



## C70 SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

**Ownership of and Approval by: Board of Trustees (BoT)**

**Staff responsible for safeguarding: Mark Batten: [mbatten@centre70.org.uk](mailto:mbatten@centre70.org.uk) 02086559616**

**SMT see [Who's who and responsibilities](#)**

**Trustee responsible for safeguarding: Chair**

**Circulation: BoT and all staff and volunteers**

**Frequency of Review: At least annually, see meetings and key date table [LINK](#)**

**Date of last review/update: March 2023**

**Date of Next Review: June 2023**

**Version: [policy name] in use (note all older versions of policy will be name the same but "[policy name] in use to MM/YY" MM/YY the date ceased to be in use)**

### Definitions and abbreviations

**Board of Trustees ('BoT')**

**Centre 70 ('C70')**

**Senior Management Team (SMT) see <https://centre70.org.uk/about-us/staff-team/>:**

- Director (D)
- Head of Advice Services (HAS)
- Counselling and Wellbeing Service Manager (CWSM)

**Staff:** paid staff

**Worker:** staff and volunteers

### Summary Box – make sure you are familiar with all the content in the full policy below

1. If you have any doubt or actual concern, speak to the SMT. SMT to be aware of any emotional support or training needed for those reporting.
2. Record details of the incident in writing including any external agencies that refer or signpost the client to for help in connection with the issues (e.g. VAWG).
3. SMT will make Safeguarding referral to the local authority and record the referral on the prescribed internal form, and record any feedback form the local authority.
4. SMT will notify the Chair of BoT of all referrals.
5. Incidents are discussed at Team and BoT meetings under standing items
6. If you have any questions or need training outside the annual internal refresher training, speak to SMT.
7. See [Lambeth e-learning link](#) for safeguarding training
8. We will raise where we think the safeguarding referral has not been progressed or handled as should be, see <https://www.lambethsab.org.uk/safeguarding-adults#not-happy>

### Policy Principles

1. All children and vulnerable adults have the right to equal protection from all types of harm or abuse. Centre 70 has a duty to take all reasonable steps to ensure that the position of children and adults at risk is safeguarded. Centre 70 trustees, employees and volunteers should always treat these groups with courtesy, respect and impartiality, recognising that both children and adults at risk are entitled to their own privacy and dignity within the scope of Centre 70's [Equalities and Diversity Policy](#).
2. Should any Centre 70 employee or volunteer have cause to believe that a client, worker, volunteer or recruitment applicant is suffering abuse at home, work or elsewhere, or is causing abuse to others, or is at risk of harm to themselves or others they must report their suspicions as soon as possible and strictly in accordance with paragraph 7 below. It is Centre 70's legal responsibility to ensure that any such

suspicions are recorded and formally passed on to the appropriate authorities all again in accordance with paragraphs 7,8 and 9 below. Rare though such cases may be, failure to take reasonable action to protect, report and respond to potentially abusive situations can be considered culpable negligence on Centre 70's behalf.

3. In their dealings with clients or those using, working or volunteering at C70, all Centre 70 employees and volunteers should alert themselves to the principles above, and respect them in their own dealings with clients and/or their families. Failure to do this will be a serious offence and, if a case is proved, will lead to disciplinary action.

### **Definitions**

4. A **Child** is anyone aged under 18.
5. An **Adult at Risk** is a person aged 18 or over who has a learning or physical disability; a physical or mental illness (including an addiction to drugs or alcohol); a reduction in physical or mental capacity; a dependency upon others in the performance of physical functions; severe impairment in their ability to communicate with others; or an impaired ability to protect him or herself from assault, abuse or neglect. Examples of the characteristics displayed by adults who may fall into the adults at risk category include:
  - *elderly and frail due to ill health, physical disability, or cognitive impairment*
  - *has a learning disability*
  - *has a physical disability and/or sensory impairment*
  - *has mental health needs including dementia or a personality disorder*
  - *has a long-term illness/condition*
  - *misuses substances or alcohol*
  - *is a carer such as a family member/friend who provides personal assistance and care to adults and is subject to abuse*
  - *is unable to demonstrate the capacity to make a decision and is in need of care and support*
  - *THE ABOVE LIST IS NOT EXHAUSTIVE*

This does not mean that just because a person is old or frail or has a disability they are inevitably 'at risk'. For example, a person with a disability who has mental capacity to make decisions about their own safety could be perfectly able to make informed choices and protect themselves from harm. In the context of Safeguarding Adults, the vulnerability of the adult at risk is related to how able they are to make and exercise their own informed choices free from duress, pressure or undue influence of any sort, and to protect themselves from abuse, neglect and exploitation. It is important to note that people with capacity can also be vulnerable.

