

Sustainable Hackney

Safeguarding Policy

Sustainable Hackney does not provide a specific service to children or vulnerable adults.

However it is possible that, in the course of carrying out Sustainable Hackney activities, concerns about a child or vulnerable adult could arise, for example during a public event.

To prevent such concerns arising we will ensure as far as possible that no person acting on behalf of Sustainable Hackney will have direct unsupervised contact with a child or vulnerable adult during our activities.

Where Sustainable Hackney is holding public events and children or young people under 18 may be present then Sustainable Hackney will ensure that an event supervisor with a current DBS check is present to implement this policy.

DBS checks will also be carried out when new event supervisors are appointed, and this policy will be drawn to their attention and form part of their responsibilities.

A register of DBS checks will be maintained as part of this policy. DBS checks will be considered valid for 3 years after which an update check will be made, either by use of the DBS update service or by requiring a new check to be carried out.

The event supervisor will supervise any contact with young people, ensure that persons acting on behalf of Sustainable Hackney are aware of the need to avoid unsupervised contact and will be responsible for acting on any concerns they have or which are reported to them.

The chair, Philip Pearson, will be the designated person who will lead on implementing this policy.

This policy will be reviewed annually.

Guidance for SH Events Supervisors and SH Designated Person

Safeguarding procedure

How do you define who is a vulnerable person?

- Children and young people aged 17 and under.
- People aged 18 or over who may be unable to take care of themselves, or protect themselves from harm or from being exploited. This may be because

they have mental health issues, a disability, a sensory impairment, are elderly and frail, or have some form of illness.

What is abuse?

Abuse can include the following things:

- Physical abuse
- Psychological or emotional abuse
- Financial or material abuse
- Sexual abuse
- Neglect
- Discriminatory abuse
- Institutional abuse

For more information, definitions of child abuse have been defined by Department of Health, Department for Education and Employment and the Home Office in their joint document, Working Together to Safeguard Children (Revised 2006).

How can you recognise abuse?

Besides disclosure, there are different ways of recognising abuse. These can include:

Physical signs of abuse:

- Unexplained marks, bruises or injuries
- Insufficient money to cover bills, food and other day to day expenses
- Shabby appearance, self neglect

Behavioural signs of abuse

- Behaving differently or signs of fear in the presence of certain individuals
- Fear, depression and a sense of hopelessness

What to do if an Event Supervisor suspects abuse has occurred

If in the course of carrying out Sustainable Hackney activities you have observed something which leads you to suspect that a vulnerable person has or is being abused you must report concerns as soon as possible to the Chair, who is the designated person for safeguarding.

What to do if a vulnerable person discloses to you that they have been/are being abused

A vulnerable person may choose to confide in you that they have been or are being abused. You need to handle this situation carefully. The following guidelines will help:

- Remain calm, and listen very carefully to what is said.

- Give the person time to tell you at their own pace, and don't ask leading questions.
- Do not promise to keep what the person has told you a secret, but say that you will only share the information with people who need to know and will be able to help.
- Finally give the person reassurance that they have done the right thing, and explain what you will do next.

Procedure for following up suspected abuse

If a vulnerable person has disclosed that they have been abused, the procedure below must be followed. Note that ***under no circumstances should you attempt to carry out any investigation into an allegation or suspicions of abuse***. You, as Events Supervisor, should report your concerns immediately to the designated person, who will then take the lead.

The role of the designated person is to collect and clarify the precise details of the allegation or suspicion and to report this information to the City and Hackney Safeguarding Children Board, or Social Services, whose task it is to investigate the matter.

Notes should be made as soon as possible by the Events Supervisor, preferably within an hour of being told, using the following guidelines:

- Write down exactly what the vulnerable person said, in their words.
- Write down what you said in reply.
- Make a note of when he/she said it and what was happening immediately beforehand (e.g. description of activity).
- Record dates and times of these events and when you made the record.
- Keep all hand written notes securely, even if these have been typed subsequently.
- Give these notes to the designated person as soon as possible.

The following will then be undertaken by the designated person:

1. The designated person should contact the City and Hackney Safeguarding Children Board or Social Services for advice in cases of deliberate injury or where concerned about the vulnerable person's safety or to report allegations of abuse. The parents/ carer *should not* be informed by the organisation in these circumstances.
2. Where emergency medical attention is necessary it will be sought immediately. You should inform the doctor of any suspicions of abuse.
3. In other circumstances speak with the parent/carer and suggest that medical help/attention is sought. The doctor will then initiate further action, if necessary.
4. If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
5. Where the parent/carer is unwilling to seek help, in cases of real concern, the designated person should contact City and Hackney Safeguarding Children Board or Social Services for advice.

The person reporting suspected abuse has the responsibility to ensure that action is taken. If for any reason you believe that the designated person has not responded appropriately to your concerns then it is up to you to contact the safeguarding agencies directly. If the designated person is implicated or not available, you should report your concerns to another member of the steering group.

Under no circumstances should you discuss your suspicions or allegations with anyone other than those nominated. The confidentiality of individuals will be respected in that suspicions and concerns will not be discussed other than in line with this procedure.

Adopted: 30th May 2012

Date of review: 31st May 2013, 5th June 2014, 5th May 2015, 6th June 2016, 31st May 2017, 31st July 2017.

Next review: July 2018