



 Christian Community Action	
SAFEGUARDING	Policy – Pages 1 to 4. Procedures – Pages 5 to 6
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1. Introduction

Christian Community Action Ministries (CCAM) makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. Everyone has the right to be safe from harm and should be able to live free from fear of abuse, neglect and exploitation.

The purpose of this policy and procedures is to outline the duty and responsibility of staff, volunteers and trustees working on behalf of CCAM in relation to the protection of children, young people and vulnerable adults from abuse.

The key objectives of the policy and procedure are:

- To explain the responsibilities CCAM and its staff, volunteers and trustees have in respect of child and vulnerable adult protection;
- To provide staff, volunteers and trustees with an overview of child and vulnerable adult protection;
- To provide clear procedures that will be implemented where protection issues arise.

2. Definitions

i) Vulnerable adult.

An 'adult' for the purposes of this document means a person aged 18 years or over.

CCAM will use the definition of 'vulnerable adult' as set out in the 1997 Consultation Paper '*Who decides?*' issued by the Lord Chancellor's Department:

A vulnerable adult is a person:

'Who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.'

ii) Children

A child is defined as an individual who has not attained their 18th birthday as defined in the Children's Act 1989.

CCAM comes into contact with children and vulnerable adults through the following activities:

- Customers in shops
- Clients seeking signposting advice
- Volunteers
- Employees

iii) Contact with children

The type of contact with children will be when they are in the shops accompanied by their parents / guardians / carers who are browsing / purchasing goods or seeking signposting advice.

CCAM do not normally engage volunteers who are under 18 years' of age.

However, from time-to-time some shops may work with local schools and organisations to offer placements for young people undertaking Duke of Edinburgh awards. In these cases the young person must be over the age of 16 years and be supported by their place of learning / organisation running the award scheme. The CCAM Safeguarding Officer must be informed and authorisation received in writing prior to any placement being agreed and all appropriate paperwork including risk assessments and inductions must be in place.

iv) Contact with vulnerable adults

The type of contact with vulnerable adults will be when they are:

- Customers
- Clients seeking signposting advice or practical assistance (furniture, bedding etc)
- Volunteers
- Employees
- Attending the drop in service

This policy seeks to ensure that CCAM undertakes its responsibilities with regard to the protection of children and vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid staff and unpaid volunteers in their practices and clarifies the organisation's expectations.

CCAM does undertake some regulated activity with children or vulnerable adults as defined by the legislation: *Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012*. Staff and volunteers working in roles that undertake regulated activity will be subject to the requirements of our safer recruitment policy as well as ongoing three yearly checks as to their suitability to work with vulnerable adults.

Where staff or volunteers are undertaking regulated activity with vulnerable adults or children and young people they are required to declare as soon as possible to the CCAM safeguarding lead any criminal convictions, care proceedings or investigations to their line manager as soon as possible.

v) Regulated activities relating to children comprises:

- Unsupervised activities: teach, train, instruct, care for or supervise, or provide being advice / guidance on well-being, or drive a vehicle only for children;
- Work for a limited range of establishments ('specific places') with opportunity for contact: e.g. schools, children's homes, childcare premises;
- Relevant personal care – washing, dressing etc.;
- Registered childminding / foster-carers;

CCAM does not engage in any of these activities.

vi) Regulated activities relating to adults comprises:

The definition of regulated activity relating to adults identifies the activity the adult requires which leads to the adult being considered vulnerable at that particular time, hence not the setting in which the activity is received, nor the personal characteristics or circumstances of the adult receiving the activities.

The six categories for regulated activity for adults are:

- a) Providing health care;
- b) Providing personal care;
- c) Providing social work;
- d) Assistance with cash, bill and /or shopping;
- e) Assistance in the conduct of a person's own affairs;
- f) Conveying / transport

CCAM provides social work in its drop in setting and is able to set up new projects to support vulnerable adults from time to time. In other CCAM work the support provided to vulnerable adults does not involve the above six categories of regulated activity.

3. The role of staff, volunteers and trustees

All staff, volunteers and trustees working on behalf of CCAM in every setting regardless of regulated activity or not, have a duty to promote the welfare and safety of vulnerable adults and children.

