

BARLEY VILLAGE HALL

CHILD PROTECTION AND VULNERABLE ADULTS POLICY

Adopted 08 December 2015

Definitions

For the purposes of this document:

“Child” is defined as any person under the age of eighteen years of age.

“Vulnerable adult” is defined by Section 59 of the Safeguarding Vulnerable Groups Act 2006.

Responsibilities

Barley Village Hall and its' users

- Promotes the health and welfare of children and vulnerable adults by providing opportunities for them to take part in activities within Barley Village Hall safely.
- Respects and promotes the rights, wishes and feelings of children and vulnerable adults.
- Promotes and encourages appropriate procedures to safeguard the well-being of children and vulnerable adults and protect them from abuse.
- Encourages all users of Barley Village Hall to adopt best practice to safeguard and protect children and vulnerable adults from abuse and minimise the risk to themselves.
- Requires all users of Barley Village Hall to adopt and abide by this Child and Vulnerable Adult Protection Policy and these procedures.
- Will review and evaluate this policy on a regular basis.

Principles

The welfare of children and vulnerable adults is everyone's responsibility, particularly when it comes to protecting them from abuse. Children and vulnerable adults have a lot to gain from the activities held at Barley Village Hall. Their natural sense of fun and spontaneity can blossom in the positive environment created by ourselves. It provides an excellent opportunity for them to learn new skills, become more confident, and maximise their own unique potential. This policy and these procedures are based on the following principles:

- The welfare of children and vulnerable adults is a primary concern.
- All children and vulnerable adults, whatever their age, culture, disability, gender language, racial origin, socio-economic status, religious belief, and / or sexual identity have the right to protection from abuse.

- It is everyone's responsibility to report any concerns about abuse and the responsibility of the Social Work Department and the Police to conduct, where appropriate, investigation.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal Data will be processed in accordance with the requirements of the Data Protection Act 1998.

Review:

This policy and these procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of children and vulnerable adults or any changes within Barley Village Hall.
- Following any issues or concerns arising about the protection of children or vulnerable adults from activities undertaken within Barley Village Hall.
- In all other circumstances, at least every three years.

Guidance:

This Child and Vulnerable Adult Policy and procedures apply to **everyone** who uses or is in any other way associated with Barley Village Hall. This includes Committee members, volunteers, parents, guardians, children and vulnerable adults themselves.

1. Code of Conduct for the Protection of Children and Vulnerable Adults

This code of conduct details the types of practice required by all everyone who uses or is in any other way associated with Barley Village Hall when in contact with children and vulnerable adults. The types of practice are categorised into:

- a. Good practice;
- b. Practice to be avoided; and
- c. Practice never to be sanctioned.

1.1 Good Practice

Barley Village Hall supports and requires the following good practice by everyone who uses or is in any other way associated with Barley Village Hall when in contact with children and vulnerable adults.

When working with children and vulnerable adults:

- Make activity fun, enjoyable and promote fair play.
- Always work in an open environment and avoid private or unobserved situations and encourage an open environment for activities.
- Treat all children and vulnerable adults equally, with respect and dignity.

- Put the welfare of each child or vulnerable adult first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children or vulnerable adults.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly, the child or vulnerable adult is informed of what is being done and their consent is obtained.
- Deliver educational instruction first verbally; second, role-modelled; and third, and only if necessary, physically – which must be accompanied by telling the child or vulnerable adult where you are putting your hands, why it is necessary and obtaining their consent.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships based upon mutual trust that empowers children and vulnerable adults to share in the decision-making process.
- Recognise the developmental needs and capacity of children and vulnerable adults and avoid excessive training or competition which could push them against their will or putting them under undue pressure.

First aid treatment

Everyone in their capacity as a user or in any other way associated with Barley Village Hall may be faced with the situation in which a child or vulnerable adult requires first aid or any form of medical attention whilst in their care. The following good practice must be followed:

- Be aware of any pre-existing medical conditions, medicines being taken, existing injuries and treatment required.
- Keep a written record of any incident that occurs, along with details of any treatment given.
- Where possible ensure access to medical advice and / or assistance is available.
- Only those with a current, recognised first aid qualification should respond to any incident.
- Where possible any course of action should be discussed with the child or vulnerable adult, in language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance should be obtained from a medically qualified professional as soon as possible.

