



SAFEGUARDING POLICIES AND PROCEDURES

The two groups of people to whom our Safeguarding applies are children and vulnerable adults.

There are many similarities in our duty of care to the two groups, but they are underpinned by different legislation and slightly different needs.

CHILDREN

The policy and procedures described here have been based on the following information, recommendations and resources:

- 1 The Children Act 2004
- 2 The Bolton Local Safeguarding Children Board and specifically its Framework for Action and definitions of Levels of Need
- 3 The NSPCC's website www.safenetwork.org.uk

Definition of the abuse and neglect of children

This can be physical abuse, emotional abuse, sexual abuse, on-line abuse, bullying, financial abuse, domestic abuse, FGM, professional abuse and neglect. The abuse can apply equally to able-bodied and disabled children.

BIWP policy is

- to have a set procedure for dealing with any indication of abuse;
- to have a Designated Lead to which all referrals should be made by volunteers;
- to communicate this procedure to all volunteers;
- to provide training and ensure awareness using NSPCC training packs;
- to ensure that the induction of volunteers deals with DBS certification where needed and also to do other criminal record checks;
- to ensure that the procedure for referring any sign of abuse is very clear to all volunteers.

Children and BIWP

There are two areas in which BIWP volunteers come into contact with children.

- 1) ACIS workshops and shows
- 2) When parents who are participants in the Project bring their children with them to a workshop or show.

In respect of 1) above, at ACIS workshops and shows, the children of refugees are closely supervised by their teachers at all times, including during workshops and when they are performing their reading and speaking in shows. At no time is any BIWP volunteer left alone with one or more children during a workshop or show. If a teacher has to leave the room for any reason there will always be at least one DBS certified member of BIWP present.

In respect of 2) above, if any activity is offered to the children of participants it will only be conducted and supervised by a DBS certificated volunteer and any other volunteers are not allowed to work with such children on their own.

We already have some DBS certificated volunteers. The intention is get them all certified at the enhanced level.

BIWP Procedure for Reporting any suspicion of Child Abuse

As mentioned above, volunteers will be trained to spot any signs of abnormal behaviour or any evidence of an unexplained suspicious injury or any inconsistent explanation of any such injury. In addition, a child may confide in a volunteer and allege an abuse of some kind. In such a case, the child should be listened to earnestly, but it is important that no questions are asked of the child. That is not the volunteer's job and might prejudice future investigation. The volunteer should immediately refer the evidence, or suspicion or alleged abuse to the Designated Lead for the Project whose phone number all volunteers have as a matter of course.

The Designated Lead then contacts the relevant Referral and Assessment Team immediately by phone and if out of office hours the Emergency Duty Team. The Team will advise when the parents should be told and by whom: normally this is very quickly. This is followed up by a written report of the referral from the Designated Lead to the Referral and Assessment Team within two days.

There must be no departure from this procedure.

VULNERABLE ADULTS

The policy and procedures described here have been based on the following information, recommendations and resources:

The Care Act 2014

Merton Council

Bolton Safeguarding Adults Board

Bolton Council

Definitions

In the law of England and Wales a wide definition is applied to meet the standard of vulnerable adult. Section 59 of the [Safeguarding Vulnerable Groups Act 2006](#) states that:

A person is a vulnerable adult if, having attained the age of 18, s/he —

- 1 is in residential accommodation,
- 2 is in sheltered housing,
- 3 receives domiciliary care,
- 4 receives any form of health care,
- 5 is detained in lawful custody,
- 6 by virtue of an order of a court, is under supervision per [Criminal Justice Act 2003 sections regarding community sentences](#);
- 7 receives a welfare service of a prescribed description,
- 8 receives any service or participates in any activity provided specifically for persons who has particular needs because of his age, has any form of disability or has a prescribed physical or mental problem. (Dyslexia, dyscalculia and dyspraxia are excluded disabilities),
- 9 has payments made to him/her or to an accepted representative in pursuance of arrangements under [Health and Social Care Act 2012](#), and/or
- 10 requires assistance in the conduct of own affairs.^{[1][2]}

In most parts of the world, the last section is the usual headlining definition for a vulnerable adult, i.e. the adult is unable to function cognitively or to adequately undertake basic day-to-day functions without the help or oversight of someone not impaired in these ways.

