



Policy Title: **Safeguarding Children and Vulnerable Adults**

Policy number THREE

Policy approved by Escape Committee: .....

**Review:**.....

### **Controlled Copy**

**Purpose of Policy:** To promote safeguarding and protect children and vulnerable adults who are members of Escape.

**Policy applies to:** All staff, committee and members.

**Safeguarding Lead;** Teamleader

**Policy Statement:** Escape staff and committee understand the importance of protecting children and vulnerable adults from neglect, abuse or exploitation. In all activities the staff and committee members need to be receptive and alert to the members' behaviours or comments that could indicate a safeguarding issue. These concerns must be recorded in one's own handwriting, signed and dated. Somerset Direct / Somerset Social Care must be informed / contacted immediately or on the next working day. Concerns cannot be ignored but it is not Escape's role to investigate concerns, and staff or committee members must not question or comment upon their concerns. The handwritten concerns will be sealed in an envelope and help in a confidential file.

Concerns around safeguarding about staff or the committee are treated in exactly the same way with a referral to Somerset Direct.

Members are unlikely to read this policy but if staff or committee members are contacted by a member about a safeguarding issue, they should support the member in making a referral to Somerset Direct.

All staff and committee members must be monitored by the Disclosure and Barring Service in terms of offences against children or adults. A common sense approach is required if other offences are disclosed that are old, e.g. committed in teens or motoring, if the chair feels that they present no risk to people or the reputation of Escape.

External training for staff and the committee will be sought on a 3 year cycle, but the committee will discuss and raise issues of safeguarding at a meeting in the autumn of each year in between the 3 year training event.

### **Procedures and people responsible**

The team leader is responsible for organising and securely filing all Disclosure and Barring paperwork. If a committee member has an offence that could, if repeated, cause harm to children

or vulnerable adults, they will be excluded from the committee. When staff are appointed their contract would be terminated during the probationary period if the disclosure form identified convictions or cautions against children or vulnerable adults.

The team leader will organise a safeguarding training session every three years.

If a member of the committee or member of staff is concerned about a safeguarding issue they must write in their own handwriting their concerns, why, where and when they became concerned. Addresses and surnames will be provided if necessary by the staff prior to phoning Somerset Direct. They should, on the next working day, contact Somerset Direct and share their concern.

The chairperson must be informed by the committee member or team leader of the actions with Somerset Direct and the handwritten report copied for Somerset Direct with the original held securely inside an envelope and in a locked file within the office.

If a child or vulnerable adult is at immediate risk the police should be called immediately.

Somerset Direct; 0300 123 2224