- The child or vulnerable adult's parents, guardians or carers must be informed of any incident and any action taken as soon as possible, unless it is in the child's or vulnerable adult's interests and on the advice of a medical professional not to do so.
- Notify the Chairman or responsible person representing Barley Village Hall as soon as possible of the incident that has occurred along with details of any treatment given and other action taken, including assistance sought from medically trained professional and notification of the child / vulnerable adult's parents, guardians or carers. This information must be recorded in the accident book (*located with the first aid kit by the kitchen*) and signed by the Chairman or responsible person representing Barley Village Hall as soon as possible.

For taking and transporting children and vulnerable adults to and from Barley Village Hall

If it is necessary to provide transport or take children or vulnerable adults to or from Barley village Hall the following good practice must be followed:

- Where practicable request written consent of the parent, guardian or carer.
- Always tell another person that you are transporting a child or vulnerable adult, giving details of the route and anticipated length of the journey.
- Ensure all vehicles are roadworthy and correctly insured.
- All reasonable safety measures are taken including children in the back, the wearing of seatbelts, for example.
- Ensure, where possible, a male and female accompany mixed groups of children and vulnerable adults. These adults should be familiar with and agree to abide by the Barley Village Hall Child and Vulnerable Adult Protection Policy and these procedures.
- Always plan and prepare a detailed programme of activities and ensure copies are available for other members, parents, guardians or carers.

1.2 Practices to be avoided

Everyone in their capacity as a user or in any other way associated with Barley Village Hall is encouraged to avoid the following practices:

- Having "favourites" – this could lead to resentment and jealousy by other children or vulnerable adults and could lead to false accusations.
- Spending excessive amounts of time alone with children or vulnerable adults away from others.
- When away from home avoid entering the room of a child or vulnerable adult except in an emergency situation or in the interests of health and safety. If it is necessary to enter a room, the door should remain open at all times, where appropriate.

- Taking children or vulnerable adults to your home.
- Doing things of a personal nature for children and vulnerable adults that they can do for themselves.

Important note:

It may be necessary to do things of a personal nature for children and vulnerable adults, particularly if they are very young or vulnerable. These tasks should only be carried out with the full understanding and consent of the child or vulnerable adult and where possible their parents, guardians or carers. It is important to respect their views. If a person is fully dependent on you, talk with him / her about what you are doing and give choices where possible, particularly so if you are involved in dressing or undressing of outer clothing, or where physical contact, lifting or assisting a child or vulnerable adult to carry out a particular activity. Do not take the responsibility for tasks for which you are not appropriately trained or for tasks for which you have not got explicit consent.

1.3 Practice Never to be sanctioned

Everyone in their capacity as a user or in any other way associated with Barley Village Hall must not sanction the following practices:

- Engagement in sexually provocative games, including horseplay.
- Engagement in rough or physical contact except as permitted within the rules of any game or competition which may be undertaken within the context of the objects of the organisation or activity being undertaken.
- Forming intimate emotional or physical relationships with children or vulnerable adults.
- Allowing or engaging in touching a child or vulnerable adult in a sexually inappropriate manner.
- Allowing the use of swearing or sexualised language to a child or vulnerable adult or by a child or vulnerable adult to go unchallenged.
- Making sexually suggestive comments or gestures to a child or vulnerable adult, even in fun.
- Reducing a child or vulnerable adult to tears as a form of control.
- Allowing allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Sharing a room with a child or vulnerable adult for sleeping accommodation.
- Inviting or allowing children or vulnerable adults to stay with you at your home.

Important note:

In special cases sharing may be required for health and safety reasons or if the child is very young or the child or adult is particularly vulnerable. If so, explain why this is necessary to the child or vulnerable adult and their parent, guardian or carer and seek consent. Where possible ensure that at least two adults, preferably male and female, are in the room.

1.4 Reporting

If anyone in their capacity as a user or in any other way associated with Barley Village Hall has concerns about an incident involving a child or vulnerable adult that seems untoward or unusual they must report their concerns as soon as possible to the Social Services and / or the Police. Parents, guardians or carers should also be informed of the incident as soon as possible unless it is not in the child or vulnerable adult's interest to tell them.

Following completion of the above responsibilities will be necessary to notify the Chairman or responsible person representing Barley Village Hall as soon as possible of the incident that has occurred along with details of action taken.

Report, record and inform if the following occur:

- If you accidentally hurt a child or vulnerable adult.
- If a child or vulnerable adult seems distressed in any manner.
- If a child or vulnerable adult misunderstands or misinterprets something you have said or done.
- If a child or vulnerable adult appears to be sexually aroused by your actions.
- If a child or vulnerable adult needs to be restrained.

