

# Safeguarding Policy

**Children, Young People & Vulnerable Adults**

The Pump House Project is firmly committed to the welfare of all the people who use the facilities provided at The Pump House Project and protecting them from physical, sexual and emotional harm.

The project will aim to ensure that all people meet in a safe environment with people they can trust. It will also ensure that all risks which people encounter are carefully assessed and the necessary steps are taken to minimise and manage them. All staff and volunteers will be provided with a copy of this policy and will be requested to indicate their commitment to it by signing this document.

## Safeguarding Lead- Sarah Stoves

## Project Manager – Sarah Stoves

All volunteers should complete an application form supplying the following information: Personal details

Names of 2 independent referees Previous experience

Competencies and areas of interest Signature and date

All staff and Volunteers should complete a DBS at the level relevant to their position which will be processed through The Pump House Project, Faringdon Town Council or Oxfordshire Youth dependent on activities.

These clearances will be renewed every 5 years.

All new volunteers will be closely supervised until references have been received and DBS checks completed.

In accordance with guidance from the DBS, a record will be kept of the disclosure number, completion date and whether or not the check is satisfactory.

## Code of Conduct

The Pump House Project adheres to the following guidelines as to how children, young people, vulnerable adults and adults interact with each other.

Abusive behavior and language, violence, aggression, bullying or discrimination will not be tolerated. Staff and Volunteers will respond quickly and effectively to any such reports, which if necessary, will result in the offender(s) being suspended from The Pump House Project.

No alcohol will be consumed on the premises by any Staff or Volunteers. Staff and Volunteers will refrain from consuming alcohol prior to assuming responsibility for children, young people, vulnerable adults.

Young people over the age of 14 are free to leave the club activity when they wish but they may not be re-admitted depending on the session. Children or young people under the age

of 14 must be collected by their parent/guardian. If leaving alone the appropriate member of staff or volunteer should have permission from a parent/guardian either in writing or verbally.

Requirement for parents or carers involved in sessions to be DBS checked

Consider consequences if anyone behaves inappropriately in accordance with the Code of Conduct.

## Training Provision

The contents of this policy (and other policies) will be included in the induction process for all members of staff and volunteers who will also be given the opportunity to attend Safeguarding (Child Protection) training courses at the generalist level.

The Pump House Project will encourage attendance at these sessions which will help staff and volunteers understand their responsibilities and provide information on identification and appropriate response of any child protection issues.

At least one member of staff should have completed ‘Specialist Safeguarding’ training, which must be reviewed every two years. This staff member should become the ‘Safeguarding Lead’, ensuring that any safeguarding issues come through them before being passed on to the relevant agencies.

## Dealing with Allegations

The following procedures will apply in the identification or suspicion of abuse towards a child, young person or vulnerable adult;

## Abuse

There are five types of abuse to which children, young people, vulnerable adults can be subjected:-

Physical abuse Neglect

Sexual abuse Emotional abuse

Internet-related abuse.

If any of these occur, people often display problems in the following areas: Behaviour (becoming withdrawn, upset, shy etc)

Drugs and alcohol Education

Physical evidence, e.g. bruising, Mental Health & Relationships

A child, young person or vulnerable adult may disclose that he/she is being abused; he/ she may show signs of abuse; or he/she may speak about third party abuse.

## If abuse is suspected:

Volunteers and staff must immediately report incidents to the member of staff whom is Designated Safeguarding Lead, (or Project Manager should the complaint be about the Safeguarding Lead) who will assist them to record the information correctly ensuring documentation is signed and dated.

The matter must not be investigated or discussed with anyone other than the Safeguarding Lead or Project Manager.

The Safeguarding Officer or Project Manager will assess the information and, within 48 hours, contact the appropriate local statutory services, if necessary.

## If abuse is reported/alleged:

The child, young person or vulnerable adult will be listened to and encouraged to speak without interruption, comment or judgment.

It will be explained that in terms of The Pump House Project’s Confidentiality Policy, information may need to be shared in certain circumstances.

## The matter must not be investigated or discussed with anyone other than the Safeguarding Lead or Project Manager.

The Safeguarding Officer will assess the information and, within 48 hours, contact the appropriate statutory services, if necessary.

If the matter is regarded as critical it should be referred immediately and directly to the Safeguarding Officer of Oxfordshire County Council and details of the referral passed to the Safeguarding Officer as soon as possible.

## Protecting Staff and Volunteers

The Pump House Project recognises the importance of protecting its staff and volunteers from possible allegations of abuse and recommends the following ‘best practice’ guidelines:

## Staff or Volunteers should not:

* Be alone with children, young people or vulnerable adults
* Lock and unlock premises without another adult present if children, young people, vulnerable adults are using the building.
* Transport children, young people, vulnerable adults in a car or minibus without another adult being present
* Take children, young people or vulnerable adults to their homes
* Make inappropriate contact with children, young people or vulnerable adults, i.e. develop relationships outside the professional setting or online.
* Leave children, young people or vulnerable adults unattended at any time.
* Leave children, young people or vulnerable adults in the presence of adults who are not suitably trained.
* Leave children, young people or vulnerable adults in the presence of adults not known to leaders/staff.
* Leave children, young people, vulnerable adults in the presence of adults who have not had relevant DBS checks.
* Show favoritism to children, young people, vulnerable adults within the setting.

## Allegations about Staff or Volunteers

If any allegation is made or suspicions emerge regarding any staff member or volunteer these should be reported to the Safeguarding Officer or a member of the Trustee board.

If further action is required, the following procedure will apply during which all information relating to the allegation will remain confidential:

* A detailed factual record of the allegation and action taken will be made
* Information will be passed to the board of trustees
* Consideration will be given to the suspension of the person involved taking account of the risks to other young people and the staff member or volunteer concerned

If the allegation involves a member of staff, contact will be made with the young person’s parents to advise them of the process. Relevant external bodies will be advised

## Photography

Since children, young people and vulnerable adults may be photographed while participating in club events and activities, written permission from parents/ guardians or user if over 18 will be obtained which will also allow photographic material to be used in the public domain. This includes online promotions, Facebook or other social media platforms.

## Procedure to be adopted by staff and volunteers in cases of alleged abuse Alleged Abuse (Whistleblowing)

## Step 1

Record concerns, sign and date by two people.

## Step 2

Discuss immediately with Safeguarding Officer/ Project Manager

## Step 3

Safeguarding Officer / Project Manager should report to statutory service.

## Actual Abuse

If actual, refer immediately to OCC Safeguarding Dept. Referral & Assessment Team (this may be anonymous)

## Emergency Duty Team

(outside office hours): 0800 833 408

## Banbury Assessment Team: 01865 816670

**Oxford Assessment Team: 01865 323048**

**Abingdon Assessment Team: 01865 897983**

**Oxfordshire Youth: 01865 368027**

**OCC Safeguarding Dept (MASH): 0845 0507666**

|  |
| --- |
| Policy written by: SARAH STOVES – PROJECT MANAGER |
| Date: 03/06/2020 |
| Updated: 10/05/2024 |