



Community Capacity  
Builders CIC

# **SAFEGUARDING VULNERABLE CHILDREN & ADULTS POLICY**

LAST REVIEWED: FEBRUARY 2024

## 1. INTRODUCTION

Community Capacity Builders CIC is a charitable organisation which plays a leading role in co-ordinating and delivering community projects and development across the age ranges in Wirral. Community Capacity Builders CIC is committed to providing safe, enjoyable opportunities for disadvantaged or vulnerable young people and adults.

The policies and procedures outlined in this document are designed to cover all aspects of our work with disadvantaged or vulnerable children and adults and relate to all directors, directors, sessional staff and volunteers deployed on a voluntary or paid basis for the programmes over which it has supervision and control.

Community Capacity Builders CIC also has a strategic responsibility to ensure that partners with whom it works, have adequate safeguarding measures in place.

Lead Safeguarding Officer is: STEPHEN REID Tel: 07966 631319 Email: [cbstevereid@gmail.com](mailto:cbstevereid@gmail.com)

## 2. DEFINITIONS

**Disadvantaged** - A child or adult that suffers some form of disadvantage that reduces their life chances due to any number of factors such as: income (Free School Meals), area where they live, specific learning difficulties, mental conditions, physical impairment/disability, disease, suffering medium to long term illness, at risk of violence or crime, ethnicity or gender discrimination.

**Vulnerable adult** - A person aged 18 or over who is or may be in need of community care services because of mental or other disability, age, illness and is or may be unable to take care of him or herself or take steps to protect themselves from significant harm or exploitation.

This could include people with learning disabilities, sensory impairments, mental health needs, older people and people with physical disability or impairment. The term vulnerable adult may include any individuals who may be vulnerable as a consequence of their role as a carer in relation to any of the above.

**Safeguarding** - The process of protecting children and vulnerable adults from abuse or neglect, preventing impairment of their health and development and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables them to have optimum life chances.

**Parent** - The term parent also refers to carers or guardians of vulnerable adults, or people with parental responsibilities for vulnerable adults.

**Poor Practice** - Poor practice includes any behaviour that contravenes Community Capacity Builders' *Code of Conduct*.

**Capacity** - While it is not for individuals to make a decision about whether an adult lacks capacity, it is important that you have an understanding of the notion of capacity when safeguarding vulnerable adults.

Capacity refers to an individual's ability to make a decision or take a particular action for themselves at a particular time, even if they are able to make other decisions. For example, they may be able to make small decisions about everyday matters such as what to wear for a sports activity, or what a healthy sports diet would be, but they lack the capacity to make more complex decisions about financial matters.

### 3. OUR COMMITMENT

#### 3.1 We will endeavour to:

Ensure that our directors, sessional staff and volunteers are carefully selected, trained and supervised. Ensure that clear procedures are in place and understood by all directors, sessional staff and volunteers for implementing this policy.

Provide clear procedures for disadvantaged or vulnerable children and adults to voice their concerns or lodge complaints about any issue.

#### 3.2 Policy Aims:

This Safeguarding Policy is mandatory for all directors, sessional staff and volunteers working for Community Capacity Builders CIC and is provided as part of an induction package to all those employed, whether paid or unpaid, who will have direct contact with disadvantaged or vulnerable children or adults. The aims are:

- To create a healthy, safe and respectful environment at all activities, sport programmes and sessions.
- To ensure disadvantaged or vulnerable children and adults are listened to and kept safe from harm.
- To support and encourage parents / carers to voice their opinions regarding the welfare of participants.
- To ensure directors, sessional staff and volunteers who administer sessions are well informed, supported and enabled to provide the best possible practice.

#### 3.3 Objectives:

- To raise the level of awareness of directors, sessional staff and volunteers about abuse and its various forms.
- To raise the level of awareness of directors, sessional staff and volunteers about what all vulnerable participants are entitled to be protected from.
- To ensure that all directors, sessional staff and volunteers are able to recognise signs and symptoms which could signify abuse (see section 5).

## Safeguarding Vulnerable Children & Adults Policy

- To promote the general welfare, health and full development of all participants during all project sessions.
- To develop effective procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse.

### 3.4 Communication of Policy:

All directors, sessional staff and volunteers working within Community Capacity Builders CIC will receive, on appointment, training on Community Capacity Builders CIC Safeguarding Policy (Children and Vulnerable Adult policies) as part of their induction.

