

Dated: 01/02/ 24	Review Date: 01/02/202 5	Signed: Caitlin Howells	
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Safeguarding Vulnerable Adults and Children

The protection of vulnerable adults and children from harm and abuse is an absolute priority for Field of Joy Ltd, its employees, partners and clients.

“Vulnerable adults” refers to any person aged 18 years and over who “... is or may be in need of community care services be reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or serious exploitation,...” (Law Commission, page 207(1995)

We will endeavour to safeguard vulnerable adults by:

- Adopting vulnerable adult's guidelines through a code of behaviour for employees and clients.
- Sharing information about adult protection and good practice with clients, carers, employees and partners.
- Sharing information about concerns with agencies that need to know, and involving clients and their carers as appropriate.
- Following carefully a procedure for recruitment and selection of employees working in those projects that may have contact with adults who may be vulnerable.
- Providing effective management of employees through supervision, support and training.

Guidelines for working with vulnerable adults

Field of Joy Ltd recognises those employees may also be vulnerable in their work with vulnerable adults. The following guidelines aim to provide advice and guidance to help protect both clients and employees who may be vulnerable to suspect allegations:

- Meeting and interviews with potential clients should take place as openly as possible.

- Employees should ensure they keep detailed case notes which give accurate reflections of the meeting.
- Any employee who feels uncomfortable in any situation should raise this with their manager.
- Employees should not meet with clients outside of organised work activities/time unless it is with the knowledge and consent of the person in charge of the organisation.
- Any person who has found him or herself in a potentially vulnerable situation should report the circumstances to their Manager immediately.

Guideline for working with Children

We also recognise that the welfare of children and young people is paramount and that they have equal rights of protection. We have a duty of care when they are in our charge and will do everything we can to provide a safe and caring environment whilst they attend our activities.

We will:

- Treat all children and young people with respect and celebrate their achievements.
- Carefully recruit & select all adults whether paid or voluntary.
- Respond to concerns and allegations appropriately.

We will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

When there are concerns about the welfare of any child/young person *all adults* in our organisation are expected to share those concerns with the designated Child Protection Officer.

He/she is responsible for:

- Monitoring & recording concerns.
- Making referrals to social care services without delay.
- Liaison with other agencies.
- Arranging training for all staff.

Confidentiality

In cases of disclosure of abuse, by either children, young people or parents, we are obliged to share the information with the Child Protection Officer who may have to refer our concerns to Social Care Services.

Staff Allegations:

Concerns about the behaviour of adult/s in the organisation will be referred without delay to the Child Protection Officer who will contact Social Care Services or the police, as appropriate.

Through this Policy we aim to:

- Adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of the children with whom we come into contact in relation to our work.

It is impossible to ensure that no child ever comes to any harm while in contact with Field of Joy Ltd. However implementing this policy and following the guidelines will enable you to undertake your work with children confident that you have taken all reasonable precautions to prevent harm occurring while being prepared to deal with an incident should it occur.

Field of Joy Ltd expects you to apply this policy to all of your work with children and young people under the age of 18 years. You should apply similar safeguards when dealing with vulnerable people of all ages. All references to child or children throughout this Policy and Guidelines should be taken to refer to those referred to above.

It is important to remember that as a member of Field of Joy Ltd you may come into contact with children in a wide range of situations such as:

- Children coming to the Company as part of event days such as 'litter clearing'.
- Young people gaining work experience or providing community service.

The policy applies to:

- All members

- To those whose work with Field of Joy Ltd brings them into contact with children

All those covered by the policy have a duty to do everything reasonable in their power to ensure the safety and welfare of children while they are in contact with the Company.

All references to members throughout these documents should be taken to include all those listed above.

You are expected to:

- Respect the wishes of a child as you would an adult, you must not impose yourself on them.
- Take all reasonable steps to ensure the health, safety and welfare of any child in contact with the company.
- Remember that children regard adults as role models and ensure your behaviour, language, gestures etc. are appropriate and above reproach.
- Be aware of Child Protection issues in relation to the work you do and do not become complacent and believe 'it could never happen to me'.
- Prevent any other member of staff from putting any child in a situation in which there is a significant risk to their health and safety. Take appropriate action if you become aware of anyone physically, emotionally or sexually abusing a child.
- Report any evidence or reasonable suspicion that a child has been physically, emotionally or sexually abused whether by an adult or another child to the Child Protection Team.
- Not physically, emotionally or sexually abuse any child or young or vulnerable person.

