

FLEETVILLE DIARIES

POLICY FOR THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS

INFORMATION FOR READER

The purpose of Fleetville Diaries is: the advancement of heritage through the research, collection, preservation and promotion of evidence of the history of Fleetville (the area east of the centre of St Albans) and the education of the public in that history.

INTRODUCTION

Fleetville Diaries recognises that when working with or having contact with children under the age of 18 and vulnerable adults we have a responsibility to promote and safeguard their welfare.

Vulnerable adult means a person aged 18 or over who has one or more of the following conditions:

- a substantial learning or physical disability
- a physical or mental illness/ mental disorder, including alcohol or drug addiction
- a significant reduction in mental capacity

1. Policy Statement

Fleetville Diaries is committed to creating and maintaining the safest possible environment for children under 18 and vulnerable adults. We believe:

1. The safety and welfare of children and vulnerable adults is of paramount importance, whatever the circumstances.
2. We recognise we have a responsibility to safeguard and promote their welfare, particularly when it comes to protecting children and vulnerable adults from abuse.
3. We will not undertake any *regulated activities* with children and young people or vulnerable adults without revising this policy. Regulated activity means contact which is intensive, frequent and regular where frequent means once a week or more; intensive which means four times or more in a thirty day period.
4. We may be involved in roles *ancillary* to regulated activities in settings which provide an opportunity for contact with children and young people: e.g. in schools, at clubs and at events where Fleetville Diaries is represented. These are controlled activities. For our members involved in these activities, we will not require enhanced CRB checks if we are sure there is continuous supervision by an adult we know to have enhanced clearance e.g. teacher
5. We will be involved in roles ancillary to regulated activities in settings which provide an opportunity for contact with vulnerable elderly people: e.g. in their homes, at clubs and at events where Fleetville Diaries is represented. These are controlled activities. For home visits two Fleetville Diaries members will be present and at least one will have enhanced clearance. For other activities where the risk is

less, we will not require enhanced CRB checks if we are sure there is continuous supervision by an adult we know to have enhanced clearance.

6. We will report any member of our organisation who we think may have harmed or could cause potential harm to children, young people and vulnerable adults.

Police 0845 3300 222

Children Schools and Families 0300 123 4043

Adult CC 0300 123 4042

Care homes 03000 616 161

7. A risk assessment will be undertaken prior to any activities involving children or vulnerable adults

2. Responding to Allegations of Abuse

1. It is not the responsibility of anyone involved in our organisation to take responsibility or to decide whether or not abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities.
2. This organisation has appointed a person responsible for Child and Vulnerable Adult Protection matters:

Lorraine Hammond, 37 Castle Road, St Albans.

Tel: 01727 857995

lorraine.hammond1@jobcentreplus.gsi.gov.uk

3. Anyone suspecting that child or elder abuse may have taken place must report concerns as soon as possible to the Child and Vulnerable Adult Protection Officer. The Officer will be responsible for referring allegations or suspicions of neglect or abuse to the statutory authorities.
4. The CVAPO will report the concerns to the Hertfordshire County Council. If s/he is unavailable or the concern is about them, the matter should be reported directly to:

Children, Schools & Families (including out of hours): **0300 123 4043**

Adult Care Services (including out of hours): **0300 123 4042**

Police 0845 3300 222

Care homes 03000 616 161

5. Every effort will be made to ensure that confidentiality is maintained for all concerned.
6. If a child or vulnerable adult discloses abuse, we will listen carefully to what they have to say but do not question them. We will reassure them that it is safe to talk and write down what was said as soon as possible afterwards.
7. We will not inform the alleged abuser about any suspicion of abuse or disclosure until advice has been given on this by the statutory agencies.

3. Maintaining a Safe Environment

1. We will work in an open environment. We will avoid being alone with a child or vulnerable adult or being in an unobserved situation. We will encourage openness and an environment in which there are no secrets.
2. Children who participate in our activities will always be in the care of a parent or other responsible adult.

3. No member of our organisation will be allowed unsupervised 1:1 access to children or vulnerable adults without undergoing an enhanced CRB check.
4. No member of our organisation will visit on their own any older person in their home even if the member has enhanced clearance and the person visited is not considered vulnerable.
5. We will treat all young people/disabled adults equally and with respect and dignity.
6. We will keep a written record of any injury that occurs during one of our activities along with the details of any treatment given.
7. We will not allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon

Date agreed by Management Committee _____

Date to be reviewed _____