All directors, sessional staff and volunteers already working for Community Capacity Builders CIC will undergo awareness training a minimum of once per year

All sessional staff will sign a **Sessional Worker Agreement** (see separate policy) and all participants in any Project Delivery activity will be issued and must sign a **Code of Conduct** (see separate policy) and receive details and contact number of the relevant Project Manager for airing concerns.

## **4. OUR BELIEFS & WHAT WE RECOGNISE ON ABUSE AND HOW WE WILL KEEP PEOPLE SAFE:**

- No-one should ever experience abuse of any kind
- We have a responsibility to promote the welfare of all, to keep them safe and to practise in a way that protects them.

### **We recognise that:**

- The welfare of the participants in our projects are paramount in all the work we do and in all the decisions we take
- All people regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### **We will seek to keep people safe by:**

- Valuing, listening to and respecting them
- Appointing a LEAD SAFEGUARDING OFFICER from the board of directors (currently Stephen Reid)
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for directors, sessional staff and volunteers

## Safeguarding Vulnerable Children & Adults Policy

- Providing effective management for sessional staff and volunteers through supervision, support, training and quality assurance measures so that all sessional staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Recruiting and selecting directors, sessional staff, and volunteers safely, ensuring all necessary checks are made. As part of our recruitment and vetting of new directors, sessional staff or volunteers, we ask that they disclose of any criminal convictions
- Before a selected sessional member of staff or volunteer is allowed to commence delivering a funded project, we will ask for evidence of a recent, existing DBS certificate and where a recent one (maximum 2 years at the time of starting sessional work on a project) is not available, Community Capacity Builders CIC will request and pay for a new DBS check (Disclosure and Barring Service - previously known as the Criminal Records Bureau) which will carry out a criminal record check to ensure that any new sessional staff/volunteers are suitable and safe to work on our projects with our participants under the age of 18 and with vulnerable adults and other positions of trust.
- Also, the DBS check is to ensure we have access to ALL of the information available to us to make safer recruitment decisions.
- We will seek to renew all volunteers DBS certificates every three years to be assured of their ongoing suitability and reassure members and their families.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Sharing information about safeguarding and good practice with children and their families via leaflets and posters
- Making sure that children, young people and their families know where to go for help if they have a concern
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our participants, directors, sessional staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

**5. TYPES OF ABUSE WE WILL LOOK FOR SIGNS OF THE FOLLOWING TYPES ABUSES WHEN DELIVERING OUR PROJECTS TO CHILDREN & ADULTS:**

1. *PHYSICAL ABUSE*
2. *EMOTIONAL/PSYCHOLOGICAL ABUSE*
3. *NEGLECT OR ACTS OF OMISSION (INCLUDING SELF-NEGLECT)*
4. *FINANCIAL ABUSE*
5. *DOMESTIC VIOLENCE OR ABUSE*
6. *SEXUAL ABUSE AND CHILD SEX EXPLOITATION (CSE)*
7. *BULLYING/CYBERBULLYING*
8. *CHILD TRAFFICKING*
9. *FEMALE GENITAL MUTILATION (FGM)*
10. *DISCRIMINATORY ABUSE*
11. *MODERN SLAVERY*

**Definitions of these abuses that we must safeguard against:**

5.1 PHYSICAL ABUSE - happens when a child/adult is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating. Signs can be:

- Bruises on the cheeks, ears, palms, arms and feet, backs of legs,
- Bruises on the back, buttocks, tummy & hips.
- Multiple bruises in clusters, usually on the upper arms or outer thighs
- Bruising which looks like it has been caused by fingers, a hand or object, like a belt or shoe
- Large oval-shaped bite marks.
- Any burns which have a clear shape of an object, for example cigarette burns
- Burns to the backs of hands, feet, legs, genitals or buttocks.

If a child is frequently injured, and if the bruises or injuries are unexplained or the explanation doesn't match the injury, this should be investigated. It's also concerning if there is a delay in seeking medical help for a child who has been injured.

