

## **The purpose and scope of this policy**

The purpose of this policy is:

- to protect children & young people, & adults who may be vulnerable who receive APR's services.
- to help parents, staff and volunteers understand child protection.

This policy applies to anyone working on behalf of APR, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

## **Laws**

This policy has been drawn up on the basis of laws, policy and guidance that helps to protect children & adults who may be vulnerable, in England. A summary of the laws is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning) and from <https://www.scie.org.uk/publications/guides/guide15/legislation/otherlegislation/vulnerablepeoplelegislation.asp> and there is useful general guidance for the local area at <http://www.sabberkshirewest.co.uk/>

## **Related policies and procedures**

This policy should be read alongside our other policies which help with keeping everyone safe and working respectfully. These include:

- Role of the designated safeguarding officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording and information sharing
- Code of conduct for staff and volunteers
- Safer recruitment
- Online safety
- Anti-bullying
- Managing complaints

- Whistleblowing
- Health and safety
- Induction, training, supervision and support
- Adult to child ratios
- Quality assurance

We believe that:

- Children, young people and adults who may be vulnerable (“CYPAV”) should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all CYPAV, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of the CYPAV is the most important thing
- all CYPAV, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to protection from all types of harm or abuse
- some CYPAV are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with CYPAV, and (where applicable) their parents, carers and other agencies is essential in promoting the welfare of CYPAV

We will seek to keep CYPAV safe by:

- valuing, listening to and respecting them
- appointing a lead trustee/board member for safeguarding, who is our Designated Officer for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing an effective online safety policy and making sure people use it.
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely

- sharing information about safeguarding and good practice with CYPAV, and (where applicable) their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- using our safeguarding procedures to share appropriate concerns and relevant information with agencies who need to know, and involving CYPAV, and where applicable their parents, families and carers.
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our CYPAV, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

## Contact details

Designated Safeguarding Officer (DSO) Name:  
Phone/email:

Deputy DSO(s) Name(s):  
Phone/email:

NSPCC Helpline  
0808 800 5000

<http://www.sabberkshirewest.co.uk/> the details for reporting concerns locally.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:  
**15th October 2018(date)**

Signed: (Trustee) Rachel Cotton