Staff, volunteers and trustees may receive disclosures of abuse and may observe vulnerable adults and children who are at risk. This policy and procedures will enable staff, volunteers and trustees to make informed and confident responses to specific protection issues.

4. What is abuse?

Abuse may be defined as the wrongful application of power by someone in a dominant position.

Abuse can be a single act or repeated acts, neglect or omission to act, a non-consensual act or the inability to give consent. Abuse can occur in any relationship and may result in significant harm or exploitation.

The types of abuse:

- Physical abuse, e.g. hitting, slapping, kicking;
- Sexual abuse, e.g. rape, sexual acts where the vulnerable person has not given or is unable to give consent ;
- Psychological abuse, e.g. threats of harm, humiliation, verbal abuse, deprivation / isolation;
- Financial or material abuse, e.g. fraud, exploitation;
- Neglect or acts of omission, e.g. ignoring physical or medical needs;
- Discriminatory abuse, e.g. harassment or exclusion because of race, culture, belief, gender, age.

5. Code of conduct

CCAM expects staff, volunteers and trustees to treat everyone with dignity and respect. All should ensure that the safety and dignity of vulnerable adults and children are maintained at all times. The CCAM Confidentiality Policy sets out the guidelines for client confidentiality.

CCAM staff, volunteers and trustees will be made aware of the Safeguarding Policy and Procedure at induction and will be required to sign that they have received a copy and understand its content.

CCAM staff, volunteers and trustees will not normally be required to have a Disclosure and Barring Service certificate unless they are undertaking a role that provides any regulated activity. However, CCAM reserves the right to request that an individual does have a relevant police check if the role they are employed in or volunteer in changes or it becomes a statutory requirement.

CCAM will require all volunteers in support roles to sign a declaration at induction as part of their volunteer agreement. (Appendix A).

CCAM paid staff managing volunteers will ensure that any policy or procedural updates or changes will be communicated to volunteers working in their teams.

CCAM has a safer recruitment policy which guides the recruitment of both paid staff and volunteers (Appendix B). This policy lays out the requirements of the organisation in undertaking any necessary checks related to the employment paid or unpaid of persons undertaking regulated activity with either children and young people or vulnerable adults.

6. Safeguarding Procedure for Paid and Volunteer Staff.

The Safeguarding Officer for CCAM is the CEO or designated deputy.
The Trustee with responsibility for Safeguarding is Vic Hills.

a) Responding to a disclosure

It is important the person who first encounters an incident of alleged abuse is not responsible for deciding whether or not abuse has occurred. This is a task for the professional adult protection agencies.

What to do if an individual makes a disclosure:

- Make sure the individual is safe
- Assess if the emergency services are required and call them if necessary
- Listen
- Offer support and reassurance
- Try to ascertain and establish the facts
- Make careful notes and endeavour to get the individual to agree them
- Ensure that the dates, times and those present are accurate
- Take precautions regarding preserving forensic evidence
- Follow the correct procedures
- Explain areas of confidentiality and that you will need to share information with others. You should try and obtain their consent but in some circumstances obtaining consent may neither be possible nor desirable as the safety and welfare of the individual is the priority.
- Notify the CCAM Safeguarding Officer of the matter immediately.

What not to do:

- Confront the alleged abuser
- Be judgmental in your tone or voice any personal opinion
- Be dismissive of the individual's concerns
- Investigate any further than beyond what is necessary - you need only to report the facts
- Destroy, disturb, contaminate any forensic evidence
- Consult, inform anyone who is not directly involved with the situation
- Ask leading questions
- Assume information
- Make promises
- Ignore the allegation
- Elaborate / embellish the notes
- Panic.

b) Responding to an allegation of abuse by an employee, volunteer or Trustees

The matter will be investigated using the CCAM's Disciplinary Policy and Procedure.

7. Related policies and procedures

- Confidentiality
- Disciplinary Policy and Procedure
- Grievance Procedure
- Recruitment and Selection
- Whistleblowing
- Incident Form
- GDPR policy
- Safer Recruitment

8. Appendices

Appendix A Volunteer Agreement

Appendix B Safer Recruitment Policy