### 5.2 EMOTIONAL/PSYCHOLOGICAL ABUSE - can include the following:

- Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends
- Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance
- Preventing someone from meeting their religious and cultural needs
- Preventing the expression of choice and opinion
- Failure to respect privacy
- Preventing stimulation, meaningful occupation or activities
- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Addressing a person in a patronising or infantilising way
- Threats of harm or abandonment
- Cyber bullying

### 5.3 NEGLECT is not meeting a child's basic physical and/or psychological needs. This can result in serious damage to their health and development. Neglect may involve a parent or carer not:

- Providing adequate food, clothing or shelter
- Supervising a child or keeping them safe from harm or danger (including leaving them with unsuitable carers)
- Making sure the child receives appropriate health and/or dental care
- Making sure the child receives a suitable education
- Meeting the child's basic emotional needs – this is known as emotional neglect.

### Some of these signs include:

- Children who appear hungry - they may not have lunch money or even try to steal food
- Children who appear dirty or smelly or whose clothes are inadequate for the weather
- Children who are left alone or unsupervised for long periods or at a young age
- Children who have untreated injuries, health or dental problem
- Children with poor language, communication or social skills for their stage of development
- Children who live in an unsuitable home environment.

### 5.4 FINANCIAL ABUSE - describes the unauthorised, fraudulent obtaining and improper use of funds, property or any resources of a vulnerable person. Some of the signs include:

- Children who have an unexplained loss of money (could be that someone has forcibly taken money from them)
- Children appearing to be paying for items for others under pressure or duress
- Individuals being restricted from using their own money by others
- Adults not being allowed access to funds in their own bank account, without a good reason.

## Safeguarding Vulnerable Children & Adults Policy

5.5 DOMESTIC VIOLENCE OR ABUSE - can be characterised by any of the indicators of abuse outlined in this briefing relating to: psychological, physical, sexual, financial and emotional.

During COVID-19 and lockdown restrictions, domestic violence has significantly increased due to the increased time and closer proximity with an abusive partner.

Domestic violence and abuse include any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour' -based violence, female genital mutilation and forced marriage.

Coercive or controlling behaviour is a core part of domestic violence. Coercive behaviour can include:

- Acts of assault, threats, humiliation and intimidation
- Harming, punishing, or frightening the person
- Isolating the person from sources of support
- Exploitation of resources or money
- Preventing the person from escaping abuse
- Regulating everyday behaviour.

Children who witness domestic abuse may:

- Become aggressive
- Display anti-social behaviour
- Suffer from depression or anxiety
- Not do as well at school

5.6 SEXUAL ABUSE - is forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse. Child sexual abuse can involve contact abuse and non-contact abuse. Contact abuse happens when the abuser makes physical contact with the child. It includes:

- Sexual touching of any part of the body whether the child is wearing clothes or not
- Rape or penetration by putting an object or body part inside a child's mouth, vagina or anus
- Forcing or encouraging a child to take part in sexual activity
- Making a child take their clothes off or touch someone else's genitals.

Non-contact abuse involves non-touching activities. It can happen online or in person and includes:

- Encouraging or forcing a child to watch or hear sexual acts
- Making a child masturbate while others watch
- Encouraging or forcing a child to watch or hear sexual acts

CHILD SEXUAL EXPLOITATION (CSE) is a type of sexual abuse. Young people may be coerced or groomed into exploitative situations and relationships. They may be given things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities.



## Safeguarding Vulnerable Children & Adults Policy

Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs. Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.

Sexual exploitation can be very difficult to identify. Young people who are being sexually exploited may:

- Go missing from home, care or education
- Be involved in abusive relationships
- Hang out with groups of older people
- Be involved in gangs or anti-social groups
- Have older boyfriends or girlfriends
- Spend time at places of concern, such as hotels or known brothels
- Be involved in petty crime such as shoplifting
- Have access to drugs and alcohol
- Have new things e.g. clothes or technology

### 5.7 BULLYING/CYBERBULLYING

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable.

- Verbal abuse, such as name calling
- Non-verbal abuse, such as hand signs or glaring
- Emotional abuse, such as threatening, intimidating or humiliating someone
- Exclusion, such as ignoring or isolating someone
- Undermining, by constant criticism or spreading rumours
- Controlling or manipulating someone
- Racial, sexual or homophobic bullying
- Physical assaults, such as hitting and pushing
- Making silent, hoax or abusive calls.

Bullying can happen anywhere – at school, at home or online. When bullying happens online it can involve social networks, games and mobile devices. Online bullying can also be known as cyberbullying.

Cyberbullying includes:

- Sending threatening or abusive text messages
- Creating and sharing embarrassing images or videos

## Safeguarding Vulnerable Children & Adults Policy

- 'Trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games
- Excluding children from online games, activities or friendship groups • setting up hate sites or groups about a particular child
- Encouraging young people to self-harm
- Voting for or against someone in an abusive poll
- Creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name.