Guidance

This code of conduct has been developed to achieve good practice and reinforce common sense principles and provides clear expectations of everyone in their capacity as a user or in any other way associated with Barley Village Hall of the specific responsibilities they must uphold when using Barley Village Hall.

This code of conduct provides a set of standards of acceptable and unacceptable behaviour when engaging with children or vulnerable adults.

2. Identifying and Managing Bullying

The lives of many people are made miserable by bullying. Victims of bullying can feel lonely, isolated and deeply unhappy. It can have a devastating effect on a child or vulnerable adult's self-esteem and destroy their self-confidence and concentration. They may become withdrawn and insecure, more cautious and less willing to take any sort of risk. They may feel it is somehow their fault and that there is something wrong with them and at worst cause depression and / or feelings of worthlessness that lead to suicide.

Barley Village Hall aims to create an atmosphere where bullying of children and vulnerable adults is unacceptable and to help manage bullying issues.

3. Photographing, Videoing and Filming of Children and Vulnerable Adults

There is evidence that some people have used community-based activities as an opportunity to take inappropriate photographs or film footage of children and vulnerable adults. The following procedures have been developed to protect children and vulnerable adults.

The following is required of anyone in their capacity as a user or in any other way associated with Barley Village Hall at events or activities where children or vulnerable adults will be participating:

- Where appropriate all materials promoting events or activities held at Barley Village Hall shall state that accredited photographers will be present. Those accredited photographers present will wear a specific identification badge or sticker which must be clearly displayed at all times by photographers, film and video operators on the day of the event.
- Where possible consent from the parent, guardian or carer for photographing, videoing and / or filming of a child or vulnerable adult must be obtained prior to the event or activity being held.
- Where possible anyone wishing to use photographic, film or video equipment at a venue must obtain the prior approval of Barley Village Hall.
- No unsupervised access or one-to-one sessions are to be permitted unless this has been approved in advance by the child or vulnerable adult, parent, guardian or carer and Barley Village Hall.
- Barley Village Hall reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- The requirements above are publicly promoted to ensure all people present at the event or activity understand the procedure and are aware of who to contact if any concerns arise.

3.1 Concerns about Photographers, Video and Film Operators

If anyone in their capacity as a user or in any other way associated with Barley Village Hall has concerns about an incident involving a child or vulnerable adult that seems untoward or unusual they must report their concerns as soon as possible to the Social Services and / or the Police. Parents, guardians or carers should also be informed of the incident as soon as possible unless it is not in the child or vulnerable adult's interest to tell them.

Following completion of the above responsibilities will be necessary to notify the Chairman or responsible person representing Barley Village Hall as soon as possible of the incident that has occurred along with details of action taken.

4. Children or Vulnerable Adults in Publications and on the Internet

Websites and publications provide excellent opportunities to broadcast achievements and celebrations of individuals to the world and to provide a showcase for the activities of an organisation. In some cases, however, displaying certain information about children and vulnerable adults could place them at risk. The following procedure will therefore be followed of anyone in their capacity as a user or in any other way associated with Barley Village Hall to ensure Barley Village Hall publications and Barley Village Hall information on the internet do not place children and vulnerable adults at risk.

Barley Village Hall publications and Barley Village Hall information on the internet must adhere to the following:

- Publications or information on the internet must never include personal information that could identify a child or vulnerable adult e.g. home address, e-mail address, telephone number of a child or vulnerable adult. Any contact information must be directed to either Barley Village Hall or any other relevant organisation's address such as an event or activity organiser or club.
- Before publishing any information about a child or vulnerable adult, written consent must be obtained from the child or vulnerable adult's parent, guardian or carer. If material is changed from the time of consent, the parents, guardians or carers of the child or vulnerable adult must be informed and consent provided for the changes.
- The content of photographs or videos must not depict a child or vulnerable adult in a provocative way or state of partial undress other than when depicting a sporting activity. Where relevant a tracksuit may be the appropriate attire. Children and vulnerable adults must never be portrayed in a demeaning or tasteless manner.

- For photographs or videos of groups or teams of children or vulnerable adults ensure that only the group or team is referred to, not individuals. Credit for achievements by a child or vulnerable adult are to be restricted to first names only.
- All published events involving children or vulnerable adults must be reviewed to ensure information will not put children or vulnerable adults at risk. Any publications of specific meetings or child / vulnerable adult events must not be distributed to any individuals other than those directly concerned with the child, vulnerable adult, activity or event.
- Particular care must be taken in publishing photographs, films or videos of children or vulnerable adults who are considered particularly vulnerable, for example the subject of a child or vulnerable adult protection issue or custody dispute.
- Particular care is to be taken in publishing photographs, films or videos of children or vulnerable adults with physical, learning and / or communication or language disabilities, as they could be particularly vulnerable to abuse.

