



# Child and Vulnerable Adult Safeguarding Policy and Code of Conduct

## Achieving Results in Communities (ARC)

### ARC Policy statement

*Achieving Results in Communities (ARC)* has a duty of care to safeguard all children and vulnerable adults involved in ARC's activities from harm. All children and vulnerable adults have a right to protection, and the needs of disabled children and adults must be taken into account. ARC will ensure the safety and protection of all children and vulnerable adults involved in ARC through adherence to the goals outlined in this Child and Vulnerable Adult Safeguarding and by requesting that staff (both employees and contractors) and volunteers abide by the Child and Vulnerable Adult Safeguarding Code of Conduct.

**A child** is defined as a person under the age of 18 (The Children's Act 1989).

**A vulnerable adult** is defined as a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

A vulnerable adult may include a person who:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Is elderly and frail</li><li>• Has a mental illness including dementia</li><li>• Has a physical or sensory disability</li><li>• Has a learning disability</li></ul> | <ul style="list-style-type: none"><li>• Has a severe physical illness</li><li>• Is a substance misuser</li><li>• Is homeless</li></ul> |
|---|--|

### Policy aims

The aim of the ARC Child and Vulnerable Adult Protection Policy is to promote good practice:

- providing children, young people and vulnerable adults with appropriate safety and protection whilst in the care of ARC
- allow all staff /volunteers to make informed and confident responses to specific child and vulnerable adult protection issues.

### Policy areas

#### 1) Recruitment, induction and training of staff and volunteers

ARC recognises that anyone may have the potential to abuse children or vulnerable adults in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children or vulnerable adults.

All staff, contractors, committee members, trustees, volunteers and students working or volunteering directly with children, young people or adults at risk are carefully recruited and trained in line with good recruitment practice, to include:

- Gather registration details including current address and phone number.
- Seek at least one, ideally two, verified references for new staff or volunteers.
- Carry out full and up to date Criminal Record checks if the role meets the eligibility criteria outlined by the Disclosure and Barring Service.
- Ensure familiarisation with the Safeguarding Policy and that Code of Conduct has been read and signed.
- Ensure familiarisation of ARC Guidelines for Setting and Maintaining Boundaries
- Provide appropriate training, information and support appropriate with their responsibilities in relation to Safeguarding, helping them to maintain safe relationships and to be alert to the signs of abuse.

- Clarify roles in case of the disclosure or discovery of abuse, and the procedure reporting the disclosure or discovery of abuse to the Designated Person for Safeguarding.

**2) Reporting**

- All concerns, allegations or suspicions will be treated seriously and reported to the designated person for safeguarding as soon as possible and logged accordingly.
- The designated persons at ARC CIC are: Kath Pasteur: [kath@arccic.co.uk](mailto:kath@arccic.co.uk) phone: 07814 605245  
Kristie Naimo: [kristie@arccic.co.uk](mailto:kristie@arccic.co.uk) phone 07906 262364.
- The designated persons for safeguarding are responsible for devising an appropriate plan of action as outlined in the Code of Conduct.

**3) Record Keeping**

- Any concerns will be recorded in writing and stored in a manner compliant with data protection legislation.
- Records should include contacts and referrals made including date, time, reason and referral agency.
- ARC will assist other relevant organisations, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.

**4) General working practice**

ARC will ensure that they:

- take seriously any concerns raised;
- take positive steps to ensure the protection of children and vulnerable adults who are the subject of any concerns;
- support children, vulnerable adults, staff or other adults who raise concerns or who are the subject of concerns;
- act appropriately and effectively in instigating or co-operating with any subsequent process of investigation;
- work in partnership with parents/carers and/or other professionals to ensure the protection of children and vulnerable adults.

This policy and the following Code of Conduct will be reviewed annually by the Directors. All aspects of the policy are monitored as an ongoing practice.

Name:.....Kristie Naimo.....

Signed:..........

Date:.....26/09/2022.....

# Child and Vulnerable Adult Safeguarding – Staff and Volunteer Code of Conduct

All ARC staff (employed or contracted) and volunteers working with children or vulnerable adults must sign up to and abide by this Code of Conduct.