Spotting the signs of bullying and cyberbullying - It can be hard to know whether a child is being bullied or not. They might not tell anyone because they're scared the bullying will get worse. They might also think that the bullying is their fault.

5.8 CHILD TRAFFICKING - Child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another. Children may be trafficked for:

- Child sexual exploitation
- Benefit fraud
- Forced marriage
- Domestic servitude such as cleaning, childcare, cooking • forced labour in factories or agriculture
- Criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting, drugs, selling pirated DVDs and bag theft.

Children who are trafficked experience many forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they're also likely to suffer physical and emotional neglect.

Child trafficking can require a network of organised criminals who recruit, transport and exploit children and young people. Some people in the network might not be directly involved in trafficking a child but play a part in other ways, such as falsifying documents, bribery, owning or renting premises or money laundering (Europol, 2016). Child trafficking can also be organised by individuals and the children's own families.

Traffickers trick, force or persuade children to leave their homes. They use grooming techniques to gain the trust of a child, family or community. Although these are methods used by traffickers, coercion, violence or threats don't need to be proven in cases of child trafficking - a child cannot legally consent to their exploitation, so child trafficking only requires evidence of movement and exploitation.

Modern slavery is another term which may be used in relation to child trafficking (see point 10 - Modern Slavery)

5.9 FEMALE GENITAL MUTILATION (FGM) - Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.

The age at which FGM is carried out varies. It may be carried out when a child is new-born, during childhood or adolescence, just before marriage or during pregnancy (Home Office et al, 2016).

FGM is child abuse. There are no medical reasons to carry out FGM. It's dangerous and a criminal offence.

A child at risk of FGM may not know what's going to happen. But they might talk about or you may become aware of:

- A long holiday abroad or going 'home' to visit family
- Relative or carer visiting from abroad
- A special occasion or ceremony to 'become a woman' or get ready for marriage
- Female relative being cut – a sister, cousin or an older female relative such as a mother or aunt
- Missing school repeatedly or running away from home.

A child who has had FGM may:

- Have difficulty walking, standing or sitting
- Spend longer in the bathroom or toilet
- Appear withdrawn, anxious or depressed
- Have unusual behaviour after an absence from school or college
- Be particularly reluctant to undergo normal medical examination
- Ask for help but may not be explicit about the problem due to embarrassment or fear.

5.10 DISCRIMINATORY ABUSE - Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as '*protected characteristics*' under the Equality Act 2010)

Discriminatory abuse exists when values, beliefs or culture results in a misuse of power that denies mainstream opportunities to some groups or individuals. It includes discrimination on the basis of race, age, gender, sexuality, disability or religion.

*Institutional Discriminatory Abuse* - by an organisation imposing rigid and insensitive routines; poor practices embedded in systems, unskilled, intrusive or invasive interventions or any environment allowing inadequate privacy or physical comfort.

- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader
- Harassment or deliberate exclusion on the grounds of a protected characteristic
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic

## Safeguarding Vulnerable Children & Adults Policy

- Substandard service provision relating to a protected characteristic

Signs and indicators are:

- The person appears withdrawn and isolated
- Expressions of anger, frustration, fear or anxiety
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic

### 5.11 MODERN SLAVERY

- Human trafficking
- Forced labour
- Domestic servitude
- Sexual exploitation, such as escort work, prostitution and pornography
- Debt bondage – being forced to work to pay off debts that realistically they never will be able to. Some examples of modern slavery that can happen with youngsters is also known as 'County Lines' which is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns

## **6. RECRUITMENT, EMPLOYMENT AND DEPLOYMENT OF DIRECTORS, SESSIONAL STAFF AND VOLUNTEERS**

### **6.1 Recruitment and Selection of Directors/ Staff / Volunteers:**

All successful applicants for posts and all current directors, sessional staff or volunteers in regulated activity (either paid or unpaid) involving direct contact with vulnerable children and/or adults will be subject to a DBS check to ensure that there is no cause for concern.

### **6.2 Induction and Training**

Relevant training on the policy and procedures will follow up the recruitment and selection process for relevant staff.

All directors, sessional staff and volunteers on appointment will, as part of their induction, receive access to organisation POLICIES plus training on Community Capacity Builders CIC Safeguarding policies, be required to sign a CODE OF CONDUCT and to sign the SESSIONAL WORKER AGREEMENT to confirm they abide by these conditions.

