



# Child and Vulnerable Adult Safeguarding Policy and Code of Conduct

## Achieving Results in Communities (ARC)

### Background

Achieving Results in Communities (ARC) is a Community Interest Company that supports people to access and engage with the outdoors for the benefit of their physical and mental health and wellbeing.

ARC delivers activities with:

- Children, typically accompanied by a teacher or by a parent or guardian
- Adults struggling with their mental health, socially isolated or recovering from an addiction
- Members of the general public where vulnerabilities may exist though are less obvious
- Volunteers, where vulnerabilities may be known and unknown.

ARC has a commitment to our safeguarding responsibility towards all participants, staff and volunteers who engage in our different activities.

### ARC Policy statement

All children and vulnerable adults have a right to protection. ARC will ensure the safety and protection of all children and vulnerable adults involved in ARC through adherence to the goals outlined in this policy and by requesting that staff (both employees and contractors) and volunteers abide by the Child and Vulnerable Adult Safeguarding Code of Conduct Annex 1.

**Child:** A child is defined as a person under the age of 18 (The Children's Act 1989). Working Together (2018) sets out the statutory guidance in respect of children's safeguarding and promoting the welfare of children, and defines this as:

- 1) Protecting children from maltreatment,
- 2) Preventing impairment of children's mental and physical health or development,
- 3) Ensuring that children grow up in circumstances consistent with the provision of safe and effective care,
- 4) Taking action to enable all children to have the best outcomes.

**Vulnerable Adult:** The Care Act 2014 definition of a vulnerable adult is one where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)

- 1) has needs for care and support (whether or not the authority is meeting any of those needs),
- 2) is experiencing, or is at risk of, abuse or neglect, and
- 3) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

For the avoidance of doubt, for the purpose of implementing this policy, adults participating specifically in ARC “Wellbeing in Nature” (i.e. Foundry Wood Wellbeing, Packmores Wellbeing and Tallis Wood Wellbeing) services should be classed as ‘vulnerable adults’ who are at risk of abuse or neglect.

The policy provides clarity that not all incidents or concerns are safeguarding incidents. For an incident to be classified as a safeguarding incident, it must relate to:

- A vulnerable adult at risk of or experiencing abuse or neglect
- A child who requires protection from harm to enable them to have the best outcomes in life.

## **Policy aims**

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

- providing children and vulnerable adults with appropriate safety and protection whilst participating in activities managed or delivered by ARC staff and contractors.
- allowing all directors, staff, contractors and volunteers to make informed and confident responses to specific child and vulnerable adult protection issues, and remain safe themselves.
- ensuring children and vulnerable adults are given a voice by creating an environment and providing opportunities for them to tell ARC what risks there are to them and how ARC can help keep them and others safe.

## **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, directors, volunteers and students working or volunteering directly with children or vulnerable adults 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 all new staff, and any volunteers working with vulnerable adults or children as part of their role.
- Carry out Enhanced DBS checks for all staff, and for any volunteers who might have occasion to spend time alone with vulnerable adults or children as part of their role.
- 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 Safeguarding Lead Officer (DSLO) at ARC CIC is: Kath Pasteur (ARC staff and Director): [kath@arccic.co.uk](mailto:kath@arccic.co.uk) phone: 07814 605245 and the Director Safeguarding Lead is: Anna Hargrave (ARC Director): [anna12hargrave@gmail.com](mailto:anna12hargrave@gmail.com) phone 07800 641594.

- Any concerns or disclosures will be recorded in writing and stored in a manner compliant with data protection legislation.
- 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.

### 3) Responsibilities

**Directors** have overall responsibility for

- promoting an open and positive culture within ARC where safeguarding is viewed as a priority.
- ensuring suitable safeguarding policies and procedures are in place and reviewing these on an annual basis.
- receiving reports on the implementation of such policies within ARC.
- receiving timely reports on safeguarding incidents and their management by ARC.
- the designated Director Safeguarding Lead (DSL) has a designated role profile detailing the accountability for safeguarding within ARC activities.

The **DSLO** has responsibility for ensuring the implementation of this policy, its regular review, and updating as required. They should record any specific safeguarding risks or disclosures and ensure they are effectively managed, escalating to the Director Safeguarding Lead, if necessary.

**Everyone** at ARC has a responsibility to

- be alert to signs of abuse and be open to receiving disclosures that a child or vulnerable adult may be experiencing or be at risk of abuse.
- take seriously any concerns raised
- ensure that concerns about vulnerable children and adults are reported immediately to the DSLO or DSL and reported appropriately.

### 4) Policy Compliance

ARC considers failure of any director, member of staff, contractor or volunteer to adhere to this policy and / or its associated procedures to be a serious matter which could result in disciplinary action.

### 5) Whistleblowing

ARC is committed to ensuring that employees and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation. See ARC Whistle-blowing Policy.

### 6) Risk

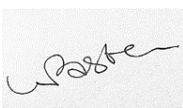
ARC maintains risk assessments for all programme activities which include measures for safeguarding, available on request.

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.

Date of Next Review: January 2025

Name: ... Kath Pasteur

Signed:



Date: 19th June 2024

## Annex 1 - Child and Vulnerable Adult Safeguarding – Code of Conduct

All ARC staff (employed or contracted), directors 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 time alone with children or vulnerable adults away from others or out of public view. In circumstances where this cannot be avoided, always inform another adult (e.g. a colleague) where you are, with whom and what you are doing.
- take children or vulnerable adults to your home, especially where they will be alone with you.
- have online contact with children or vulnerable adults including on social media sites such as Facebook, Instagram, etc.

### 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.

### All staff and others in contact with children or vulnerable adults should:

- promote the safety and welfare of children and vulnerable adults at all times
- 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.
- report all concerns and disclosures (including any historic unreported concern or disclosure)

### Be aware of and alert to the signs that someone is experiencing abuse:

- 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	• Lack of, or excess of money
• Clingy	• Depressed	• Aggression
• Taking risks	• Missing sessions	• Talking about suicide
• Obsessive behaviour	• Poor concentration	• Anxious

• Drugs	• Alcohol	• Self-harm
• Drowsy / falling asleep	• Soiled clothes	• Changes in eating habits

**Advice for handling disclosures from an individual experiencing abuse:**

- 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 Safeguarding Lead Officer as soon as possible and logged accordingly.

**The Designated Safeguarding Lead Office (DSLO) at ARC is:**

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

In cases where the DSLO is unavailable or staff or volunteer prefer the Director Safeguarding Lead (DSL) at ARC is: Anna Hargrave: [anna12hargrave@gmail.com](mailto:anna12hargrave@gmail.com) phone: 07800 641594.

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 urgent concerns regarding a child or young person contact the Multi-Agency Safeguarding Hub (MASH): phone 01926 414144 to discuss your concerns with the duty. 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 ARC DSLO 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:.....