Capel Village Memorial Hall

CHILD, YOUNG PERSON AND VULNERABLE ADULT SAFEGUARDING POLICY

This policy is in place to protect all children and vulnerable adults regardless of gender, ethnicity, disability, sexuality, religion or faith. ... All people associated with the Village Hall and its use have a responsibility for the safeguarding of children, volunteers and vulnerable adults.

We have a duty to ensure that all children, volunteers and vulnerable adults who use the hall and its facilities, are safeguarded. Meaning they are enabled to be emotionally and physically safe.

The Capel Village Memorial Hall Committee recognises its duty of care and will take all necessary steps to ensure that everyone with whom it works are enabled to be emotionally and physically safe.

This duty of care applies both at functions and events organised by the committee or at those organised by individuals, groups, clubs or a company.

We have two paid members of staff, a cleaner and a caretaker, who are notified of their safeguarding duties also.

A lot of the use of Capel Village Memorial Hall is through the hire by third parties, and in most cases the Capel Village Memorial Hall Committee do not have direct contact with these third parties.

However, we endeavour to keep these third parties aware of their responsibilities by making this policy document.

The Committee, staff and volunteers working in the hall will also be directed to be aware of the issues raised in this policy, and be aware of how to report any concerns

AIMS

• Raising the awareness of the duty of care responsibilities relating to children, young people and vulnerable adults throughout all users, staff and volunteers of the village hall.

• Encouraging good practice amongst all hirers, staff, and volunteers of the Village Hall, promoting wider awareness wherever possible.

• Creating a safe and healthy environment for all our users, staff and volunteers, avoiding situations where abuse or allegations of abuse may occur.

• Respecting and promoting the rights, wishes and feelings of children, young people and vulnerable adults.

• Responding to any allegations appropriately and implementing the appropriate procedures as detailed later in this policy.

• Requiring staff and volunteers to adopt and abide by the Capel Village Memorial Hall Child, Young Person and Vulnerable Adult Protection Policy.

OBJECTIVES

• To enable Committee members, staff and volunteers to recognise the potential signs and indicators of abuse and to improve good practice.

• To aid hirers, staff and volunteers to respond sensitively and seriously to a child or young person or vulnerable adult who discloses information about abuse, and be confident and able to take appropriate action swiftly, regardless of whom the allegation is about, e.g. carer/member of staff/volunteer.

•To maintain a level of good working practice at all times and therefore reducing the risk of children, young people and vulnerable adults under the care of our staff and volunteers.

• To promote the general welfare and wellbeing of children, young people and vulnerable adults during their use of Capel Village Memorial Hall.

* To develop and implement effective procedures for recording and responding to complaints of alleged or suspected abuse.

WHAT IS ABUSE?

It is recognised that there are four main areas of abuse: A person may abuse or neglect a child, young person or vulnerable adult by inflicting harm **or by failing to act to prevent harm**. Children, young people and vulnerable adults may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

The Main Forms of Abuse

It is generally accepted that there are four main types of abuse. The following definitions are based on those from

Working Together to Safeguard Children, Young People and Vulnerable Adults (Department of Health, Home Office, Department of Education and Employment, 1999) (National Assembly for Wales 2000); Co-operating to Safeguard Children, Young People and Vulnerable Adults (2002) (Northern Ireland); Protecting Children, Young People and Vulnerable Adults- A Shared Responsibility (Scottish Executive 1998). Every Child Matters (2004) DfES.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scolding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child or young person whom they are looking after. The situation is commonly described as factitious illness, fabricated or induced illness in children and young people or ‘Munchausen’s Syndrome by Proxy’ after the person who first identified the situation. A person might do this because they enjoy or need the attention they get through having a sick child, young person or vulnerable adult.

Physical abuse, as well as being a result of a deliberate act, can also be caused through omission or the failure to act to protect.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child or young person such as to cause severe and persistent adverse effects on the child or young person’s emotional development. It may involve making a child or young person feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children or young people. It may also involve causing children and young people to frequently feel frightened or in danger, or the exploitation or corruption of a child or young person. Some level of emotional abuse is involved in all types of ill treatment of a child or young person, though it may occur alone.