For each new project that a Sessional Worker is assigned to there will be a new SESSIONAL WORKER AGREEMENT that must be signed as the terms may have changed e.g. hourly rate and allows Community Capacity Builders CIC to keep the wording of the agreement and disclosures by sessional staff, to be up to date and current.

## Safeguarding Vulnerable Children & Adults Policy

All directors, sessional staff and volunteers will be expected to undertake regular training / updates on safeguarding awareness. Directors, sessional staff and volunteers will be made aware that abuse of vulnerable adults can and does occur and that colleagues, who are members of staff or volunteers could perpetrate it.

It is made clear that most abusers are not the monsters most people picture them to be, but ordinary men and women and can be extremely, clever, manipulative and powerful.

All directors, sessional staff and volunteers will be made aware that vulnerable children and adults can find it very difficult to talk about abuse. They need to be listened to, taken seriously, and have their concerns acted upon. Directors, sessional staff and volunteers are made aware of what they need to do in response to concerns.

### 7. PROMOTING GOOD PRACTICE

#### 7.1 Duty of Care

Duty of care means that an organisation such as ours needs to take such measures as are reasonable in the circumstances to ensure that individuals will be safe to participate in an activity to which they are invited to or which is permitted. Where there is a formal relationship, for example between a club and a club member, or a coach and an athlete, there is a duty of care. This duty occurs in two ways:

The LEGAL DUTY OF CARE has a strict definition.

The most obvious example of this is in Health & Safety procedures where clear guidance is provided about what reasonable steps should be taken to minimise the hazards related to activities, substances or situations. In many sports activities, given the health and safety considerations, it is recognised that a sports organisation or individual (e.g. coach) owes a duty of care to its members. However, it is also understood and recognised that accidents can and do happen, and that it is not possible to predict every eventuality. Liability for the legal duty of care would only arise when an incident occurs and it can be demonstrated that the risk was foreseeable but no action had been taken to remedy it.

The MORAL DUTY OF CARE is more correctly a responsibility for safety and welfare. Directors, sessional staff and volunteers have a responsibility for those vulnerable adults, and other staff, who are under their control. To determine if a breach of the duty of care has occurred the ordinary civil law of negligence would be applied. The question is whether the accused in acting, or omitting to act, has failed to reach the standard of a reasonable person.

In specialist sports activities the qualified instructor has a duty of care for all those taking part irrespective of their age or position.

The individual administering the activity, whatever their status, should be appropriately trained and authorised.

Within sports organisations the duty of care would start by ensuring the activity is authorised by the sport and the relevant instructors are qualified for the task but then would go on to ensure that it is managed in a safe manner throughout.

### 7.2 Code of Conduct

All directors, sessional staff and volunteers working for Community Capacity Builders CIC must sign and abide by the CODE OF CONDUCT Policy.

The Code of Conduct is partly a value statement but also a useful framework and tool to reduce situations where abuse may occur. The following is a broad overview of the care which should be taken when working within a project's delivery which is often of a sports/leisure context.

### 7.3 Rights and Relationships

- Treat all participants with respect and dignity. Build balanced relationships based on mutual trust which empower participants to share in the decision-making process.
- Do not discriminate on the grounds of gender, race, colour, disability, sexuality, age or beliefs.
- Put the welfare of each participant first and give every person the opportunity to achieve.
- Be realistic, open and honest with players about individual winning and achievement of personal goals.
- Encourage and guide participants to accept responsibility for their behaviour and performance.
- Challenge and oppose unacceptable or discriminatory behaviour, and deal with any incidence of discriminatory behaviour.
- Report all allegations or suspicions of abuse
- Give aspirational, fair, open and constructive feedback.
- Encourage participants to ask questions, speak openly and appropriately to age, setting and context.
- Always respect children and vulnerable adults' 'space' and maintain an open, safe and appropriate distance with participants.
- Be aware that physical contact may be misinterpreted
- Participants should always be consulted, and their agreement gained.
- Recognise and strive to meet the development needs, ability and capacity of participants to succeed and be challenged, especially in performance environments.
- Respond to any concerns about a child's welfare by following procedures in the CCB Safeguarding Vulnerable Children & Adults Policy, and work in partnership with other organisations in the child's best interests.
- Involve parents / carers wherever possible. If groups have to be supervised in the changing rooms, know that as good practice directors, sessional workers and/or volunteers should work in pairs.
- Ensure that whenever possible there is more than one adult present during activities with vulnerable adults, or at least that you are within sight or hearing of others
- Respect the right to personal privacy and encourage participants to feel comfortable and caring enough to point out attitudes or behaviours they do not like
- Remember that someone else might misinterpret your actions, no matter how well intentioned

