

1 CHESTERFIELD STUDIOS – BUILDING POLICIES AND PROCEDURES

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1.4 PROTECTION OF VULNERABLE ADULTS POLICY AND PROCEDURE

1.4.1 POLICY STATEMENT

Chesterfield Studios Ltd is fully committed to safeguarding the well-being of its participants. Employees, leaders and volunteers should be fully aware of the organisation's Safeguarding guidelines. They should also show respect and understanding for their own rights, safety and welfare and conduct themselves in a way that reflects the principles of Chesterfield Studios Ltd.

1.4.2 AIMS AND OBJECTIVES

In order to achieve the principles of the Policy Statement Chesterfield Studios will:

- Create an environment where people feel secure, have their viewpoints valued and are encouraged to talk and are listened to
- Continue to develop awareness in all staff and volunteers of the need for Safeguarding vulnerable adults and their responsibilities in identifying abuse
- Ensuring that all staff are aware of the referral procedures at Chesterfield Studios
- Ensuring that outside agencies are involved as appropriate
- Providing information for parents/carers outlining procedures laid down within this and other related Chesterfield Studios policies
- Ensure young people know there are adults at Chesterfield Studios whom they can approach if they are worried

1.4.3 RESPONSIBILITIES

To be effective in this role, staff must:

- Act as a source of advice, support and expertise within the organisation and be responsible for co-ordinating action regarding referrals, liaising with Social Services and other relevant agencies in cases of abuse and allegations of abuse, regarding both young people and members of staff/volunteers
- Ensure each member of staff has access to, and is aware of, Chesterfield Studios Ltd's Vulnerable Adult Protection Policy
- Ensure the Policy is reviewed annually
- Ensure copies of the Policy are available to alert them to the fact that Chesterfield Studios Ltd may need to make referrals
- To ensure that there are safe and effective recruitment and disciplinary procedures in place.

1.4.4 TYPES OF ABUSE

- Sexual
- Neglect
- Physical
- Emotional

1.4.5 BEHAVIOUR STATEMENT

ALWAYS:

- Treat others as you would expect them to treat you.
- Provide an example you wish others to follow.

- Respect a person's right to privacy
- Remember someone might misinterpret your actions and your comments, no matter how well intentioned
- Recognise that caution is required, particularly in sensitive moments, such as when dealing with bullying, bereavement, grief or abuse
- Be aware of the possible implications of physical contact with young people

NEVER:

- Show favouritism to any individual
- Make suggestive remarks or gestures
- Do things of a personal nature for a child that they could do for themselves.
- Allow young people to use inappropriate language unchallenged (i.e. swearing, racial/sexual taunts)
- Permit abusive youth peer activities (e.g. bullying, ridiculing or initiation ceremonies)
- Jump to conclusions
- Allow yourself to be drawn into any inappropriate attention seeking behaviour by young people (e.g. tantrums, crushes)
- Exaggerate or trivialise child abuse issues
- Rely upon just your good name to protect you
- Believe "it could never happen to me", both dealing with abuse or being accused of committing abuse

If one-to-one contact is unavoidable

- Make sure it is for as short a time as possible
- Ensure you remain accessible to others
- Tell someone where you are going, what you are doing and why
- Try to move with the young person to areas where there are more people
- Obtain permission from the young person before any physical contact is made, for instance if you need to administer first aid
- Try to avoid unnecessary physical contact especially if it may be misconstrued by the child or other people
- Avoid giving young people a lift alone, however short the journey.

1.4.6 PROCEDURE:

If you suspect or are told that a young person is being abused:

- **If you have an immediate concern that a person is suffering from or at risk of significant harm, please telephone Call Derbyshire: 01629 533190 at any time or contact the police by ringing their call centre number 101 (24 hours)**
- You **must** always refer to the designated persons at Chesterfield Studios - don't investigate yourself
- Ensure that the young person is given the opportunity to talk to you, or an independent person
- Listen to the person without interruption, and do not ask questions about what you may suspect
- Do not approach a suspected abuser yourself. Provide support to the person.
- Accept at face value what the person says

- Do not pass judgement on what is said, but do try to alleviate any fears or guilt which the person may have
- Make it clear that you can offer support but that you **must** pass on the information

If you receive an allegation of child abuse by an adult:

- **If you have an immediate concern that a vulnerable adult is suffering from or at risk of significant harm, please telephone Call Derbyshire: 01629 533190 at any time or contact the police by ringing their call centre number 101 (24 hours).**
- Contact the Principal. Any information, no matter how trivial it may appear, must be shared.
- Record the nature of the allegation in detail
- Staff/Volunteers who hear an allegation of abuse against another member of the team, or indeed themselves, should report the matter immediately to the Operation Director. If the allegation is against the Operations Director, another Director should be contacted.

Chesterfield Studios' Child Protection and recruitment procedure

- All volunteers and staff must provide evidence of current clearance by the Criminal Records Bureau at the appropriate level for the adult's involvement with Chesterfield Studios
- Should the adult not have this clearance they must complete a **DBS Form** providing the following information:
 - Full name, current and recent addresses, date of birth, documentation to confirm their identity (i.e. birth certificate or drivers licence), details of any previous experience, voluntary or paid, of working with young people, details of any convictions for criminal convictions against children, including spent convictions under the Rehabilitation of Offenders Act 1974, permission to contact in writing, and in person, at least one local person who has experience of their work or contact with young people who may be asked for a reference.
- An informal discussion with the applicant will also be undertaken.
- Volunteers and staff without a **DBS Check** will not be permitted to serve unsupervised with the organisation until the process has been completed.