## In general it is inappropriate to:

- spend excessive time alone with children or vulnerable adults away from others
- take children or vulnerable adults to your home, especially where they will be alone with you.

## Staff and volunteers must never:

- act in ways that may be abusive or may place a child or vulnerable adult at risk of abuse.
- develop relationships with children or vulnerable adults which could be deemed sexual, exploitative or abusive
- use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- do things for children or vulnerable adults of a personal nature that they can do for themselves
- condone / participate in behaviour of children or vulnerable adults which is illegal, unsafe or abusive
- act in ways intended to shame, humiliate, belittle or degrade children or vulnerable adults
- discriminate against or favour particular children or vulnerable adults to the exclusion of others.

This is not an exhaustive or exclusive list. The principle is that staff should avoid actions or behaviour which may constitute poor practice or potentially abusive behaviour.

## It is important for all staff and others in contact with children or vulnerable adults to:

- be aware of situations which may present safeguarding risks and manage these
- plan and organise the work and the workplace so as to minimise safeguarding risks
- ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed
- empower children and vulnerable adults - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

## It is helpful to be aware of and alert to the signs that someone is really struggling outside of our sessions:

- if you have any concerns you can approach the person in question make sensitive enquiries and follow the steps outlined below.
- alternatively alert another staff member or designated person to look into the matter.

### Signs of abuse

- |                                 |                      |                               |
|---------------------------------|----------------------|-------------------------------|
| • Suddenly behaving differently | • Withdrawn          | • Anxious                     |
| • Clingy                        | • Depressed          | • Aggression                  |
| • Taking risks                  | • Missing sessions   | • Talking about suicide       |
| • Obsessive behaviour           | • Poor concentration | • Lack of, or excess of money |
| • Drugs                         | • Alcohol            | • Self-harm                   |
| • Drowsy / falling asleep       | • Soiled clothes     | • Changes in eating habits    |

## Advice for handling disclosures from an individual who is really struggling:

- Listen carefully to what is being said and take the statements seriously
- Do not ask leading questions – let the person explain the situation themselves.
- Write down as soon as you can exactly what has been said
- Tell the child or vulnerable adult that it is not their fault
- Tell the child or vulnerable adult what you are going to do (i.e. tell the designated person for safeguarding at ARC) so they are not left worrying what will happen next
- Say thank you to them for their disclosure
- Take care of yourself and work out how you are feeling
- Tell the designated person for safeguarding at ARC.

## All incidents or disclosures must be reported in the following way:

All concerns, allegations or suspicions must be treated seriously and reported to the designated person for safeguarding as soon as possible and logged accordingly.

### The designated people at ARC CIC are:

**Kath Pasteur: [kath@arccic.co.uk](mailto:kath@arccic.co.uk) phone: 07814 605245.**

**Kristie Naimo: [kristie@arccic.co.uk](mailto:kristie@arccic.co.uk) phone: 07906 262364**

The designated person for safeguarding will then devise an appropriate plan of action. The exact nature of the action taken will be determined by the individual circumstances

- If a child or vulnerable adult is in immediate danger contact the police: phone 999 or 101
- Alternatively, for concerns regarding a child or young person it may be appropriate to contact the Multi-Agency Safeguarding Hub (MASH): phone 01926 414144. Discuss your concerns with the duty social worker. Contact should be made on **01926 886922** outside of normal office hours.
- In the event of concerns for an **adult at risk** within Warwickshire, the matter should be reported to the Adult Social Care Team on **01926 412080**.
- The designated person for safeguarding should inform Warwickshire County Council's Local Authority Designated Officer (LADO) who will advise on next steps: 01926 743433 / [lado@warwickshire.gcsx.co.uk](mailto:lado@warwickshire.gcsx.co.uk).

If a disclosure is made by a group user, care should be taken to explain the procedure that will be followed to them and they should be told that it may not be possible for ARC to maintain confidentiality.

I have read ARC's Safeguarding Code of Conduct and will abide by its requirements whilst working for or volunteering for ARC.

Name:.....

Signed:.....

Date:.....