Important note: any concerns about publications or enquires should be reported to Chairman or responsible person representing Barley Village Hall as soon as possible.

Guidance

It is recognised that it may be challenging in some circumstances to monitor conduct in regard to the procedures outlined for photographing, videoing and filming of children or vulnerable adults. However it is important that all users, organisations or persons in any other way associated with Barley Village Hall to ensure Barley Village Hall are aware of their responsibilities, procedure are followed and good practice is achieved in order to reduce the risks to children and vulnerable adults are reduced. Barley Village Hall will endeavour to promote these principles as laid down in all instances where children or vulnerable adults are present at events or activities held within Barley Village Hall.

5. Responding to Disclosures

Information received by Barley Village Hall about or from a child or vulnerable adult may fall into one of the following categories:

1. Suspicion, or allegation, of misconduct against someone who is a user of Barley Village Hall.
2. Suspicion, or allegation, of abuse against someone who is a user of Barley Village Hall.
3. Suspicion, or allegation, of inappropriate behaviour against someone who is a user of Barley Village Hall.

4. Suspicion, or allegations, in any of the above categories against someone who is not a user of Barley Village Hall.

If unclear about the nature of information (and therefore which category the disclosure falls into) advice must be sought from the Police or Social Services.

It is not the responsibility of anyone connected with Barley Village Hall to decide whether or not a child or vulnerable adult has been abused. It is however everyone's responsibility to report any concerns which are brought to their notice.

It is very important that all users, organisations or persons in any other way associated with Barley Village Hall understand what is meant by the term 'abuse'. The different types of abuse are:

- Emotional abuse.
- Neglect.
- Physical abuse.
- Sexual abuse.
- Negative discrimination.
- Bullying (including bullying by gangs; bullying by family members; physical bullying; verbal bullying; teasing and harassment).

5.1 How to listen to a disclosure

It is important to listen carefully to the information a child or vulnerable adult discloses. When listening to a disclosure the following good practice is required:

- React calmly so as not to frighten the child or vulnerable adult.
- Listen to the child or vulnerable adult.
- Do not show disbelief.
- Tell the child or vulnerable adult that he / she is not to blame and that it was right to tell.
- Take seriously what you are told by the child or vulnerable adult, recognising the difficulties inherent in interpreting what a child or vulnerable adult says, especially if they have a speech disability and / or language differences.
- Do not pre-suppose that the experience was bad or painful – it may have been neutral or even pleasurable. Always avoid projecting your own reactions onto the child or vulnerable adult.
- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what been said.
- If you need to clarify or the statement is ambiguous, use open-ended, non-leading questions.

- Do not introduce personal information from either your own experiences or those of other children or vulnerable adults.
- Reassure the child or vulnerable adult.

Actions to avoid

When receiving a disclosure:

- Avoid panic
- Avoid showing shock or distaste.
- Avoid probing for more information than is offered.
- Avoid speculating or making assumptions.
- Avoid making negative comments about a person against whom an allegation has been made.
- Avoid approaching an individual against whom an allegation has been made.
- Avoid making promises or agreeing to keep secrets.
- Avoid giving a guarantee of confidentiality.

5.2 Responding to a Suspicion of Allegation of Inappropriate Behaviour or Misconduct

In your capacity as a user or in any other way associated with Barley Village Hall a child or vulnerable adult may disclose information to you about a person that leads to a suspicion or allegation of misconduct or inappropriate behaviour.

If the disclosure is about an incident that occurred during an event or activity held at Barley Village Hall:

- Listen to the child or vulnerable adult as detailed above.
- Acknowledge the information received.
- Pass the information to the organiser of the event or activity as soon as possible. If appropriate the parents, guardians or carers of the child or vulnerable adult should also be notified.
- Make a written record of the disclosure as soon as possible on the day you received the disclosure.
- Sign and date the record and ensure a copy is given to the Chairman or responsible person representing Barley Village Hall.

Establishing the basic facts

It is important to clarify the basic facts to establish whether there is reasonable cause to suspect or believe that misconduct has occurred. If the basic facts support a suspicion or allegation of misconduct or inappropriate behaviour the matter needs to be dealt with by reporting to the Police and / or Social Services.

