

SHACKLETON VILLAGE RESIDENTS' ASSOCIATION

SAFEGUARDING WORKBOOK

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Introduction

This Safeguarding Workbook is based on the policies within the Residence Association and to assist volunteers and supporters whilst ensuring all committee members, volunteers, supporters and visitors to any Residence Association event are in a Safe Environment.

These are practical guidelines to ensure everyone can understand their responsibility and deliver best practices where this involves interaction with children, young people, vulnerable adults and adults.

Health and Safety is, at the core of everything we do, and we will seek to conduct our business in such a way as to avoid harm to ALL who may be affected directly or indirectly by our activities.

What are our requirements

Shackleton Village Residents association has a responsibility to comply with the relevant legislation on Safeguarding.

Children Act 1989 and 2004: These acts are foundational to child protection law in England and Wales. They emphasise the welfare of the child as paramount and outline the responsibilities of local authorities and other agencies to safeguard children from harm.

Care Act 2014: This act places a general duty on local authorities to promote the wellbeing of individuals when carrying out care and support functions. It specifically addresses safeguarding adults and outlines the responsibilities of organisations to protect vulnerable adults from abuse and neglect.

Safeguarding Vulnerable Groups Act 2006: This legislation aims to prevent unsuitable individuals from working with children and vulnerable adults.

This workbook is designed to assist in compliance with the legislation for committee members, volunteers and anyone working on behalf of Shackleton Village Residents Association and anyone visiting any of our events.

Recruitment and Training

All the committee, residents, volunteers, anybody paid by the Association to carry out work on its behalf and working or volunteering directly with children, young people and vulnerable adults unsupervised are carefully recruited in line with good recruitment practice, to include:

- Have full and up to date Advance DBS Checks if their role meets the eligibility criteria outlined by the Disclosure and Barring Service.
- Familiarisation with the Safeguarding Policy and Procedure.
- Receive appropriate training and are provided with up to date and relevant information and guidance.
- Are provided with support appropriate with their responsibilities in relation to Safeguarding, and their requirement to maintain safe relationships, including a code of behaviour and that all the committee, residents, volunteers, anybody paid by the Association to carry out work on its behalf should be knowledgeable in the consequences of breaching that code.
- Are aware of their role in respect of the disclosure or discovery of abuse, the procedure for doing so and report the disclosure or discovery of abuse to the Designated Person for Safeguarding ASAP

Record Keeping

- Any concerns will be recorded in writing and kept securely to adhere to GDPR.
- Records should only include contacts and referrals made including date, time, reason and referral agency. Shackleton Village Residents Association will assist other relevant organisations, as far as it is able, during any investigation of a Safeguarding incident. This will include disclosing written and verbal information and evidence.

Definitions of abuse are

Key definitions and types of abuse in safeguarding adults include:

- Physical Abuse: Hitting, slapping, pushing, burning, misuse of medication, or inappropriate restraint.
- Sexual Abuse: Any sexual act, including rape or sexual assault, where the person does not or cannot consent.

- Psychological/Emotional Abuse: Threats of harm, abandonment, humiliation, intimidation, verbal abuse, or cyber-bullying.
- Financial/Material Abuse: Theft, fraud, exploitation, or pressure regarding wills, property, or benefits.
- Neglect and Acts of Omission: Failing to provide necessities like food, shelter, or medical care, or ignoring physical/emotional needs.
- Discriminatory Abuse: Harassment or unfair treatment based on age, race, gender, sexuality, or disability.
- Organisational/Institutional Abuse: Poor care standards, rigid routines, or neglect within an institution that violates a person's dignity.
- Self-Neglect: When a person fails to take care of their own personal hygiene, health, or surroundings, causing risk to themselves.
- Modern Slavery: Human trafficking, forced labour, and domestic servitude.

Best practices to adopt when a person is disclosing information

- Listen carefully to what they're saying.

Be patient and focus on what you're being told. Try not to express your own views and feelings. If you appear shocked or as if you don't believe them, it could make them stop talking and take back what they've said.

- Give them the tools to talk.

If they're struggling to talk to you, show them Childline's letter builder tool. It uses simple prompts to help them share what's happening and how they're feeling.

- Let them know they've done the right thing by telling you.

Reassurance can make a big impact. If they've kept the abuse a secret it can have a big impact knowing they've shared what's happened.

- Tell them it's not their fault.

Abuse is never a child's fault. It's important they hear, and know, this.

- Say you'll take them seriously.

They may have kept the abuse secret because they were scared, they wouldn't be believed. Make sure they know they can trust you and you'll listen and support them.

- Don't confront the alleged abuser.

Confronting the alleged abuser could make the situation worse for the child or adult.

- Explain what you'll do next.

For younger children, explain you're going to speak to someone who will be able to help. For older children and adults, explain you'll need to report the abuse to someone who can help.

- Report what the child has told you as soon as possible.

Report as soon after you've been told about the abuse so the details are fresh in your mind and action can be taken quickly. It can be helpful to take notes as soon after you've spoken to the child. Try to keep these as accurate as possible.

Whistleblowing

This section confirms the process for someone raising a safeguarding concern regarding Shackleton Village Residents Association.

Any allegation made against a person in a position of trust (committee member, Councillor or volunteer) should be reported to the designated safeguarding lead immediately. The matter will be investigated, and the appropriate action taken. The designated person for safeguarding should inform:

Warwickshire

To refer to the Local Authority Designated Officer (LADO), you will need to complete a Position of Trust Multi Agency Referral Form (MARF) (DOCX, 1.53 MB) and send it to lado@warwickshire.gov.uk

For any other advice on a concern with a Position of Trust please call 01926 745376.

Any concerns in relation to the Designated Safeguarding Lead should be reported directly to the LADO by any other committee member or resident.

Code of Behaviour

Everyone who works with children, young people and vulnerable adults is acting in a position of authority, responsibility and trust. Staff and volunteers are often seen as role models so it's essential that they behave in an appropriate way and can recognise and report any behaviour in others that might be a cause for concern.

It is essential everyone feels safe, comfortable and protected when interacting with children, young people and vulnerable adults. Below is further guidance to assist.

Appropriate relationships

- Whenever possible more than one adult should be present during activities with children, young people and vulnerable adults.
- If **Unexpectedly** you are with a child, young person or vulnerable adult on your own make sure you are somewhere with the person where other people can see and hear you and advise the designated safeguarding person afterwards.
- Set appropriate boundaries and do not be overly familiar with children, young people or vulnerable adults.

Inappropriate Behaviour

- Never give children your personal contact details. If you need to arrange meeting times, do this via the persons parents or carers.
- Never make inappropriate jokes or comments to or around children, young children or vulnerable adults.
- Don't add, follow or interact with children or young people on your personal social media account.
- Any physical contact must be appropriate, justifiable, approached sensitively and agreed to by the child, young person or vulnerable adult. It is very difficult to understand why physical contact may be required except in an emergency.
- Never invite children, young people or vulnerable adult into your home without parents or carers.
- Never visit children, young people or vulnerable adult at their home without a parent or carer present.
- Don't offer a child, young person or vulnerable adult a lift in a vehicle when they are on their own. If absolutely essential a second adult must be present in the vehicle.