- Investigate with, or without, others.
- Take photographs of marks.
- Attempt any medical judgement
- Arrange a medical examination
- Tape/video record an interview

- Ask a child or vulnerable adults to remove any clothing. Staff should always be aware of their own vulnerability at this point and should take steps to minimise risk to themselves whilst supporting the child or vulnerable adults.

3.3 We recognise that all matters relating to Child Protection are confidential. The Designated Senior Person will disclose any information about a child or vulnerable adult to other members of staff on a need to know basis only.

4.0 Supporting Staff

4.1 We recognise that staff working in the service who have become involved with a child or vulnerable adult who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

4.2 We will support such staff by providing an opportunity to talk through their anxieties with the Designated Senior Person and to seek further support as appropriate.

4.3 All staff are able to access confidential support and counselling.

5.0 The role of the DSP

5.1 The Designated Senior Person is responsible for:

5.1.1 Adhering to the Birmingham BSCB, Education and school and service procedures with regard to referring a child or vulnerable adult if there are concerns about possible abuse

5.1.2 Keeping written records of all concerns about a child or vulnerable adult even if there appears to be no need to make an immediate referral

5.1.3 Ensuring that all such records are kept confidentially and securely and are separate from child or vulnerable adults records

5.1.4 Ensuring that an indication of further record keeping is marked on the child or vulnerable adults records

5.1.5 Liaison and joint working with Social Care Services, and other relevant agencies

6.0 Reporting Procedures

6.1 All concerns must be passed to the DSP who will seek advice/make a judgement as to whether a referral to Social Care Services or the need for any other action to be taken.

6.2 If a disclosure is made or a member of staff has reason to believe abuse has occurred an incident report form (available from the DSP at the POD) should be completed as soon as possible and passed to the DSP. Any original notes should be signed, dated and securely attached to the incident report form. All

staff must be aware of the high level of confidentiality of notes and individual staff members should pass all notes and records onto the DSP.

- 6.3 Upon submitting an incident form the member of staff and the DSP should catalogue the form, sign and date the incident book in order to prove the procedure has been followed.

7.0 Staff allegations

- 7.1 All child or vulnerable adult protection/safeguarding allegations relating to staff must be reported directly to the DSP without informing the subject of the concern/allegation.
- 7.2 The full evidence will be made available to the member of staff subject of the allegation as soon as is agreed appropriate within the ongoing needs of any investigation by the Police, Social Care Services, or by any disciplinary process.
- 7.3 In some cases it may be necessary for the staff member to be suspended whilst an investigation is carried out. It must be recognised that any decision to suspend a member of staff is without prejudice and on full pay, and is not an indication of any proof or of any guilt. Advice should always be taken from the HR Team in this respect.
- 7.4 Any complaint or concern of a child protection nature received by any person and relating to the SHINE@NechellsPOD and Nechells POD CIC Director must be passed in confidence to the Head teacher of St Joseph's Catholic Primary School, who will give advice and support including making contact with BCC Education Lead for Safeguarding.
- 7.5 All staff need to be aware of their vulnerability to allegations and must address their practice accordingly. All staff must adhere to the service guidance in respect to safe conduct.
- 7.6 Children and vulnerable adults cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

8.0 Procedure

- 8.1 SHINE@NechellsPOD and Nechells POD CIC adheres to the Birmingham Safeguarding Children Board (BSCB) procedures and the Birmingham Education Services Child Protection Procedures. Copies of these are kept by CIC Director and must be the subject of training and be available to all staff.
- 8.2 The SHINE@NechellsPOD and Nechells POD CIC Director is the Designated Senior Person (DSP) for Child Protection co-ordination. The Director will identify clearly who will deputise in their absence and ensure that any such deputy is appropriately trained.

8.3 The DSP will ensure the following reporting and recording procedures are maintained:

8.3.1 Incident report form (catalogued and cross references to the incident book)

8.3.2 Incident book (hard bound, containing consecutive numbers of report forms, name of child, name, signature and date of person submitting the report, name, signature and date 'of DSP receiving the report.)

8.4 The CIC Steering Group will receive annually a report on developments in child protection policy and procedures, training undertaken by the DSP, and other staff and the number of cases referred (without details).

9.0 Parents and carers

9.1 Parents and carers will be made aware of the service policy through published information. Parents and carers will be informed that in certain circumstances there may be a need to contact other agencies without first notifying them. This decision will be made in partnership between SHINE@NechellsPOD, the Community Interest Company and Social Care Services. It will be made clear that this is a legal obligation and not a personal decision.

9.2 A copy of this policy is available to all parents, carers, children and SHINE and CIC staff and partnership organisations upon request.

10.0 Training

10.1 All members of staff will receive training on child protection procedures and will receive updates and refreshers every 3 years.

10.2 The DSP will be provided with Education Services core training in order to carry out their role and will attend refresher training updates every 2 years.

10.3 Child Protection training will be clearly cross referenced and supplemented by other areas of staff training including appropriate touch, care & control (including safe restraint), behaviour management and risk assessment.

10.4 The following record of training will be maintained by the DSP

11. Visitors and Volunteers

11.1 A summary of Nechells CIC procedures and the name of the DSP should be displayed for the information of visitors.

12 Review

This policy will be reviewed annually by the DSP.

This draft policy was adopted by Noran Flynn CIC Director in September 2015.

Summary of Safeguarding Information for Visitors and Volunteers

SHINE@NechellsPOD and Nechells POD CIC is committed to the highest standards in protecting and safeguarding the children and vulnerable adults entrusted to our care.

Our service will support all children and vulnerable adults by:

- Promoting a caring, safe and positive environment
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some children and vulnerable adults may be the victims of neglect, physical, sexual or emotional abuse. Staff working with children and vulnerable adults are well placed to identify such abuse.

At The POD, in order to protect our children and vulnerable adults, we aim to:

- Create an atmosphere where all our children and vulnerable adults can feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of suspected abuse

If you have a concern that a child or vulnerable adult is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you **must** contact the following staff member as quickly as possible.

DSP name: NORAN FLYNN



Telephone: 0121 681 2173 Mobile: 07500 882936

If this person is not available please contact:

Zenia Deaves (Tel: 0121 681 2173)

Everyone working with vulnerable adults, our children and their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised
- They should involve the Designated Senior Person (DSP) immediately
- If the DSP is not available Zenia Deaves should be contacted.
- Disclosures of abuse or harm from children and vulnerable adults may be made at any time.

If anything worries you or concerns you, report it straight away.