5.3 Responding to a Suspicion or Allegation of Abuse

All allegations of abuse must be taken seriously. Although false allegations of abuse do occur, they are less than usual. If a child or vulnerable adult says or indicates that he / she is being abused, or information obtained which gives concern that a child or vulnerable adult is being abused, you must react as soon as possible that day in line with the following procedures.

Where there is uncertainty about whether the concern relates to abuse or misconduct or inappropriate behaviour, you must first consult the Chairman or responsible person representing Barley Village Hall for advice on the appropriate course of action. If the Chairman or responsible person representing Barley Village Hall is unavailable, external agencies such as the Police or Social Services must be consulted for advice. This is important because they have an overview of child protection issues and may well have other information that together causes concern.

On receiving information that leads to a suspicion or allegation of abuse:

- Listen to the child or vulnerable adult.
- Pass your concerns to the Police or Social Services in the area where the abuse is alleged to have occurred immediately and act upon any advice given. At the earliest opportunity report your concerns and action taken to the Chairman or responsible person representing Barley Village Hall.
- Make a full written record of what has been seen, heard, told to you as soon as possible in the child or vulnerable adult's own words. The information must, where known, include the following:

Name of child/vulnerable adult;

Age, date of birth of child/vulnerable adult;

Home address and telephone number of child/vulnerable adult;

The nature of the allegation in the child/vulnerable adult's own words;

Any times, dates or other relevant information;

Whether the person making the report is expressing their own concerns or the concerns of another person;

The child/vulnerable adult's account, if it is given, of what has happened and how the injuries occurred;

The nature of the allegation (including all of the information obtained during the initial account e.g. time, date, location of alleged incident);

A description of any visible (when normally addressed) injuries or bruising, behavioural signs, indirect signs (do not examine the child/vulnerable adult);

Details of any witnesses to the incident;

Whether the child/vulnerable adult's parents/guardians/carers have been contacted;

Details of anyone who has been consulted and the information obtained from them;

If it is not the child/vulnerable adult making the report, whether the child/vulnerable adult has been spoken to, if so what was said.

Record, sign and date on the date what you have seen, heard or been told.

If making an electronic copy do not save to the hard drive or USB stick. Print off the record, sign and date, then delete any electronics copies, that day.

Pass the record to the Social Work Department or the Police.

Remember. Listen. Respond, Report and Record

5.4 Actions for the users of Barley Village Hall when reporting concerns are Reported

Before taking any action the users of Barley Village Hall must always seek advice from the Police or Social Work Department.

Thereafter:

- **Establish Basic Facts** – initially clarify the basic facts to establish whether there is reasonable cause to suspect or believe that a person may have been abused a child and/or vulnerable adult.

Important note:

- This may necessitate the child or vulnerable adult involved being asked some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts, It may also be necessary to ask similar basic questions of other children, or other appropriate individuals. After seeking advice from the Police and/or Social Work Department, the parent/guardians may be approached to provide consent to speak to a child/vulnerable adult.

- Advice must be sought from the Police and or Social Work Department as to whether the member about whom the allegation has been made may be approached as part of the enquiry.

Making a Referral in cases of suspected and/or alleged abuse:

If the basic facts support a suspicion or allegation of abuse:

- The users of Barley Village Hall will refer the suspicion and/or allegation to the Social Work Department and the Police, as soon as possible on that day.
- Appropriate steps may be required to ensure the safety of the child or vulnerable adult who may be at risk.
- A record should be made of the name and designation of the Social Work department member of staff or the Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is required
- Following the advice from the Social Work Department and /or Police, the parent/guardian of the child or vulnerable adult should be contacted as soon as possible.

Important note: Reporting of the matter to the Police or Social Work department must not be delayed by attempts to obtain more information.

Possible outcomes following advice from Police.

Where the initial enquiry reveals that there is a reasonable cause to suspect or believe that a person has abused a child and/or vulnerable adult there will be an investigation. There are two types of investigation that can result:

- A child protection investigation
- A criminal investigation.

5.5 Managing the person against whom the allegation has been made.

Following advice from the Police, if the decision is made that the person against whom the allegation has been made is to be informed, the person should be told that an allegation has been made which suggests abuse. It is essential to preserve evidence for any criminal proceedings whilst at the same time safeguarding the rights of the person.

Confidentiality

Members receiving information about possible abuse should always treat that information as confidential in the sense that it must not be disclosed to anybody except those having a legal duty to receive it, for example the Police, a social worker, the Barley Village Hall chairperson.

Appendix attached

Flowchart – procedure for responding to suspicions and or allegations of abuse of a child or vulnerable adult.