



## **Community Orchard Project South East CIC**

### **SAFEGUARDING POLICY**

**Updated 28<sup>th</sup> April 2020**

#### ***Safeguarding is about:***

*Ensuring children and vulnerable adults are safe*

*Ensuring they have the best chance to make a success in life*

*Preventing anything that might put health or development at risk*

*Protecting others from abuse or neglect*

#### **Introduction and Background**

Community Orchard Project South East Community Interest Company is committed to the support, nurture and protection of all those we come into contact with. All Directors, staff and volunteers are required to read this document, sign and date at the bottom and return to the Safeguarding lead.

As an organisation that may work with vulnerable people, COPSE CIC has a duty of care to take necessary steps to safeguard and be responsible for the people we come into contact with. As part of this, COPSE CIC will actively share this Safeguarding Policy with all individuals and organisations we work with and will request a copy of the partner organisation's Safeguarding Policy in return.

#### **Safeguarding Adults and Children Policy**

Safeguarding is firmly embedded within the wider duties of all organisations. All adults and children have the right to live lives free from abuse and neglect. CCG's have particular responsibilities to safeguard the local population who may be unable to protect themselves from abuse or neglect.

Safeguarding is everyone's responsibility. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the wellbeing, views, wishes and beliefs of adults and children is promoted within safeguarding arrangements.

## Legislative Framework

The corporate responsibilities for Safeguarding Children are explicit and are predominantly informed by legislation and national directives. COPSE CIC is required to fulfil its legal duties under the Children Act 1989, and Section 11 of the Children Act 2004 and The Care Act (2014).

The following key guidance and legislation informs how COPSE CIC will discharge its function and duties to safeguard and promote the welfare of adults and children and young people and should be read in conjunction with Surrey Safeguarding Children Board Procedures Manual (SSCB) and Surrey Safeguarding Adults Board Procedures Manual (SSAB)

This policy sets out arrangements for safeguarding and promoting the welfare of our population. It should be read in conjunction with the following:

**Children and Young People** ☐ Children Act (1989) ☐ Children Act (2004) ☐ Children and Social Work Act (2017) ☐ Care Act (2014) ☐ Working Together to Safeguard Children (2018) ☐ Safeguarding Vulnerable People in the NHS – Accountability and Assurance Framework (2015) ☐ Promoting the Health and Well-being of Looked After Children - statutory guidance (2015) ☐ Safeguarding children and young people: roles and competences for health care staff, Intercollegiate Document (2014) ☐ Surrey Safeguarding Children Board Procedures ☐ Children and Families Act (2014) ☐ Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2018) ☐ General Data Protection Regulation (GDPR) & Data Protection Act (2018)

**Adults** ☐ Care Act 2014. ☐ Care and Support Statutory Guidance (Chapter 14 – Safeguarding) ☐ Mental Capacity Act (MCA) (2005) ☐ Safeguarding Vulnerable People in the NHS – Accountability and Assurance Framework (2015) ☐ Safeguarding adults: roles and competences for health care staff, Intercollegiate Document (2018). ☐ Deprivation of Liberty Safeguards (2009) ☐ Surrey Safeguarding Adults Board Procedures

## Principles

Effective safeguarding arrangements in every local area should be underpinned by the following key principles:

**Children and Young People** ☐ A co-ordinated approach - Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part. ☐ A child-centred approach to safeguarding: Everyone should follow the principles of the Children Acts 1989 and 2004 - that state - The child's welfare and needs are paramount – A child centred approach means keeping the child in focus when making

decisions about their lives and working in partnership with them and their families.  
(Working Together to Safeguard Children, HM Government 2018)

**Adults** The Government has issued a policy statement on adult safeguarding which sets out six principles for safeguarding adults for use by statutory bodies, including health and other agencies for both developing and assessing the effectiveness of their local safeguarding arrangements. The principles represent best practice and provide a foundation for achieving good outcomes:

- ☑ Empowerment - presumption of person led decisions and consent.
- ☑ Protection - support and representation for those in greatest need.
- ☑ Prevention of harm or abuse.
- ☑ Proportionality and least intrusive response appropriate to the risk presented.
- ☑ Partnerships - local solutions through services working with their communities.

