

Cumbria Community Foundation safeguarding policies

We are happy to receive either separate or combined child and vulnerable adult policies. The vetting and barring procedures are subject to legislative change.

1. Child protection

Safeguarding or child protection policies

Any organisation offered a grant from any of the Foundation's grant programmes, where the grant will be funding an activity, project or service for children or young people, must have an adequate safeguarding or child protection policy in place before the grant can be paid. An organisation will be given a maximum period of two months to comply with this request.

An adequate safeguarding or child protection policy should include the following:

Named person

There is a named person responsible for implementing the policy and preferably a nominated deputy. The designated person is required to keep updated and inform all others in the group of any changes regarding child protection law or best practice. All staff and volunteers know who the named person and their deputy are.

Safe recruitment procedures

All paid staff and volunteers who are entrusted with the care of children and young people are subject to the full range of pre-employment checks. This includes interviews, the full investigation of applicants' employment history and taking up references. All staff and volunteers entrusted with the care of children and young people will be subject to enhanced checks through the Criminal Records Bureau and, for new staff and volunteers from November 2010, registration with the Independent Safeguarding Authority to ensure that they are fit and proper persons to work with children. Registration for existing staff and volunteers will be phased in by July 2015.

Induction and training for staff and volunteers

Staff and volunteers must be adequately supervised – the project to decide on the level of supervision suitable for activities. All staff and volunteers are given details of the organisation's safeguarding or child protection policy as part of their induction. All staff and volunteers are required to participate in training courses on safeguarding or child protection issues. From this training staff and volunteers should be able to recognise signs of abuse and know the appropriate reporting systems for this. A code of behaviour is available for staff and volunteers as part of their induction pack – this will include as appropriate taking children to toilets, sleeping arrangements, supervision or sports activities.

Reporting

Appropriate reporting procedures are in place including details of reporting to Duty Officer at Cumbria Children's Services if appropriate.

Health and safety and insurance

Project premises, play equipment, play areas, transport arrangements and vehicles are safe and suitable. Project has relevant insurance in place.

2. Vulnerable adult policy

Any organisation offered a grant from any of the Foundation's grant programmes, where the grant will be funding an activity, project or service for vulnerable adults must have an adequate vulnerable adult policy in place before the grant can be paid. An organisation will be given a maximum period of two months to comply with this request. The policy should adopt the *Cumbria Safeguarding adults multi-agency policy and procedures (2010)*
<http://www.cumbria.gov.uk/eLibrary/Content/Internet/327/949/38994103233.pdf>
or equivalent.

This says (p38): 8.10 Voluntary organisations

All voluntary organisations must have policies in place which clearly set out the organisation's commitment to safeguarding adults and which reflect their own individual ethos. Procedures should include the organisation's policy on recruitment and selection, vetting, with clear reference to legal requirements laid down by the Independent Safeguarding Authority (ISA).

As a basic minimum the procedure should tell staff and volunteers:

- What to look for and what should raise their concerns
- What to do and who to tell
- What steps to take to ensure the immediate safety of an individual at risk or abuse or neglect
- All safeguarding concerns must be referred to your local Adult Social Care Office

Definition of a vulnerable adult: people in residential or sheltered accommodation, receiving domiciliary or any form of health care, in custody, receiving some welfare services or requiring help in conducting their own affairs

More precisely, Safeguarding Vulnerable Groups Act 2006 section 59:

- (1) A person is a vulnerable adult if they have attained the age of 18 and —
- (a) they are in residential accommodation,
 - (b) they are in sheltered housing,
 - (c) they receive domiciliary care,
 - (d) they receive any form of health care,
 - (e) they are detained in lawful custody,
 - (f) they are by virtue of an order of a court under supervision by a person exercising functions for the purposes of Part 1 of the Criminal Justice and Court Services Act 2000 (c. 43),
 - (g) they receive a welfare service of a prescribed description *,
 - (h) they receive any service or participate in any activity provided specifically for persons who fall within subsection (9),
 - (i) payments are made to them (or to another on their behalf) in pursuance of arrangements under section 57 of the Health and Social Care Act 2001 (c. 15), or
 - (j) they require assistance in the conduct of their own affairs.

* "welfare services"—

- (a) includes services which provide support, assistance, advice or counselling to individuals with particular needs;
- (b) does not include community care services within the meaning of section 46 of the National Health Service and Community Care Act 1990.

9) A person falls within this subsection if —

- (a) he has particular needs because of his age;

- (b) he has any form of disability;
- (c) he has a physical or mental problem of such description as is prescribed;
- (d) she is an expectant or nursing mother in receipt of residential accommodation pursuant to arrangements made under section 21(1)(aa) of the National Assistance Act 1948 or care pursuant to paragraph 1 of Schedule 8 to the National Health Service Act 1977 (c. 49);
- (e) he is a person of a prescribed description not falling within paragraphs (a) to (d).

Named person

There is a named person responsible for implementing the policy and preferably a nominated deputy. The designated person is required to keep updated and inform all others in the group of any changes regarding vulnerable adult law or best practice. All staff and volunteers know who the named person and their deputy are.

Safe recruitment procedures

All paid staff and volunteers who are entrusted with the care of vulnerable adults are subject to the full range of pre-employment checks. This includes interviews, the full investigation of applicants' employment history and taking up references. All staff and volunteers entrusted with the care of vulnerable adults will be subject to enhanced checks through the Criminal Records Bureau and, for new staff and volunteers from November 2010, registration with the Independent Safeguarding Authority to ensure that they are fit and proper persons to work with vulnerable adults. Registration for existing staff and volunteers will be phased in by July 2015.

Induction and training for staff and volunteers

Staff and volunteers must be adequately supervised – the project to decide on the level of supervision suitable for activities. All staff and volunteers are given details of the organisation's vulnerable adult policy as part of their induction. All staff and volunteers are required to participate in training courses about vulnerable adults. From this training staff and volunteers should be able to recognise signs of abuse and know the appropriate reporting systems for this. A code of behaviour is available for staff and volunteers as part of their induction pack – this will include as appropriate taking vulnerable adults to toilets, sleeping arrangements, supervision or sports activities.

Reporting

Appropriate reporting procedures are in place including details of reporting to Duty Officer at Adult Social Care if appropriate.

Health and safety and insurance

Project premises, equipment, transport arrangements and vehicles are safe and suitable. Project has relevant insurance in place.