

Russian Community Association Adults at risk of harm and Child Policy & Checklist DRAFT

Principles

- We give immediate attention to any complaints or concerns relating to young people, adults at risk of harm our volunteers and the agencies we work with.
- Our named person for dealing with concerns or allegations of abuse is a Trustee Larisa Yakimova and If she is absent then contact Olga Bastable, the co-ordinator
- We are a registered charity, who work with all ages. We are committed to providing safe environments for children, young people, adults at risk and our volunteers (who may be under 18) to enable them to work together safely.
- We will ensure that the delivery of our services is safe and sensitive through good management, supervision and risk assessment.
- Team Imagineers is committed to the protection of all young people and adults at risk of harm, from harm and abuse.
- We work within ideal child and adult protection procedures.
- Team Imagineers provides training to volunteers to recognise signs and symptoms of abuse where there is no disclosure.
- Children and adults at risk of harm are given copies of our Child protection and adult policy
- There is a separate whistle blowing policy for children and adults at risk of harm

Definitions

Abuse: broadly, any act or failure to act which results in a significant breach of human rights, civil liberties, bodily integrity or general well-being, whether intended or inadvertent, including sexual relationships or financial transactions to which that person has not validly consented or which are deliberately exploitative. Bullying is also abuse, it can include taking a person's things, name calling and making racist comments.

Young people: those up to the age of 18

Adults at risk of harm: those who are in need of community care services because of disability, illness or age or are otherwise unable to take care of or protect themselves. In addition, certain specific groups are particularly vulnerable to abuse and Russian Community Association volunteers are made aware of these in a safeguarding induction. In addition Russian Community Association has a responsibility to prevent abusing by young people whose behaviour puts others at risk. But it is noted that many young people

do not fit neatly into categories, for example they may be both abusers and victims of abuse.

Whistle blowing

An open and publicised way in which employees, children and vulnerable adults can voice concerns about abusive and unethical conduct within Russian Community Association without fear of retribution.

Identifying and Reporting Abuse

Research indicates that abuse past and present mainly comes to light as a result of disclosure. If this happens Russian Community Association volunteer will:

- Listen non- judgementally and will not actively seek more details than are necessary to find out whether they should act in the interests of the young person's or vulnerable adult's safety.
- Record, sign and date a note of what has been disclosed as soon as possible, quoting the young person's or vulnerable adult's actual words as far as possible.
- Make clear to the disclosing young person or adult at risk of harm that information must be passed on immediately to Social Services. Even if the disclosing young person or vulnerable adult asks that information be kept confidential the Russian Community Association employee must explain that there are limits to confidentiality particularly if there is a protection issue. If it appears that a crime has been committed a referral may be made directly to the police. Wherever possible the Russian Community Association employee should consult with their line manager before referral to Social services or the Police.
- Consult with their manager about what to do if the disclosure is from a person over 18 who is not a vulnerable adult.
- Do Not alert the alleged perpetrator to the existence or nature of the disclosure.

Reporting your concern

First report to your line manager who will then report to the named person or if they are absent Olga Bastable or Cristina Salesnaja.

The Care Act (2014) now makes the reporting of abuse of adults at risk, statutory. In the case of an adult at risk, report the concern to Sutton Council's **Adults and Safeguarding** Referral Point on 020 8770 4565, or referralpoint@sutton.gov.uk. You can call after 5pm.

Safeguarding now includes the Statutory duty to prevent Terrorism (2015). Although we do not, in law, have to report any such suspicions to the police/ LB Sutton Prevent team, it could be a child protection concern if a family with children has become radicalised. It therefore, becomes a child protection issue and we do have to report it. Similarly if we become aware that an adult at risk has become, or is in danger of being radicalised then we must report it.

Confidentiality

Exceptions to the general rules about confidentiality will include situations where a young person or adult at risk of harm lacks the capacity to make their own decisions and/or to consent to helpful interventions. However information will usually be shared on a strict "need to know" basis.

The law rarely provides an absolute barrier to disclosure and volunteers should be prepared to exercise their judgement. Where a volunteers has not yet taken training in Child Protection, best judgement must be used meanwhile.

If a Russian Community Association volunteer feels they are hindered by a lack of information from other agencies or there is a conflict of interest, or if there is a need to take action against a young person who is a danger to his/herself or others, then he/she should consult their manager in the first instance.

Safe Professional Conduct

Some behaviour is never acceptable and is classified as gross misconduct. At Russian Community Association a sexual relationship with a young person or vulnerable adult will be considered an act of gross misconduct.