Sexual Abuse

Sexual abuse forcing or enticing a child and young person to take part in sexual activities, whether or not the child or young person is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. Sexual abuse may also include non-contact activities, such as involving children and young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children and young people to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from different walks of life.

Neglect

Neglect is the persistent failure to meet a child or young person’s basic physical and/or psychological needs, likely to result in the serious impairment of the child or young person’s health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, leaving a young child home alone or the failure to ensure that a child or young person gets appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or young person’s basic emotional needs. It is accepted that in all forms of abuse there are some elements of emotional abuse and that some children and young people are subjected to more than one form of abuse at any one time.

RECOGNISING CHILD ABUSE

Recognising child abuse is not easy, and it is not Capel Village Memorial Hall’s hirers, staff or volunteers responsibility to decide whether or not child abuse has taken place or if a child or young person is at significant risk. Capel Village Memorial Hall’s hirers, staff and volunteers however, do have a responsibility to act if they have concern.

Signs and Indicators

Every child and young person is unique and it is difficult to predict how their behaviour will change as a result of their experience of abuse. Listed below are some physical signs and behavioural indicators that may be commonly seen in children and young people who are abused, but remember they may only be an indication and not confirmation that abuse is taking place.

**Physical Abuse**

Physical Signs Behavioural Indicators

» Unexplained bruising, marks or injuries on any part of the body.

» Bruises which reflect hand marks or fingertips (from slapping or pinching).

» Cigarette burns.

» Bite marks.

» Broken bones.

» Scalds.

» Fear of parents being approached for an explanation.

» Aggressive behaviour or severe temper outbursts.

» Flinching when approached or touched.

» Reluctance to get changed, for example wearing long sleeves in hot weather.

» Depression.

» Withdrawn behaviour.

» Running away from home.

**Emotional Abuse**

Physical Signs Behavioural Signs

» A failure to thrive or grow.

» Sudden speech disorders.

» Developmental delay, either in terms of physical or emotional progress.

» Neurotic behaviour, e.g. hair twisting, rocking.

» Being unable to play.

» Fear of making mistakes.

» Self harm.

» Fear of parent being approached regarding their behaviour.

**Sexual Abuse**

Physical Signs Behavioural Signs

» Pain or itching in the genital/anal areas.

»Bruising or bleeding near genital/anal areas.

» Sexually transmitted diseases.

» Vaginal discharge or infection.

» Stomach pains.

» Discomfort when walking or sitting down.

» Pregnancy.

» Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn.

» Fear of being left with a specific person or people.

» Having nightmares.

» Running away from home.

» Sexual knowledge which is beyond their age or development age.

» Sexual drawings or language.

» Bedwetting.

» Saying they have secrets they cannot tell anyone about.

» Self harm or mutilation, sometimes leading to suicide attempts.

» Eating problems such as overeating or anorexia.

**Neglect**

Physical Signs Behavioural Signs

» Constant hunger, sometimes stealing food from others.

» Constantly dirty or ‘smelly’.

» Loss of weight, or being constantly underweight.

» Inappropriate dress for the conditions

» Complaining of being tired all the time.

» Not requesting medical assistance and/or failing to attend appointments

» Having few friends.

» Mentioning them being left alone or unsupervised.

The above lists are not exhaustive or definitive but are a guide

IMPORTANT RULE

It is important to remember that many children and young people will exhibit some of these signs and indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring.

There may well be other reasons for changes in behaviour such as death, or birth of a new baby in the family, relationship problems between parents/carers, etc.

There may be other reasons that a child or young person is exhibiting some of the signs and indicators

**Recognising vulnerable adult abuse**.

Abuse is the violation of an individual’s human and civil rights by any other person or persons. This occurs in many forms and may consist of a single act or repeated acts. It may also be shown by a failure to act in order to protect vulnerable people. Abuse may, or may not, result in the person being physically injured or ill.

