



Protection of Children and Vulnerable Adults Policy and Procedure

Version	1
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Related Procedural Documents	Risk Management Policy, Health & Safety Policy, Complaints Policy
<p>In the case of hard copies of this policy the content can only be assured to be accurate on the date of issue marked on the document.</p> <p>For assurance that the most up to date policy is being used, staff should refer to the version held on the Funtington District Community Centre website http://funtingtoncommunity.org/</p>	

1. Introduction

Funtington and District Village Hall and its grounds (the Hall) are owned by Funtington and District Village Hall Trust (the Trust): an unincorporated association and a registered charity: number 305373. Whilst attending the Hall, every child or vulnerable adult deserves to be safe and secure. They and their parents and carers need to feel sure that the people working in, or associated with the Hall, are trustworthy, responsible and will do everything they reasonably can to keep a vulnerable adult or a child safe from harm.

2. Purpose

While primarily intended to safeguard children and vulnerable adults, this policy is also meant to protect staff and others working at the Hall from any false allegation of improper conduct. With both those purposes in mind, the guidance herein is intended to help everyone understand how the policy is meant to be applied in practice.

3. Scope

The policy applies to:

- Any situation involving children and vulnerable adults.
- All those using or working at the Hall – including contractors

4. Definitions

A Child is anyone who has not reached their 18th birthday (Children Act 2004)

A Vulnerable adult is a person aged 18 years or over who is, or maybe, in need of community 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 his or herself against significant harm or exploitation (No Secrets 2000)

Abuse may be:

- Physical injury;
- Sexual abuse;
- Emotional abuse;
- Neglect.

5. Responsibilities

The Committee of Management (the Committee) of the Trust has overall responsibility for:

- The effective operation of this policy, providing training as and when necessary;
- Appointing and monitoring an appropriately vetted Designated Person;
- Taking any required action, should they receive information concerning an incident, or suspicion of abuse; and
- Ensuring, on a monthly basis, the receipt of details of any breaches of this policy and the actions taken.

The Designated Person will be the first person children, vulnerable adults, volunteers or others should approach with concerns or suspicions about abusive behaviour occurring at the Hall or at a Hall event. The Designated Person should:

- Be knowledgeable about the protection of children and vulnerable adults;

- Be an advisor to the Committee on best practice;
- Report any incidents to the Committee;
- Keep records of incidents and reports, together with any other relevant documentation;
- Ensure that individual records are maintained about the action taken by the Hall.

Contact details for the Designated Person is clearly displayed in the Hall

All those using or working at the Hall will:

- Take all reasonable steps to protect children or vulnerable adults from hazards of any kind whilst at the Hall or at a Hall event;
- Take appropriate action if an incident occurs;
- Strictly observe the code of behaviour as described within this policy; and
- Report any incident or suspicion of abuse to the Designated Person

6. Process

a) Do's and Don'ts for Working with Children

Do

- Remember the child comes first
- Behave professionally
- Treat everyone with respect
- Communicate on their level
- Listen
- Be aware: approachable and understanding
- Be aware of policy and procedure
- Report any suspicions to the Designated Person

Do Not

- Touch inappropriately
- Use inappropriate language
- Harm or frighten
- Be alone, if possible
- Threaten or be aggressive, shout
- Mistreat, demean, ignore, make fun of
- Force a child to do something they don't want to do
- Let a child expose him/herself to danger
- Take photos of children without permission
- Place yourself in a vulnerable position

b) Do's and Don'ts for Working with Vulnerable Adults

Do

- Be respectful and professional
- Listen, communicate
- Use common sense: be caring, attentive and aware
- Act in an appropriate manner
- Be sympathetic to their needs

- Be aware of your responsibility
- Be aware of policy and procedure
- Report any suspicions to the Designated Person

Do Not

- Treat as children
- Be aggressive
- Physically restrain
- Do anything of a personal nature they can do for themselves
- Re-enforce negative emotions/behaviours
- Engage in inappropriate behaviour
- Place yourself in a vulnerable position

c) **Protecting children or vulnerable adults from hazards or rash behaviour**

It is recognised that it is impossible to ensure that no child or vulnerable adult ever comes to harm on Hall property. **What we collectively and you as an individual must do is take all reasonable steps to protect them from likely risks.** You should also be alert to potential dangers at all times, taking swift appropriate action to ensure safety, 'Reasonable' and 'likely' are the operative words.

However, there is a duty to prevent children and vulnerable adults from coming to harm through their own actions.

- You need to judge carefully how to intervene;
- Often the best course of action is to guide them in a safe course of action, rather than just tell them to stop what they're doing, or it may work to distract them from something dangerous;
- If you have to tell them to stop what they're doing be clear and definite about it.
- Avoid being officious or challenging: you need to exert authority, not 'prove it';
- If, despite best efforts, they persist in jeopardising their own or other people's safety, get help if you can; and
- If they are in serious danger and you cannot persuade them away from it, you should treat this as an emergency and contact the appropriate services.

Restraint: If you think this is the best course of action, it must be with the minimum necessary for their safety: it must always be appropriate and reasonable. Otherwise, it may be regarded as assault.

Alcohol and Illegal Drugs: If there appears to be illegal drinking in or around the Hall, or you see anyone apparently taking drugs, giving them to others or being given them you should:

- Not try to stop them; and
- Notify the police. This does not necessarily mean that they will be charged with any offence, but should result in experienced handling of the situation.

What to do if an accident happens

- Depending on your judgement of the situation, go to the scene immediately if possible and/or summon First Aid assistance and/or contact the emergency services. It can be hard to tell if a child or vulnerable adult has been injured or

whether an injury is serious. If there is any doubt, err on the side of caution and contact the emergency services.

- The normal accident recording and reporting procedure applies

First Aid

- Unless there is good reason, First Aid should only be administered with consent. **A child cannot consent and a vulnerable adult may not be competent to do so.** The permission of, for example, a parent or accompanying adult should be sought;
- If possible treatment should only be given by a trained First Aider or Appointed Person;
- Always tell the injured party exactly what you are doing;
- Any treatment should be as little as necessary without threatening general well-being; and
- All incidents and details of any required treatment will be recorded.

d) . If an incident, or suspected incident, is reported to you

- Listen carefully;
- Check your understanding of the situation;
- Record what you have been told;
- Report it to the Designated Person or a member of the Committee at the earliest opportunity within 24 hours, so that any necessary action can be taken and recorded,

e) If an allegation is made against you

- Report it to the Designated Person or a member of the Committee, so that the issue may be investigated;
- As long as your behaviour was in line with this policy, it is highly unlikely that any allegation of misconduct will be justified. However, any allegation will be scrupulously investigated, with due regard for confidentiality; and
- If, following investigation, the allegation is deemed justified then, the appropriate actions will be taken.

f) Support in exercising your best judgement

It is appreciated that reporting any abusive, or suspected abusive behaviour, may call for judgment and, potentially, courage. You will have the support of the Committee in any such situation. If you are in any doubt as to what to do then you should contact the Designated Person.

g) Photographing

- Permission should be obtained from a parent, guardian, carer: firstly to take the photograph and secondly if the photograph is to be reproduced.
- General group photographs may be used if no individual can be identified.

7. Organisational Learning

- a) At each meeting of the Committee, the Designated Person will inform the Committee of the number and nature of any reported concerns involving the protection of children and vulnerable adults, the outcomes together with any action taken to prevent a recurrence.
- b) Annually, consideration will be given to the implications of concerns received. These considerations will be fed into the planning and management of future services, as part of both the Hall's and the Trust's self-evaluation.