Responsibilities

Activities where a non Field of Joy Ltd person e.g. parent, teacher or other group leader accompanies a child or leads a group.

Where children are accompanied by an adult primary responsibility for the children remains with that person. Field of Joy Ltd staff should nonetheless use the Child Protection Policy as the basis for their action and any advice they offer. They should not agree to anything, which

contravenes the Policy. If, due to illness or another unexpected event a Field of Joy Ltd member is left in charge of a child or group then they should act in accordance with company Policy and Guidelines.

Activities where children are unaccompanied

In most instances the children you come into contact with will be accompanied by a teacher or parent. However should you be the leader of an unaccompanied group then it is your responsibility to:

- Plan the activities and make decisions during the event following the principles set out in this Policy.
- Assign clear tasks to others involved in the children's activities and ensure that procedures are followed.

This must underpin your main aim of providing an enjoyable and safe experience for the children.

Occasional assistance provided by people who haven't been through the Disclosure process

Any member may assist in activities with children on an occasional basis (exceptional circumstances). They may do so only if the group is led by a parent, teacher or other group leader or member of staff who has been appointed following the necessary pre-appointment checks. The person leading the activities must be the one to allocate tasks and make relevant decisions. Field of Joy Ltd member must not agree to anything, which is not in line with Field of Joy Ltd Policy.

Volunteers 'recruited' by Field of Joy Ltd

Offers of help whether from other members of staff or other individuals are always welcome and should be encouraged. When a volunteer is 'recruited' directly by Field of Joy Ltd and is to work with children they must be made aware we have a Policy and agree to work in accordance with them.

If for any reason a one to one situation is unavoidable e.g. work placement then additional safeguards should be put in place.

Appointments

Appointment to a post, which involves regular, substantial or unaccompanied contact with children.

All individuals appointed to posts which involve regular, substantial or unaccompanied contact with children will be subject to pre-appointment checks aimed at assuring Field of Joy Ltd of their suitability to work with children. These will applicant being asked to apply to The Disclosure and Barring Service however if the post involves:

- Regularly managing events with unaccompanied children.
- Contact with children over a series of events.
- Work experience involving one to one contact.

then an Enhanced Disclosure should be sought.

The appointment will only proceed if:

- the pre-employment checks prove satisfactory
- and
- the Disclosure provides no cause for concern as to their suitability to work with children.

Individuals awaiting receipt of Disclosure

Any person whether a Field of Joy Ltd member or other person who is requested to apply for a Disclosure must be accompanied when they are dealing with children until the unit manager is advised the Disclosure has been received.

DBS refresh

DBS checks will be refreshed every 3 years and the cost will be met by the company.

Allegation of abuse

It is to be hoped that you will never have to deal with an alleged incident of child abuse. But it is sensible that you are prepared to do so if necessary and this will be assisted if you have discussed the issue locally

In all cases you must:

- Be prompt, calm, assured and professional
- Keep any details strictly confidential and share only on a 'need to know' basis.

Use of Information relating to children

Information about children e.g. names and addresses must be treated confidentially. It must be kept secure and stored only as long as necessary and disposed of in a way which maintains their confidentiality.

Discussion of the issues

Open discussion of child protection should be encouraged since this helps to make staff more comfortable with the issues involved. Do not keep it 'under wraps' for fear of upsetting or embarrassing people.

Where deemed necessary employees will also be required to complete Safeguarding training.

All volunteers who are on site when groups are visiting must have enhanced DBs certificates and have completed Field of Joy volunteer application process.

Safeguarding training has been undertaken by Caitlin Howells with NCC and currently undertaking new course with Safe CIC.

All volunteers to be offered safeguarding training in Autumn 2022.

Contacts:	
Norfolk County Council CADS	0344 800 8020
Police	Non urgent 101 Emergency 999
The Designated Child Protection Officer for Field of Joy Ltd is:	Name Caitlin howells Email fieldofjoynorfolk@gmail.com Phone 07840368863