The Main Forms of Abuse

Abuse may take many different forms but there is agreement that it includes the following categories;

• Physical Abuse

– Including hitting, slapping, pushing, kicking, and misuse of medication, restraint, or inappropriate sanctions.

• Sexual Abuse

– Including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.

• Psychological abuse

– Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

• Financial or Material Abuse– Including thefts, fraud, exploitation and pressure in connection with wills property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

• Neglect and Acts of Omission– Including ignoring medical or physical care needs, failure to provide appropriate health, social care or educational services, the withholding of necessities of life, such as medication adequate nutrition and heating.

• Discriminatory Abuse – Including racist, sexist, that based on a person’s disability and other forms of harassment, slurs or similar treatment.

This is not an exhaustive list of examples, but merely a guide to guide the most regular forms of abuse. Any or all of these types of abuse may be perpetrated as the result or deliberate intent and targeting of vulnerable people, negligence or ignorance.

Signs and Indicators

Indicators of abuse are signs that draw attention to the fact that something is wrong. They do not necessarily confirm that abuse has occurred, but suggest a need for further enquiries to be made. The list below is not exhaustive but gives an idea of the range of indicators that may be seen.

Physical Abuse

•Multiple bruising that is not consistent with the explanation given i.e. a fall.

•Cowering and flinching.

•Black eyes, marks resulting from a slap and/or kick, or other unexplained bruises.

•Abrasions, especially around the neck, wrists and/or ankles.

•Unexplained burns, especially on the back of the hands.

•Scalds, especially with a well- defined edge from immersion in water.

•Hair loss in one area- scalp sore to touch.

•Unexplained features.

•Frequent ‘hopping’ from one GP to another or from one care agency to another.

Sexual Abuse

•Recent development of openly sexual behaviour/language, including inappropriate dressing and masturbation.

• Deliberate self-harm.

•Incontinence/bedwetting.

•Irregular sleep patterns.

•Repeated urinary tract infections.

•Bruising or bleeding in the genital or rectal area.

Psychological Abuse

•Disturbed sleep or tendency to withdraw to a room or to bed.

•Loss of appetite or overeating especially at inappropriate times.

•Anxiety, confusion or general resignation.

•Extreme submissiveness or dependency in contrast with known capacity.

•Sharp changes in behaviour in the presence of certain persons.

•Excessive or inappropriate craving for attention.

•Extreme self- abusive behaviour especially self- mutilation, head banging, hand biting.

Financial or Material Abuse

•Unexplained or sudden inability to pay bills.

•Unexplained or sudden withdrawal of money from accounts.

•Contrast between known income and unnecessary poor living conditions especially where this has developed recently.

•Personal possessions of value go missing from home without satisfactory explanation.

•Someone has taken responsibility for paying rent, bills, buying food etc; but is not clearly doing so.

•Next of kin refuse to follow advice regarding control of property via court of protection or through securing enduring power of attorney, but insist on informal arrangements.

•Where acre services are refused under clear pressure from family or other potential inheritors.

•Unusual purchase unrelated to the known interests of the vulnerable adult.

Who Might Abuse?

Abuse of vulnerable adults may be perpetrated by a wide range of people, including relatives and family members, professional staff, paid care workers, volunteers, other service users, neighbours, friends and associates, people who deliberately exploit vulnerable people and strangers.

There is often particular concern when abuse is perpetrated by someone in a position of power or authority who uses his or her position to the detriment of the health, safety, welfare and general well-being of a vulnerable person.

Where Might Abuse Occur?

Abuse can occur in any setting

**RESPONDING TO CONCERNS AND ALLEGATIONS**

These procedures inform all staff and volunteers of what actions they should take is they have concerns or encounter a case of alleged or suspected child, young person or vulnerable adult abuse, i.e. response actions

IMPORTANT !

It is important that all hirers, staff and volunteers are aware that the first person that has concerns or encounters a case or suspected abuse is not responsible for deciding whether or not abuse has occurred. However, hirers, staff and volunteers do have a duty of care to the children or young person or vulnerable adult to report any suspicions you may have.

