



# CALLANDER COMMUNITY DEVELOPMENT TRUST

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## Safeguarding Policy

Safeguarding adults and, in the event that Callander Community Development Trust (CCDT) starts working with them directly, children and vulnerable adults (including managing allegations or complaints against a member of staff or volunteer).

### Policy statement

Callander Community Development Trust (CCDT) will work with a range of adults, local groups and the community via their premises at 43 and 55 Main Street, Callander, to ensure their rights and safety. Whilst at the time of writing we do not work directly with children or vulnerable adults, the procedures we would follow are detailed in this document. Our safeguarding policy is based on three key commitments:

1. To build a culture of safety in which all persons are protected from abuse and harm in all areas of CCDT.
2. To respond promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the Board of Trustees and Stirling Council social services.
3. To promote awareness of abuse issues throughout any training and learning programmes for staff and volunteers.

### Procedures

We carry out the following procedures to ensure that we meet the three key commitments of the Safeguarding Policy.

### Staff and volunteers

- Our designated officer who coordinates safeguarding issues is: Freddy Bowen-Bate.
- We ensure all staff and groups are made aware of our safeguarding policy and procedures.
- All staff and volunteers have an up-to-date knowledge of safeguarding issues through training and regular updates.



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- Annual supervision meetings will be carried out in order to sustain suitability of employment for staff. Full induction of new members of staff will be carried out. All policies and procedures of the setting will be rolled out.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Local Authority requirements.
- Volunteers and staff do not work with children, without their parent or guardian present, therefore we do not request PVG checks from staff and volunteers. If in the event the staff and volunteers of CCDT do start working directly with children or vulnerable adults, references and checks will be made to ensure that no disqualified person or unsuitable person works for us or has access to children and vulnerable adults.
- In the event that CCDT starts working with children or vulnerable adults, although it is not the case at the time of writing, we would record information about staff qualifications and the identity checks and vetting processes that have been completed including:
  - The criminal records disclosure reference number;
  - The date the disclosure was obtained; and
  - Details of who obtained it.
- If and when CCDT begins working with children or vulnerable adults, we will abide by current safeguarding legislative requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.

## *Responding to suspicions of abuse*

- We acknowledge that abuse can take different forms – physical, emotional and sexual.
- When suffering from physical, sexual or emotional abuse, this may be demonstrated through:
  - Significant changes in behaviour
  - Deterioration of their general well-being
  - Their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
  - Changes in their appearance or their behaviour



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- Unexplained bruising, marks or signs of possible abuse; and
- Any reason to suspect abuse outside the setting.
- Should the CCDT start working with children,
- We would take into account factors affecting parental capacity, such as social exclusion, domestic violence, parents' drug or alcohol abuse, mental or physical illness or parent's learning disability
- We would be aware of other factors that affect children's vulnerability such as abuse of disabled children, fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation; that may affect, or have affected, children, young people and vulnerable adults using our provision.
- We would also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of these factors affecting older children and young people who we may come into contact with.
- Where we believed a child in our care or that is known to us may have been affected by any of these factors we would follow the procedures below for reporting child protection concerns.
- We would refer concerns to the local authority's children's social care department and cooperate fully in any subsequent investigation, whether that involves the police or other agency identified by Stirling Council social services.
- We would take care not to influence the outcome either through the way we spoke to children and vulnerable adults or by asking them questions.
- We would take into account the need to protect young people aged 16-19 as defined by the Children Act 1989. Where abuse was suspected we would follow the procedure for reporting any other child protection concerns. The views of the young person would always be taken into account but the setting could override the young person's refusal to consent to share information if it felt necessary to prevent a crime from being committed or to intervene where one may have been or to prevent harm to a child or adult. Sharing confidential information without consent would be done only where not sharing it could be worse than the outcome of having shared it.



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## *Recording suspicions of abuse and disclosures*

- If CCDT were to start working with children or vulnerable adults:
  - Where a child made comments to a member of staff that gave cause for concern (disclosure), observed signs or signals that gave cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising; marks or signs of possible abuse or neglect that member of staff:
    - would listen to the child, offer reassurance that they will take action;
      - would not question the child;
    - would make a written record in the Incident Book that forms an objective record of the observation or disclosure that would include:
      - the date and time of the observation or the disclosure;
      - the exact words spoken by the child as far as possible;
      - the name of the person to whom the concern was reported, with date and time; and
      - the names of any other person present at the time
    - the member of staff acting as the 'designated person' would be informed of the issue at the earliest opportunity.
- Where Stirling Council social services stipulate the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by them.
- Parents would normally be the first point of contact. We would discuss the concerns with parents to gain their view of events, unless we felt this may put the child in greater danger.
- We would inform parents when we made a record of concerns in their child's file and that we would also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warranted referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Stirling Council social services does not allow this, for example, where it were believed that the child may be placed in greater danger.
- This would usually be the case where the parent is the likely abuser. In those cases, the social workers would inform parents.
- We would work with Stirling Council social services guidelines.



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## *Allegations against staff*

- We ensure all customers know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by a group, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children and vulnerable adults, which includes:
  - inappropriate sexual comments;
  - excessive one-to-one attention beyond the requirements of their usual role and responsibility or inappropriate sharing of images.
- We follow the guidance of Local Authority Council Whistleblowing guidelines when responding to any complaint that a member of staff or volunteer within the setting or anyone working on the premises occupied by the setting, has abused someone.
- We respond to any disclosure that abuse by a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- If the allegation concerned children, we would refer any such complain immediately to the Forth Valley Child Protection Action Group. And if children were involved, we would cooperate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management agree it is appropriate in the circumstances, CCDT will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, volunteers and customers.

## *Disciplinary action*

In the event CCDT were to work with children or vulnerable adults:



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- Where a member of staff or volunteer had been dismissed due to engaging in activities that caused concern for the safeguarding of children of vulnerable adults, we would notify the Independent Safeguarding Authority (ISA) of relevant

information so that individuals who posed a threat to children (and vulnerable groups), could be identified and barred from working with these groups.

## *Training*

- We seek out training opportunities for all staff involved in the setting to ensure that they know the procedures for reporting and recording their concerns in the provision.
- Should CCDT start working with children or vulnerable adults, we would also ensure that staff and volunteers are able to recognise the signs and signal of possibly physical, emotional and sexual abuse and neglect and that they are aware of CCDT's safeguarding procedures.
- We ensure the designated persons receive training in accordance with that recommended by Stirling Council social services.

## *Confidentiality*

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of Stirling Council social services.

## *Support to families*

- If CCDT begins working with children and their families:
- We would build trusting and supportive relationships with the families, staff, volunteers and customers.



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## Document version control

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