Communities have a part to play in preventing, detecting and reporting neglect and abuse.

- ☑ Accountability and transparency in delivering safeguarding.

COPSE CIC will embrace the six principles of safeguarding as a thread of good practice running through all activities when discharging its duties at all levels of the organisation.

### **Scope**

This policy aims to ensure that no act or omission by COPSE CIC puts a service user at risk; and that the robust systems are in place to safeguard and promote the welfare of children and to protect adults at risk of harm and sets out a framework to do so.

This Policy is applicable to all staff and volunteers employed by COPSE CIC working in any location who may come into contact directly or indirectly with children and pregnant women and those working in settings whose main client / patient is an adult.

### **Definitions**

The definition of safeguarding is necessarily broad as there is a wide range of risks of abuse or neglect that can result in harm to children and adults.

### **Children and Young People**

For the purpose of this Policy a child (including the unborn) is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout.

Safeguarding and promoting the welfare of children is defined as:

- ☑ Protecting children from maltreatment
- ☑ Preventing impairment of children's health or development
- ☑ Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- ☑ Taking action to enable all children to have the best outcomes

### **Adults**

For the purpose of this Policy an 'adult' is defined as a person who is aged 18 or over

Adult Safeguarding is about protecting a person's right to live in safety, free from abuse and neglect. It is the promotion of the welfare of individuals and refers to the activity that is undertaken to protect specific adults who are at risk of harm or abuse as described in the Care Act 2014, which came into effect in April 2015 and which may affect an individual at different times during their lives.

An adult at risk (previously referred to as a vulnerable adult), is defined as an adult who:

☐ Has needs for care and support (whether or not the local authority is meeting any of those needs); and ☐ Is experiencing, or at risk of, abuse or neglect; and ☐ As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse and neglect" (Care Act 2014)

An adult at risk may be a person who:

☐ is frail due to age, ill health, physical disability or cognitive impairment, or a combination of these ☐ has a learning disability ☐ has a physical disability and/or a sensory impairment ☐ has mental health needs including dementia or a personality disorder ☐ has a long-term illness/condition ☐ misuses substances or alcohol

Neglect and abuse may occur within individual's homes and communities. Neglect and abuse may also occur through care provided by regulated health and social care services.

### **Roles and Responsibilities**

COPSE CIC needs to assure themselves that the organisations they work with have effective safeguarding arrangements in place and will work with others to ensure that services are in place to respond to children and adults at risk or who have been harmed, and delivering improved outcomes and life chances for the most vulnerable.

### **Procedure**

Where abuse to a vulnerable person is alleged, suspected, reported, or concerns are raised, the following reporting procedure must be followed within 24 hours.

#### **Respond>Report>Record.**

The confidentiality of the vulnerable person will be respected, and their consent obtained to share information wherever possible, as issues around abuse cannot be ignored.

The welfare of the individual is paramount. It is the responsibility of the person first becoming aware of a situation to deal with the immediate needs of the person (**Respond**). This may mean taking reasonable steps to ensure that he/she is in no immediate danger, and seeking medical treatment if required. The matter should not be discussed with any alleged perpetrator.

Any concerns should be reported to either the Safeguarding Lead, to any of the Directors, and ultimately to the appropriate local authority **(Report)**.

Details of the concern should be written down and recorded. This should include what has been seen, heard and any received information that has caused the concern. **(Record)**.

COPSE CIC will at all times endeavour to avoid exposing our staff, volunteers, partners or any member of our user groups to undue risk.

Updated 28<sup>th</sup> April 2020 by Claire Matthes

Directors

- Dr Susan Ryland

Read .././.... Signed.....


- Gareth Matthes ([gareth.copse@gmail.com](mailto:gareth.copse@gmail.com))

Read 28/04/2020  Signed.....

- Andrew Rothwell

Read .././.... Signed.....

- Claire Matthes – Safeguarding Lead ([clairematthes.copse@gmail.com](mailto:clairematthes.copse@gmail.com))

Read 28/04/2020  Signed.....

**Subject to approval at the next Directors' Meeting of COPSE CIC. Date tbc.**