



## ***Safeguarding and Child Protection Policy***

### **Purpose and aim of the policy**

Ross CDT exists to promote voluntary action, in order to improve individual well-being and community resilience in Ross-on-Wye. We are committed to protect and maintain the dignity and safety of all who are in contact with our organisation and all who work with us.

### **Scope of the policy statement**

This policy and the associated procedures will be followed by Ross CDT employees, volunteers, members and trustees. It covers our responsibilities towards all children and at risk or vulnerable adults with whom we are in contact, including members of the public, our volunteers and employees.

### **Context**

In fulfilling our obligations under this policy, Ross CDT will have full regard for inclusion, equality and diversity, and for all relevant national legislation and guidance, including the legal basis in England of child protection, anti-discrimination, employment, domestic violence, and social care.

### **Policy statement**

Ross-on-Wye Community Development Trust believes that everyone has a responsibility to safeguard children and vulnerable adults by promoting their welfare and in particular protecting them from significant harm. We will give equal priority to keeping all people safe regardless of their age, disability,

gender, racial heritage or racial culture, religious belief, sexual orientation, economic status or otherwise.

We recognise that effective safeguarding depends upon joint working between agencies and professionals that have different roles and expertise. For the most vulnerable and those at greatest risk of social exclusion, joint working is essential, to safeguard and promote their welfare.

Ross CDT will:

- nominate a member of the trustee board to take lead responsibility for safeguarding in our organisation;
- appoint a Designated Person responsible for Safeguarding from within the CDT membership or staff;
- Use the [safeguarding procedures developed by Herefordshire Community Safety Partnership](#) and make these available to all volunteers, employees and trustees, as well as the people we work with;
- Refer to the DBS any information about employees or volunteers who may have posed a risk to vulnerable people;
- ensure children and adults at risk are given a voice by creating an environment and providing opportunities for children and adults at risk to tell us what we are doing well, what risks there are to them and how we can help keep them and others safe;
- monitor and review annually the scope and effectiveness of our procedures and amend as necessary;
- undertake a risk assessment before changing any safeguarding procedures, and ensure these assessments are kept on file for at least five years
- maintain good links with partner agencies in the voluntary and statutory sectors.

Ross CDT will make sure our volunteers and staff understand and follow the safeguarding and child protection procedures so that they:

- undertake to abide by the Ross CDT Code of Conduct (attached below)
- understand that it is the responsibility of everyone to prevent the neglect, physical, sexual, emotional or financial abuse of children and vulnerable adults and to report any abuse discovered or suspected;
- are alert to potential indicators of abuse or neglect;

- are alert to the risks which individual abusers, or potential abusers, may pose to children and vulnerable adults;
- will listen to and respect those with whom we are in contact;
- recognise the additional needs of children and vulnerable adults from minority ethnic groups, or who are disabled and the barriers they may face, for example with communication or the impact of discrimination;
- understand how to refer urgently any concerns to the appropriate agencies;
- Keep a secure and confidential record of any allegations of abuse, including the names of all parties, and store for five years before destruction;
- Undertake a reactive risk assessment following any allegation of abuse, take any necessary follow-up actions, and keep the assessment on file for at least five years.

# Safeguarding procedure and guidance for staff and volunteers

## What to do if you have concerns about someone

You may have concerns because of something you have seen or heard, or someone may choose to disclose something to you.

If someone discloses information to you:

- Do not promise confidentiality, you have a duty to share this information and refer using the procedures below.
- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said.
- Reassure the person, but only as far as is honest, don't make promises you may not be able to keep *eg: 'Everything will be alright now', 'You'll never have to see that person again'.*
- Do reassure and alleviate guilt, if the person refers to it. For example, you could say, *'You're not to blame'.*
- Do not interrogate the person; it is not your responsibility to investigate.
- Do not ask leading questions (*eg: Did he touch your private parts?*), ask open questions such as *'Anything else to tell me?'*
- Do not ask the person to repeat the information for another member of staff.
- Explain what you have to do next and who you have to talk to.
- Take notes if possible or write up your conversation as soon as possible afterwards.
- Record the date, time, place, any non-verbal behaviour and the words used by the person (do not paraphrase).
- Record statements and observable things rather than interpretations or assumptions.

Whatever the nature of your concerns, report them immediately to your Ross CDT Designated Person responsible for Safeguarding (DPS) who will report to either of the appropriate authorities:

- Any allegation relating to a child to the Local Authority Designated Officer following the process as defined in the [West Midlands procedures](#)
- Any allegation relating to a vulnerable adult to the Local Authority Designated Officer following the process as defined in the [West Midlands procedures](#).

However, if you believe that someone is in immediate danger, you should contact the police on 999, and then let your Ross CDT manager know.

## **What information will you need when making a referral?**

You will be asked to provide as much information as possible, such as the child or adult's full name, date of birth, address, school, GP, languages spoken, any disabilities the child may have, details of the parents or carers. Do not be concerned if you do not have all these details, you should still make the call.

You should follow up the verbal referral in writing (paper or electronic) to your Ross CDT manager or another Ross CDT trustee within 48hrs. They will follow up with the relevant agency.

## **Contact details**

The prime responsibility for safeguarding in Ross CDT lies with the trustees. The nominated trustee is Jane Roberts, Chair, [jane@rosscdt.org.uk](mailto:jane@rosscdt.org.uk). 01989 563299, 07931 561553.

## Dates

Reviewed and agreed by Ross-on-Wye CDT trustee board on 4th March 2021.

Next review due March 2022, then annually.

## Signature

A handwritten signature in black ink that reads "Jane Roberts". The signature is written in a cursive style with a long horizontal line extending to the left and another extending to the right below the name.

Chair of Ross CDT Trustees

4th March 2021

# Code of Conduct for Ross CDT employees and volunteers

Ross-on-Wye Community Development Trust (Ross CDT) is committed to safeguarding all children and adults at risk that come into contact with our work. We believe that their welfare is paramount and as such commit to conduct which recognises that:

- All children and adults at risk have an equal right to protection from abuse and to be kept safe from harm regardless of their age, race, religion, nationality, ability, gender, language, or sexual orientation/identity.
- All suspicions and allegations of neglect or abuse must be taken seriously and responded to swiftly and appropriately.
- All activities involving children and adults at risk will be managed in an exemplary manner, with consideration given to equal access, risk assessments and risk management as a routine aspect of our work.
- Employees and volunteers will be clear about their responsibilities and know how to respond appropriately.
- Employees and volunteers must receive the support, education and training they need to be aware of and understand best practice and how to manage any welfare issues that may arise.

It is not the responsibility of employees, contractors or volunteers to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns.

Ross CDT is committed to embedding and promoting safeguarding throughout the organisation at every level of operation from frontline delivery to cross-organisational policy and procedure. Our full Safeguarding Policy is at <http://bit.ly/RossCDTSafeguarding>.

We expect everyone who represents Ross CDT (staff, trustees, partners, volunteers and contractors) to have read, understood and adhere to this Code of Conduct and our Safeguarding policy and procedures. This means, when working with children or adults at risk, you should never:

- promise to keep secrets – safeguarding relies on sharing concerns appropriately with other agencies
- enter into a sexual or intimate relationship
- investigate any concerns you may have – it is your job to listen and report your concern, not to ask questions, make judgements or decisions
- shout, or be bullying or abusive.