There are further areas where informality and professional conduct need to be balanced such as:

- How volunteers dress
- Their availability outside office hours
- Their disclosure of personal information
- How volunteers deal with aggressive behaviour
- Whether or not to accompany a young person with or without a disability to the toilet

- Whether a male/female volunteers member should meet or be with a young person of the opposite sex/ vulnerable adult without other adults present

Codes of conduct are developed within Russian Community Association through discussion and new members or volunteers are asked to take a lead from their colleagues in how to manage personal boundaries and professional norms. It has been agreed that:

- Volunteers will be available only during Russian Community Association projects/ workshop hours. Volunteers should not arrange to meet other Russian Community Association members/ vulnerable adults out of those hours.
- Where appropriate, young people (if under 18) or adult at risk of harm will be accompanied by a parent or other responsible person. It is inappropriate for a male/female volunteers to meet with a young person or vulnerable adult of the same or opposite sex without other adults present and it is not appropriate to meet young people/ a vulnerable adult in their home.
- The written consent of parents will be sought for any young people (under 18) placed in voluntary placements within other organisations.
- Volunteers will not meet with young people under the age of 16 unless the individual(s) is (are) accompanied at all times by their parent(s), guardian or school teacher, responsible for the safety of the child.
- Volunteers will use their best judgement regarding disclosure of personal information. Volunteers home telephone numbers, mobile phone numbers and e-mail addresses will not be given to young people or vulnerable adults unless agreed with a manager.
- It is not appropriate to push, pull or hold or restrain a young person / vulnerable adult who is displaying physically or verbally aggressive behaviour unless they are physically hurting or at risk of physically hurting another person or themselves. All incidents involving aggressive behaviour will be recorded and signed by the volunteer Kristina Salesnaja or Trustee who deals with or witnessess the incident.
- It is not appropriate to accompany a young person/ vulnerable adult with or without a disability to the toilet.

CHILD / VULNERABLE ADULT PROTECTION - CHECKLIST FOR TEAM IMAGINEERS VOLUNTEERS

Recognition.

The first indication that a child's or adult at risk's welfare may be in danger is not necessarily the presence of an injury. Concerns may be aroused by:

- Bruises or other marks on the face or body.
- Remarks made by the vulnerable adult, a parent, another adult, a carer.
- Observations of the child's /vulnerable adult's behaviour or reactions.
- Unexplained changes in the child's / vulnerable adult's behaviour or personality.
- Evidence of disturbance or explicit detail in a vulnerable adults, drawing or writing.
- Neglect.

The role of individual volunteers.

- ❑ Concerns about a child/ young person/adult at risk of harm must be discussed with a manager immediately so that if necessary, a referral can be made without delay. **In urgent situations, referral must not be delayed.**
- ❑ **Individual volunteers must not investigate concerns.** This is the role of the statutory agencies.

What to do when a child/ adult at risk of harm has disclosed an incident of abuse to you:

- ❑ Listen – do not ask questions or interrogate.
- ❑ Remain calm – if you are shocked, upset or angry the child/vulnerable adult will sense this and this may prevent them from talking further.
- ❑ Reassure – the child has done nothing wrong – tell him/ her it is alright to talk.
- ❑ Do not promise to keep it a secret –tell the child/ vulnerable adult that what they have said cannot be kept secret and that you will tell someone who can help.
- ❑ Report the disclosure to your manager immediately.
- ❑ Where there are suspicions/ allegations of sexual abuse, you should contact the named person.
- ❑ **Do Not** alert the alleged perpetrator to the existence or nature of the disclosure
- ❑ In cases of possible neglect or emotional abuse, the concern is likely to have built up over a period of time. There may have been discussion with the family about sources of help (e.g. Community Services), but if concerns persist, there must be a referral to Social Services.
- ❑ In cases where a physical injury causes concern, it may be appropriate to discuss this with the parent or carer. If the explanation suggests the injury was non-accidental (or a failure to protect the child from harm), the Russian Community Association employee should discuss with their line manager how best to inform the parent or carer that Team Imagineers will and must refer the matter to Social Services.
- ❑ **Remember!** If in doubt, consult. Do not ignore concerns, even if these are vague. Your first responsibility is to the child/ vulnerable adult.

As soon as you can, write down your concerns. Record facts accurately **stating clearly when you are expressing an opinion and what your opinion is based on.** These notes must be given to your manager or another designated person **immediately** and will help to ensure accuracy in recalling events. The record should contain:

- ❑ Your name and title:
- ❑ Name of the child/adult

- ❑ Parent's/carer's names:

- ❑ The child's/adult's address:

- ❑ Relevant phone numbers:

- ❑ Where and when the disclosure happened:

- ❑ Where and when the alleged abuse happened:

- ❑ What is said to have happened and/or what was seen and by whom;

- ❑ Who else witnessed the disclosure and the alleged abuse:

- ❑ What was said by those involved:

- ❑ Whether there was any actual physical evidence e.g. bruises, bleeding, changed behaviour:

- ❑ Who has been told about it, (including the of the name of manager):

- ❑ The name of the Social worker that this incident has been reported to:

- ❑ Please remember that although this incident may have been upsetting for you, a child's/adult's welfare is **still** at risk.

- ❑ We understand that you may need to talk and to share your thoughts and feelings with someone sympathetic but we must ask you to continue to protect the child/ adult by omitting anything that might reveal the child's/adult's identity and to never refer to the child/adult by name in public or private discussion.

- ❑ Youth workers should assist local authority Social Services or the Police when these agencies are making enquiries about the welfare of children.
- ❑ Information about a child/adult must therefore be shared on a 'need to know' basis.
- ❑ **When requests for information about children/young people/vulnerable adult, are received by telephone, always maintain security by checking the telephone listing before you answer any questions at all. You must then tell the manager / designated person for safeguarding and be given permission to call them back to answer their questions.**

Contact numbers:

Larisa Yakimova - 07564 646597

Olga Bastable - 07786961523