

Mena Ceramics

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS POLICY

All staff and volunteers have a duty to safeguard vulnerable people who are involved with our group, attend our events or take part in our projects.

They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person.

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

Principles

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism will not be permitted or tolerated.

No staff or volunteers will have unsupervised access to children or vulnerable adults unless they have been through a safe recruitment procedure and introductory Safeguarding training.

Level 1 Safeguarding Training is available online and is free of charge for groups via Pembrokeshire County Council via cpd@pembrokeshire.gov.uk

All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately.

All staff and volunteers need to be aware of this policy, child protection, and vulnerable adult issues, and should be offered introductory training.

There will be a nominated and named Vulnerable Users representative to whom any suspicions or concerns should be reported.

The management committee will endeavour to keep Mena Ceramic's services safe for children and vulnerable adults. The committee recognises that a higher standard of safety is required where Mena Ceramic's services are accessed by small children, those who cannot understand safety instructions and physically disabled adults.

These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.

Procedures

- All staff and volunteers will be given information about Safeguarding training if applicable.
- An annual review of policies and or procedures. Staff and volunteers must be given an induction to this policy and understand their responsibilities.
- A copy of the policy will be available to all staff and volunteers, users of Mena Ceramics services.
- Contractors, other organisations or volunteers engaged to carry out work on behalf of Mena Ceramics must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.

Reporting Incidents

The nominated Child Protection and Vulnerable Adult representative will have responsibility for reporting concerns that arise, as a matter of urgency, to the local authority Child Protection and Vulnerable Adult lead agency. The representative may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency.

The nominated person should:

- know who to contact at the local authority
- know who to contact in Social Services for advice and referrals
- know about helplines and other sources of help for children and young people and vulnerable adults
- ensure that there is an environment in which staff have the opportunity to raise any child protection or vulnerable adult protection concerns.

Further Support & Information

- Free level 1 Safeguarding Training available on line from Pembrokeshire County Council cpd@pembrokeshire.gov.uk
- Introduction to Safeguarding Awareness training available from PAVS Development Team development@pavs.org.uk
- Safe Network Standards www.safenet.org.uk
- WCVA Criminal Records Unit www.wcva-cru.org.uk

Policy approved January 2023

Policy review date January 2024