Hirers of Capel Village Memorial Hall would normally be expected to report any concerns to the appropriate authority, the relevant contact numbers for Social services, the Police and other useful contacts are shown further on in this document.

Response Situations

In general there are three situations that hirers, staff and volunteers may need to respond to concern or cases of alleged or suspected abuse:

1. Responding to a child, young person or vulnerable adult disclosing abuse, i.e. they make an allegation of abuse.

2. Responding to allegations or concerns about a member of staff, elected member or volunteer.

3. Responding to allegations or concerns about any other person, i.e. parent, carer, other service user.

REMEMBER it is not your job to judge or investigate BUT to inform.

Self Determination

Professionals are often wary of intervening in abusive situations if the adult does not want them to do so because of human rights and other issues. These dilemmas are very real for staff but can lead to an approach of non-intervention which conflicts with the professional “duty of care”.

‘No Secrets’ rule:

If an adult is not determined as “vulnerable” then they are deemed able to protect themselves from an abusive situation if they so choose. However, when an adult is “vulnerable”, by definition they will find it difficult to protect themselves from actual or potential abuse without the intervention of outside agencies. In these cases the fact that a vulnerable adult states that they do not want intervention should not stop professionals from sharing their concerns and information under the adult protection procedure.

Specific Response Procedures

More specifically the following procedures should be followed in each situation.

Abused children, young people or vulnerable adults will only tell people they trust and with whom they feel safe. By listening and taking what the child, young person or vulnerable adult is saying, you are already helping the situation. The following points are a guide to help you respond appropriately.

Stay Calm.

Listen carefully to what is said.

Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others- do not promise to keep secrets.

Allow the child, young person or vulnerable adult to continue at their own pace.

Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer- leading questions.

Reassure the child, young person or vulnerable adult that they have done the right think in telling you.

Tell them what you will do next and with whom the information will be shared.

3rd party hirers of the hall should inform the relevant persons (e.g. Social Services, Police etc.). .

Staff and Volunteers of Capel Village Memorial Hall should also inform the relevant persons.

Record in writing all the details that you are aware of and what was said using the child’s, young person’s or vulnerable adult’s own words, as soon as possible.

In order to record you should include:

1. The date and time.
2. The child, young person or vulnerable adult’s name and address and date of birth if known.
3. The nature of the allegation.
4. A description of any visible injuries.
5. Your observations – e.g. a description of the child, young person or vulnerable adult’s behaviour and physical and emotional state.
6. Exactly what the child or young person said and what you said. Record the child, young person or vulnerable adult’s account of what has happened as close as possible.
7. Any action you took as a result of your concerns e.g. who you spoke to and resulting actions. Include names, addresses and telephone numbers.
8. Sign and date what you have recorded.
9. Store the information in accordance with relevant procedures, e.g. Data protection.
10. Monitor the situation.

Responding to Allegations or Concerns against a Member of Staff or Volunteer

Procedures as above 1-10

* Take the allegation or concern seriously.
* Consider any allegation or concern to be potentially dangerous to the child, young person or vulnerable adult.
* Record in writing on all the details that you are aware of as soon as possible.

Responding to Allegations or Concerns Against any other Person (e.g. Parent, Carer)

Procedures as above 1-10

* Take the allegation or concern seriously.
* Consider any allegation or concern to be potentially dangerous to the child, young person or vulnerable adult.

USEFUL NUMBERS

If concerned for the welfare of any child, young person or adult please contact Surrey MASH (Multi Agency Safeguarding Hub)

* MASH- 101
* Care Quality Commission  
  Telephone: 03000 616161 or email: enquiries@cqc.org.uk
* Elder Abuse Response  
  Telephone: 0808 808 8141 or email: enquiries@elderabuse.org.uk
* Respond  
  Telephone: 0808 808 0700 or email: admin@respond.org.uk
* Surrey domestic abuse helpline  
  Telephone: 01483 776822
* Surrey Police  
  Telephone: 101 or 01483 571 212
* In emergency call 999
* Childline-0800 111
* Age Concern-0800 009966