



Safeguarding Children and Vulnerable Adults Policy

Reviewed by Trustees 21/11/16

Purpose

We are all aware that children and vulnerable adults may be maltreated, exploited and abused and that it is the responsibility of all of us to do what we can to ensure that this does not occur. This policy explains the responsibilities of CCF staff, volunteers and Trustees which may arise from their work for CCF. CCF will ensure that all staff, volunteers and Trustees are aware of these responsibilities by ensuring that the policy is drawn to their attention on their joining CCF.

Context

Organisations employing people, or organising volunteers, who work on a frequent or intensive basis with children or vulnerable adults in settings such as schools, other educational establishments, care homes or residential homes are 'regulated activity employers' and are legally required to ensure that their employees and volunteers undergo a check with the Disclosure and Barring Service (DBS).

CCF is not a regulated activity employer because it does not directly undertake, or support volunteers in undertaking, activities which are regulated under the scheme. Nevertheless CCF staff and volunteers do have the responsibilities noted below with respect to safeguarding children and vulnerable adults.

Basic responsibility

When coming into contact with children and vulnerable adults in the course of their work for CCF, employees and volunteers have the obligation to act appropriately, with restraint and sensitivity. If at any time it appears that there is a risk of harm or of the interaction becoming inappropriate, the employee or volunteer should withdraw.

Relations with other organisations

A further responsibility arises from possible relations with other organisations, such as schools, youth groups or community groups, which work with children or vulnerable adults. When CCF acts in partnership with such an organisation, which will be a regulated activity employer and have relevant policies in place, CCF staff or volunteers may need to be willing to undergo DBS checks. CCF policy is to arrange any such checks for its staff or volunteers as are necessary to support such partnership arrangement.

Obligation to report

A third responsibility arises from an obligation to report certain conduct to the DBS. Where a CCF member of staff or volunteer, in the course of their work, has evidence of harm or risk of harm to children or vulnerable adults, it is required that the matter is referred to the DBS. In order to manage the competing claims of protection and the

rights of individuals not to have malicious or unsubstantiated allegations made against them, CCF staff and volunteers have a duty to record any relevant information or allegations in a factual way as soon as possible, and to discuss the matter in the first instance with a line manager or the CCF Coordinator. The Coordinator and Chair of the Trustees will be informed in every case. All CCF staff, volunteers and Trustees will ensure that allegations are carefully discussed to establish the facts of the matter, and sensitively investigated as necessary, and that all information and recording is treated in strict confidence, with particular attention to electronic security. A decision will be taken by the Coordinator and Chair of the Trustees as to whether the matter will be reported to the DBS on behalf of CCF, and the employee or volunteer reporting the matter will be informed about the decision-making process and the decision itself. In the event that a decision is taken *not* to report the matter to the DBS on behalf of CCF, it is also possible for individuals to report their concerns to the DBS in a personal capacity.