The core definition of “vulnerable adult” from the 1997 Consultation “Who Decides?” issued by the Lord Chancellor’s Department, is a person:

“Who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation”. This definition of an Adult covers all people over 18 years of age.

BIWP Policy is

- to have a set procedure for dealing with any indication of abuse;
- to have a Designated Lead to which all referrals should be made by volunteers;
- to communicate this procedure to all volunteers;
- to provide training and ensure awareness in order to recognise abuse of vulnerable adults;
- to ensure that the induction of volunteers deals with DBS certification where needed and also to do other criminal record checks;
- to ensure that the procedure for referring any sign of abuse is very clear to all volunteers.

Vulnerable Adults and BIWP

BIWP subscribes to the key values and key principles of the Bolton Adults Safeguarding Board as listed below:

Key Values of all those working with Adults Experiencing, or at Risk of Abuse or Neglect

Services will be provided irrespective of an individual's race, colour, gender, sexual orientation, age, type of disability, language, religion, political or other opinion, national or social origin, birth or other status.

In achieving the principles and values set out above, all those who work with adults will:

- Support them to express their views and wishes;
- Listen to their views and be open to change;
- Enable them to make decisions and choices wherever possible;
- Facilitate their independence wherever possible;
- Assist them to maintain confidence and a positive self-esteem;
- Ensure an appropriate balance between risk and choice;
- Enable them to feel able to complain without fear of retribution;
- Engage with family members and carers as partners;
- Work in partnership with other professional colleagues to ensure services are coordinated;
- Treat them with dignity and respect.

Key Principles of Partner Agencies of Bolton Safeguarding Adults Board

Member organisations of the Bolton Safeguarding Adults Board work to the following principles in all its developments to achieve the vision and adhere to its statement of purpose:

- **Principle 1 - Empowerment:** taking a person-centred approach, whereby users feel involved and informed, and their consent needed for decisions and actions to safeguard;
- **Principle 2 - Protection:** it is everybody's responsibility to act upon suspicions of [Abuse](#) to ensure that adults are afforded protection in law;
- **Principle 3 - Prevention:** it is better to take action before harm occurs; prevention should be the primary goal. Everyone has a role, from organisations to members of the public and communities;
- **Principle 4 - Proportionality:** ensuring outcomes are appropriate for the individual, and responses to allegations of abuse are proportionate to the risk and nature of the allegation;

- **Principle 5 - Partnership:** agencies and communities should work together to respond effectively and share information appropriately, ensuring the individual is involved;
- **Principle 6 - Accountability:** all agencies have a clear role and should be transparent and accountable for decisions that they make.

BIWP Procedure in the case of suspected abuse of a Vulnerable Adult

As mentioned above, volunteers will be trained to spot any signs of abnormal behaviour or any evidence of an unexplained suspicious injury or any inconsistent explanation of any such injury. In addition, a vulnerable adult may confide in a volunteer and allege an abuse of some kind. In such a case, the vulnerable adult should be listened to earnestly, but it is important that no questions are asked by the volunteer. That is not the volunteer's job and might prejudice future investigation. The volunteer should immediately refer the evidence, or suspicion or alleged abuse to the Designated Lead for the Project whose phone number all volunteers have as a matter of course.

The Designated Lead then refers any report on following the procedures defined in the Council's e-pack for Safeguarding Vulnerable Adults.

There must be no deviation from this procedure.

The work BIWP does with people comes under the category of a regulated activity.

From 10th September 2012 the definition of regulated activity related to 'vulnerable adults' changed. The Department of Health has published information on the scope of regulated activity in relation to adults.

Regulated activities are the activities that the Independent Safeguarding Authority can bar people from doing. It is a criminal offence for a barred person to seek to work, or work in, activities from which they are barred. It is also a criminal offence for employers or voluntary organisations to knowingly employ a barred person in regulated activity.

Regulated Activity (adults) sets out the scope of the barring regime for adults from 10 September 2012. For people who work in these roles the Criminal Records Bureau can provide an Enhanced Criminal Records Certificate with information about whether the individual is barred from working in regulated activity.