## Safeguarding Vulnerable Children & Adults Policy

- Recognise that special caution is required when you are discussing sensitive issues with vulnerable adults
- Operate within Wirral Activity and Sports Partnership principles, guidance and procedures
- The member of staff must always place the well-being and safety of the participant above the development of performance.

### 7.4 Personal and Professional standards

- Be an excellent role model displaying high standards of personal and professional behaviour and appearance and work in an open environment, being visible and identifiable as the coach.
- Make sport fun, purposeful and enjoyable - addressing individual as well as group needs, goals and potential.
- Promote fair play.
- Keep up to date with the technical skills, qualifications and insurance.
- Ensure equipment and facilities are safe and appropriate to the age and ability of the participant.
- Ensure that as part of best practice at any residentials (if relevant) adults will never invite players/participants into their rooms. Also ensure that directors, sessional staff or volunteers do not enter participants rooms, except in an emergency in which case there will be clear, open and announced protocols agreed beforehand for such circumstances.

### 7.5 Medical and accident

- Secure parental / carer consent in writing to act 'in loco parentis', if the need arises, to give permission for the administration of emergency first aid and / or other medical treatment.
- Ensure that you know of any medicines being taken by participants, or existing injuries.
- Ensure that there is a written record (e.g. in a CCB Accident Record Book) of any injury that occurs, along with details of any treatment given and that parents are informed.

### 7.6 You should not:

- Have inappropriate physical or verbal contact
- Allow yourself to be drawn into inappropriate attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of children, young people or adults
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise abuse issues
- Show favouritism to any individual
- Rely on your good name or that of Community Capacity Builders CIC to protect you
- Believe 'it could never happen to me'
- Take a chance when common sense, policy or practice suggests another more prudent approach
- You should give guidance and support to inexperienced helpers.

### 7.7 Physical Contact

There are a number of principles that should be followed when the activity involves physical contact. Physical contact during sport should always be intended to meet the participants needs, NOT the adult's. The adult should only use physical contact IF their aim is to:

- To treat an injury
- To prevent an injury or accident from occurring
- To meet the requirements of the sport or develop sports skills or techniques but in strict accordance with guidelines recommended by the relevant National Governing Body.
- The adult should always seek to explain the nature and reason for the physical contact.
- Unless the situation is an emergency, the adult should ask for permission.
- Participants should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.
- Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause distress or embarrassment.
- Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.

### 7.8 Physical punishment

Any form of physical punishment is unlawful, as is any form of physical response to misbehaviour unless it is by way of restraint. It is particularly important that adults understand this both to protect their own position and the overall reputation of the organisation in which they are involved.

### 7.9 Supervision of Vulnerable Adults

Making arrangements for the proper supervision of vulnerable adults is one of the most effective ways to minimise opportunities for participants to suffer harm of any kind whilst in your care.

Organisers should provide clear guidance for parents, staff and participants. Leaders in charge must be satisfied that those workers and adults who accompany group parties are fully competent to do so.

Any activity using potentially dangerous equipment should have been risk assessed and be subject to constant adult supervision. Dangerous behaviour should not be allowed

### 7.10 Staffing/Supervision Ratios

Organiser Guidelines should be available for every activity. Ideally a maximum of 1:10 but if escorting a child to the toilet for instance, this should be done in pairs of adults so as to protect against allegations.

If delivering sessions in an educational setting e.g. SEND School, Secondary School, it is vital that the sessional worker or volunteer delivering the sessions does so WITH AT LEAST ONE OTHER



AUTHORISED ADULT FROM THAT SETTING IN THE ROOM for the protection of the sessional worker and to ensure there is a witness to any improper behaviour conduct or allegation.

**7.11 Working with Disabled Participants** - Staff working with disabled adults will have updates on safe / best practice through the Projects Manager. Support with risk assessments will be available where appropriate.

**7.12 Guidelines for Photography** - Community Capacity Builders CIC is keen to promote positive images of vulnerable children or adults participating in sport and is not banning the use of photographic or video recording equipment. However, there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs and / or film footage.