### **Abuse and Neglect.**

6. Abuse is the violation of an individual's human and civil rights by any other person.

Types of abuse include:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse and exploitation
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect
- Bullying and harassment

- Criminal Exploitation
  - Being drawn into terrorism, extremist and terrorist activities
- a) **Of a Child:** Abuse is the maltreatment of a child, inflicted by physical (e.g. hitting, shaking, burning or scalding), emotional (undermining, threatening, bullying etc), or sexual (making inappropriate sexual advances) means. Neglect is the persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment of the child's health or development.
- b) **Of an Adult at Risk.** Abuse of an adult at risk occurs where advantage is taken of the individual's disabilities, or full personal rights are not extended to him or her.
- c) **General.** There can also be financial or material abuse, for example by the withholding of money or statutory entitlements, or failure to seek to enable the child or vulnerable adult to access the public services and benefits to which they are entitled.

## Reporting and Confidentiality

There is a notice in reception area informing the public of C70 Safeguarding duties and for them to raise any concerns with C70.

7. It is often very difficult to be sure that abuse or neglect has occurred or the person is at risk, but if a potential situation is suspected, someone from the SMT should be informed as a matter of urgency and a written note of the matter prepared by the staff or volunteer concerned. If in the SMT manager's opinion it is felt that there is "a case to answer", the process below should be followed:
- a) The matter should be reported by the SMT manager in confidence to Lambeth Council using the links below. Lambeth should be requested by the SMT manager to acknowledge in writing receipt of the report unless receipt provided by webform.
    - [Lambeth Safeguarding webpage](#)
    - [Lambeth Adult Safeguarding report form](#)
    - [Lambeth Children Safeguarding report form](#)
  - b) The written note of the matter is to be retained by the SMT manager and held securely on file together with the date and time of the report to the Lambeth. On request a copy of the written note is to be handed to the Lambeth responsible officer.
  - c) The Centre 70 [Safeguarding Recording Sheet](#) should be updated by the manager.
  - d) Where a potential situation is suspected concerning a client residing outside the Borough of Lambeth, in addition to fully complying with the procedure set out in paragraph 7a), b) and c) above, the SMT manager must also report the matter to the relevant Borough Council Department for the area in which the client resides again in accordance with paragraph 7a),b), and c) above.
  - e) Appropriate emotional and practical support for the member of staff/volunteer who has made the safeguarding report should be offered if required.

Where it is suspected that a child or adult client is being abused, Centre 70 should seek, wherever possible, to work with the client in referring the matter to the Local Authority. However it is the employees' and volunteers' overriding duty to safeguard the position of any children and adults at risk they may encounter in the course of activities undertaken on behalf of Centre 70.

8. The approach to informing the client of our concerns and reporting will be governed by the Centre 70 Confidentiality Policy. But the acute sensitivity of cases involving dealings with children and adults at risk should be appreciated. If necessary, we will refer or signpost to additional support we feel might be appropriate for the client. Please note that in most cases it would not be appropriate to inform the service user of the referral where the person at risk of harm is a third party such as a child in their care.

9. Any safeguarding incident as above should be reported to the Senior Management team. Any incident reported to the Local Authority must also be reported by the SMT to the Board of Trustees for their information and consideration. A Safeguarding standing item is on the Board of Trustee agenda.
10. Safeguarding is a standing item on the Team Meeting agenda and this, along with direct day to day contact with the Senior Management Team is a forum to discuss safeguarding concerns. Staff and volunteers should inform the Senior Management Team if a safeguarding concern reappears, or they become aware the situation is not resolved during further contact with a client in cases where a safeguarding concern has been raised.
11. If we feel appropriate action has not been taken by the authority then problems should be raised with the authority see <https://www.lambethsab.org.uk/safeguarding-adults#not-happy>
12. Anyone under the age of 18 must be seen by an adviser and one other adult (a second member of staff if not accompanied by a suitable adult).

### **Client threatens Self Harm**

13. Whilst self-harm is not generally regarded as a safeguarding issue a person threatening self-harm should be referred to appropriate medical services including their GP, NHS111 or the Samaritans. Details of crisis support is in this [LINK](#). See Counselling Service clients should follow separate guidelines that exist within that service.  
See [Dealing with a call from someone in Crisis.docx](#)
14. Relevant Legislation and guidance.

### ***Lambeth Safeguarding Board***

<https://www.lambethsab.org.uk/>

### **Multi-Agency Public Protection Arrangements for certain offenders**

<https://mappa.justice.gov.uk>

### **Recruitment and selection**

See [Criminal records disclosure policy and employing ex-offenders guidance](#) and [Office Handbook](#) for procedures including interviewing, requesting at least two references, DBS checks.

### **Training**

All new staff, volunteers and Trustees will be inducted and trained on this policy and external training arranged if needed. At least annually staff, volunteers and Trustees will receive a refresher training on this policy. Any lessons learned from safeguarding incidents will be cascaded to all staff, volunteers and Trustees.

[Lambeth e-learning link](#)

### **Review**

This policy and safeguarding register will be reviewed annually.