



The Friends of Chain Bridge Forge

Safeguarding Policy

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The Friends of Chain Bridge Forge is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, engaged in the breadth of its activities.

The purpose of this policy is to outline the duty and responsibility of staff, volunteers and Directors/trustees working on behalf of The Friends of Chain Bridge Forge in relation to the protection of vulnerable adults and child protection procedures.

The key objectives of the policy and guidelines are:

- To explain the responsibilities The Friends of Chain Bridge Forge and its staff, volunteers and trustees have in respect of vulnerable adult and child protection.
- To provide staff with an overview of vulnerable adult and child protection.
- To provide a clear procedure that will be implemented where vulnerable adult or child protection issues arise.

Context & Legal Framework

The Friends of Chain Bridge Forge recognises its responsibilities as an employer with regards to safeguarding of vulnerable adults and children.

Our services would not normally be targeted at children or vulnerable adults, but we recognise that there may be occasions when these groups may access our services and we therefore have a duty to protect them from harm.

The Friends of Chain Bridge Forge recognises and works within the legal frameworks with regard to child protection and vulnerable adults as defined in current legislation:

- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Mental Health Act 1983
- Mental Capacity Act 2005

The Friends of Chain Bridge Forge will carry out a risk assessment against all new and re- designed roles taking into account safeguarding considerations when identifying the level of pre-employment checks required. This will include full consideration of

the relevance of the role and eligibility for pre-employment checks in line with current employment law.

Safeguarding Procedures

The role of staff, volunteers and Directors/trustees

All staff, volunteers and Directors/trustees working on behalf of The Friends of Chain Bridge Forge have a duty to promote the welfare and safety of children and vulnerable adults.

Procedure in the event of a disclosure

- It is important that children and vulnerable adults are protected from abuse. All complaints, allegations or suspicions must be taken seriously.
- This procedure must be followed whenever an allegation of abuse is made or when there is a suspicion that a child or vulnerable adult has been abused.
- Promises of confidentiality should not be given as this may conflict with the need to ensure the safety and welfare of the individual.

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information.

- This should include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the individual who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

Responding to an allegation:

- Any suspicion, allegation or incident of abuse must be reported to the relevant Area Co-ordinator or Chief Executive on that working day where possible.
- The nominated member of staff shall telephone and report the matter to the appropriate local adult social services duty social worker or social services department duty social worker. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the relevant local authority social services department within 24 hours.