It is not the intention of Community Capacity Builders CIC to prohibit those with a genuine interest in filming or photographing vulnerable children or adults participating in sport but appropriate written or verbal consent is required to be gained before images are taken and used.

Please see SOCIAL & MEDIA POLICY for further guidance.

**7.13 Guidelines for Transporting Vulnerable Children or Adults on Car Journeys** - The key points are:

When parents / supporters / carers make the travel arrangements to and from an activity without the knowledge of the organising body it is the responsibility of them to ensure the arrangements are both safe and appropriate.

At present it is firmly the policy of Community Capacity Builders CIC that directors, sessional staff or volunteers do NOT use their own vehicle to transport vulnerable adults or children to, during or from the location of project delivery. The reasons for this are:

- the uncertainty that said vehicle is correctly insured for work purposes by the director, sessional staff or volunteer
- Community Capacity Builders CIC does not assume responsibility for ensuring that all directors, sessional staff or volunteers have a valid and appropriate license or that the vehicle has all safety measures available i.e., seat belts
- We wish to protect the directors, sessional staff or volunteers from being in an unsupervised situation on their own that could compromise their own safety and which could lead to allegations of their own improper behaviour from the vulnerable child or adult.

**7.14 Sharing of Information** - If someone does NOT want you to share information or you do NOT have consent to share the information, please ask yourself the following questions:

- Is the adult placing themselves at further risk of harm?
- Is someone else likely to get hurt?
- Has a criminal offence occurred? This includes: theft or burglary of items, physical abuse, sexual abuse, forced to give extra money for lessons (financial abuse) or harassment.
- Is there *suspicion* that a crime has occurred?

## Safeguarding Vulnerable Children & Adults Policy

- Is it in the public interest to share?

If the answer to any of the above questions is YES – then you must share this information with or without consent with Community Capacity Builders CIC Lead Safeguarding Officer and/or Child Services or Adult Social Care. When sharing information there are 7 golden rules that should always be followed:

1. Seek advice if in any doubt. Without disclosing the identity of the person where possible, consult with the Community Capacity Builders CIC Lead Safeguarding Officer or Wirral County Council social services.
2. Be transparent. The Data Protection Act is not a barrier to sharing information but to ensure that personal information is shared appropriately, except in circumstances where by doing so places the person at significant risk of harm.
3. Consider the public interest. Base all decisions to share information on the safety and wellbeing of that person or others that may be affected by their actions.
4. Share with consent where appropriate. Where possible, respond to the wishes of those who do not consent to share confidential information. You may still share information without consent, if this is in the public interest.
5. Keep a record. Record your decision and reasons to share or not to share information.
6. Accurate, necessary, proportionate, relevant and secure. Ensure all information shared is accurate, up to date and necessary and share only with those who need to have it.
7. Remember the purpose of the Data Protection Act is to ensure personal information is shared appropriately, except in circumstances whereby doing so may place the person or others at significant harm.

**7.15 Assessing capacity** - A person's capacity must be assessed at the point at which the decision is needed, taking into account relevant and immediate circumstances as well as possible long-term issues.

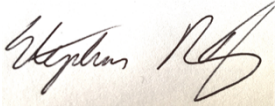
Adults are assumed to be competent to give consent in making decisions, unless otherwise demonstrated by their capacity being affected by such things as: medication, substances and some untreated mental health issues. For adults, this means that they have the capacity to choose how they live and make decisions about their safety, even if we do not agree with certain decisions. If you are unsure or concerned that the person may not have the mental capacity to make an informed choice about their safety or evaluate the risk of abuse with their situation, you can report this to the Community Capacity Builders CIC Safeguarding Manager, or Wirral County Council.

## Safeguarding Vulnerable Children & Adults Policy

*This SAFEGUARDING VULNERABLE CHILDREN & ADULTS POLICY came into force on 19<sup>th</sup> January 2020 and we are committed to reviewing our policy and good practice annually.*

*This policy statement and accompanying procedures were last reviewed on 23<sup>rd</sup> February 2024*

*Next Review is 24<sup>th</sup> February 2025.*

A handwritten signature in black ink on a light-colored background. The signature is cursive and appears to read 'Stephen Reid'.

*Signed: Stephen Reid*

*(Director & Lead Safeguarding Officer).*

*Date: 23<sup>rd</sup> February 2024*