

1. INTRODUCTION

- 1.1. This document contains the policy statement and general policy of Live & Local with regard to the protection of vulnerable people.
- 1.2. It is the responsibility of all staff to know and understand its content, so that they can implement the policy.
- 1.3. All staff and volunteers have a duty of care to users of our services.
- 1.4. The Executive Director will ensure that the Safeguarding Policy is implemented consistently across the organisation.
- 1.5. The Designated Person, currently the Company Manager, has responsibility for recording all instances of alleged or reported abuse. Staff and volunteers should approach the Designated Person with any concerns of abuse.
- 1.6. All suspicions, complaints or allegations of suspected or actual abuse of children/vulnerable adults will be taken seriously and responded to swiftly and appropriately.
- 1.7. This policy complies with the Safeguarding Vulnerable Groups Act 2006.
- 1.8. The Policy will be reviewed on a biennial basis.

2. DEFINITIONS

- 2.1. Regulated activity: Contact with children is defined Regulated Activity only if carried out by the same person frequently (once a week or more often), or on four or more days in a 30-day period (or in some cases overnight between 2am and 6pm), and is falls under one of the following two categories:
 - 2.1.1 Unsupervised activities – teaching, training instructing, caring for or supervising children, providing advice/guidance on wellbeing or driving a vehicle only for children.
 - 2.1.2 Work for a limited range of organisations/establishments – these are 'specified places' with opportunity for contact, such as schools, children's homes and childcare premises. Anyone who works in these establishments is doing Regulated Activity.
- 2.2. Contact can be Regulated Activity regardless of whether the individual is an unpaid volunteer or a paid staff member, although it does not include work by supervised volunteers or staff. Supervision means such day-to-day supervision as is reasonable to protect any children concerned.

- 2.3. Regulated Activity excludes family arrangements and personal, non-commercial arrangements; and excludes incidental contact where the activity is not being provided for children and the presence of a child or children is unforeseen, (such as a public participation event designed for adults).
- 2.4. The definition of a child for the purpose of Regulated Activity is someone under the age of 18, except when that person is in employment.
- 2.5. The definition of a vulnerable adult is a person aged 18 or over 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 maybe unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation.
- 2.6. Abuse is a violation of an individual's human and civil rights by another person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.
- 2.7. Appropriate authorities:
 - Children's Social Care: 01926 414144 or 01926 886922 (outside normal working hours)
 - Adult Social Care: 01926 412080
 - Warwickshire Police: 01926 415000

3. POLICY STATEMENT

- 3.1. Basing all procedures on the principle that the interests and welfare of the vulnerable person are paramount, Live & Local will:
 - 3.1.1 Only employ staff or contract artists, freelance workers or volunteers where they will work with vulnerable people in a Regulated Activity who are able to provide Live & Local with a current (dated within the last 12 months) DBS Disclosure document.
 - 3.1.2 Not engage a barred person to work in a Regulated Activity.
 - 3.1.3 Make a formal referral to the DBS of any person that Live & Local has concerns about in respect of causing harm or posing a risk of future harm to children and vulnerable people, (including if they have left the organisation). It is an offence to fail to make a referral without good reason.
 - 3.1.4 Report to the police any suspicion that a person has committed, or is about to commit, a criminal offence.

4. SAFEGUARDING PROCEDURES AND GUIDANCE

- 4.1. Staff members have a duty of care to report any suspected abuse of a child or vulnerable person, regardless of whether consent has been given, so that appropriate action can be taken. Where possible, this duty to report will always be discussed with the child or vulnerable person prior to the information being shared. The report will be made to the Designated Person.
- 4.2. The Designated Person will report any suspected abuse, harm, and risk of harm, actual or potential criminal offence in respect of a child or vulnerable adult to the appropriate authorities.
- 4.3. Responding to an allegation of abuse from a child or vulnerable adult:
 - Keep calm – do not appear shocked or disgusted;
 - Accept what the child says without passing judgement (however unlikely the disclosure may sound);
 - Look directly at the child/vulnerable adult;
 - Be honest;
 - Let them know you will need to tell someone else, don't promise confidentiality;
 - Be aware the child/vulnerable adult may have been threatened and fear reprisals for having spoken to you;
 - Never push for information or question the child/vulnerable adult as this can undermine any subsequent criminal investigation. If at any point a child decides not to continue, accept that and let them know that you are ready to listen should they wish to continue at any time.
- 4.4. The staff member receiving an allegation of abuse from a child or vulnerable adult should compile a written record of the allegation, to include:
 - The name of the child/vulnerable adult;
 - Date, time and place where the conversation took place and names of those present during the conversation;
 - What the child/vulnerable adult said has happened , as far as possible in their own words, including when the abuse happened and who was present;
 - Any questions that were asked;
 - Description of the circumstances that brought about the disclosure;
 - Observations of the behaviour and physical condition of the child/vulnerable adult;
 - Facts or verbatim reports only; do not record opinions
 - Signature, dated and timed, of the person recording the report, and who the record was sent to (Designated Person).

- 4.5. Do not attempt to investigate the claims; the decision on reporting to the appropriate authorities rests with the Designated Person.
- 4.6. Live & Local will ensure that best practice is imparted to our Promoters through guidance in the Promoter Handbook.

5. GOOD PRACTICE GUIDELINES

- 5.1. Avoid unobserved situations and encourage open communication with no secrets.
- 5.2. Act as a role model, treating all children and vulnerable adults with respect.
- 5.3. Always ensure that someone in authority from the school, organisation or community group is present at any workshops or events at which children and vulnerable adults will be present.
- 5.4. Maintain a safe and appropriate distance from participants and only engage in physical contact when necessary.
- 5.5. Keep a written record of any injury that occurs, along with details of any treatment.
- 5.6. Avoid taking or dropping off a child or vulnerable adult at an event.
- 5.7. Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children or vulnerable adults.
- 5.8. The following practices are not sanctioned. You should never:
 - Let allegations made by a child or vulnerable adult go unchallenged or not be acted upon. All allegations should be reported to the Live & Local Designated Person immediately.