



Safeguarding Children and Vulnerable Adults Policy

Willingdon Community Hub Library firmly believes in the following principles:

- the welfare of children and vulnerable adults is paramount.
- all children and vulnerable adults have the right to participate in a library environment which is safe and free from violence, fear, abuse, bullying and discrimination.
- working in partnership with children, their parents, carers and vulnerable adults and other agencies is essential in promoting children and vulnerable people's welfare.
- safeguarding is everyone's business.

The following are the legal definitions of a child and a vulnerable adult:

- **Adult:** Any person aged 18 or over and at the risk of abuse or neglect because of their needs for care and support.
- **Child:** A person below the age of 18

Willingdon Community Hub Library recognises that abuse can take many forms including, but not limited to:

- Physical abuse
- Sexual abuse
- Psychological and emotional abuse
- Exploitation
- Financial abuse
- Radicalisation/extremism
- Neglect and self-neglect
- Discrimination
- Institutional abuse
- Trafficking

The **Willingdon Community Hub Library** values all members of the community old and young as being a vital part of the hub and desires to see them grow, mature and be challenged in a healthy and safe environment.

A copy of this protection policy will be kept in the library in the volunteers file and on the website.

Purposes

The purpose of **Willingdon Community Hub Library** is to offer everyone a safe and welcoming environment with fun activities where the children can grow and learn. Whether this be through activities or through other independent groups working in partnership with **Willingdon Community Hub Library**.

Willingdon Community Hub Library

Coppice Avenue, Eastbourne BN20 9PN



Aims

- To provide activities for adults, children and young people to help them develop from childhood into adulthood and to provide support for them.
- To enable adults and children to express themselves.
- To assist everyone in integrating into the community.
- To help adults/children/young people appreciate the diversity of their cultures.

Organisation Willingdon Community Hub Library

Each adult, child and young person should be formally registered with the library.

Child Protection Representative

The **Willingdon Community Hub Library** has appointed a child protection representative, whose name is displayed *on the notice board in the library*. If any volunteer has any child safety concerns, they should discuss them with him/her. He/she will take on the following responsibilities:

- ensuring that the policy is being put into practice;
- being the first point of contact for protection issues;
- keeping a record of any concerns expressed about protection issues;
- bringing any protection concerns to the notice of the management committee and contacting the local authority if appropriate;
- ensuring that volunteers are given appropriate supervision;
- ensuring that everyone involved with the organisation is aware of the identity of the child and vulnerable person protection representative.

The policy will be reviewed on an annual basis to ensure that it is meeting its aims.

Personal/Personnel Safety

- A group of children or young people under sixteen should not be left unattended at any time.
- Avoid being alone with an individual child or young person for a long time. If there is a need to be alone with a child or young person (e.g. first aid or he/she is distressed) make sure that another volunteer knows where you are and why.
- At no time should a volunteer or volunteer from any external organisation arrange to meet a young person away from the activity without someone else being there.
- As such meetings should be planned and have the approval of a member of the Management Committee (this must be someone other than the organiser themselves).
- Teenage assistants should always be supervised.

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Child and Vulnerable Adults Safety

1. No child under the age of 8 should attend the library unless accompanied by a parent or guardian.
2. Make sure that the area you are using for activities is fit for the purpose, e.g. remove furniture, which could cause injury in energetic games.
3. Make sure that all volunteers and assistants know:
 - where the emergency phone is and how to operate it.
 - where the first aid kit is.
 - who is responsible for first aid and how to record accidents or injuries in the incident book.
 - what to do in the event of a fire or other emergency.
4. Once a year there should be a fire practice.
5. Volunteers working on the Home Library Delivery Service to the elderly and their carers must to undergo an enhanced DBS check prior to visiting a person in their home.

New Volunteers

Volunteers are by far the most valuable resource the group has for working with young people. When recruiting and selecting volunteers the following steps will be taken:

- completion of an application form;
- in specific cases for special projects e.g. the home library delivery service that involves working with vulnerable adults, it may be necessary for criminal record check to be carried out through relevant local agencies approved by the Criminal Records Bureau. Normally, a Disclosure and Barring Service (DBS) check will **not** be sought for volunteers as part of their normal duties and responsibilities but only if they are required to work alone with vulnerable people on a regular basis.
- taking appropriate advice before employing someone with a criminal record
- allowing no unaccompanied access to children or vulnerable adults until all of the above have been completed.
- on-going supervision of volunteer
- ensuring good practice is followed in working with children, young people and vulnerable adults by providing appropriate training and guidance;
- a nominated child and vulnerable adult protection representative will report to the Management Committee if issues arise.
- where a volunteer is suspended from duties as a result of gross misconduct involving abuse or a safeguarding allegation, the management group will make a referral to the Independent Safeguarding Authority.
- groups hiring the hub are responsible for applying for appropriate checks on their employees/volunteers and that their staff comply with this policy.

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Training

It is a great benefit if volunteers undertake regular training for this type of work. The committee should keep volunteers informed of relevant courses.

What is child and vulnerable adult protection?

Child and vulnerable adult protection is the response to the different ways in which a vulnerable adult, young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.

What you should do:

1. listen to the vulnerable adult /child/young person.
2. look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone.
3. look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone.
4. take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.
5. it is not the role of the volunteer to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child protection officer.
6. speak immediately to the Local Authority or NSPCC for further advice and guidance.

What you should not do:

1. project volunteers should not begin investigating the matter themselves.
2. do not discuss the matter with anyone except the correct people in authority.
3. do not form your own opinions and decide to do nothing.

Things to say or do:

1. 'What you are telling me is very important'
2. This is not your fault'
3. 'I am sorry that this has happened/is happening'
4. 'You were right to tell someone'
5. What you are telling me should not be happening to you and I will find out the best way to help you'
6. Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.

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Things not to say or do:

- Do not ask leading questions – Why? How? What?
- Do not say 'Are you sure?'
- Do not show your own emotions e.g. shock/disbelief
- Do not make false promises

Appendix A

List of Addresses, Telephone and Fax numbers

Appendix B

Suggested Record Form

This policy was adopted by the **Willingdon Community Hub Library** on

Signed on behalf of the Management Committee by:

Signature.....

Name in Capitals.....

The policy has been reviewed by the Management Committee on:

Date.....

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Appendix A – useful contacts.

Children's Social Care
Single Point of Advice (SPoA) Mon-Thurs 8.30am-5pm and Fri 8.30am-4.30pm. Phone: 01323 464222 Email: 0-19.SPOA@eastsussex.gov.uk or 0-19.SPOA@eastsussex.gcsx.gov.uk Out of Hours Social Care Service - Children's services: 01273 335905/6 Out of Hours Social Care Service Adult services: 01323 636399 Child Protection Plans: 01323 466606
Safeguarding Investigations Unit
For all Safeguarding Investigations Unit, dial 101, and ask for the relevant team – Hastings, Eastbourne, Brighton, Littlehampton or Horsham
LSCB Chair
Reg Hooke – please contact the LSCB Admin, maxine.nankervis@eastsussex.gov.uk
Designated Professionals East Sussex
Designated Doctor Safeguarding Children: 01424 758012 Designated Nurse Safeguarding Children: 01424 735664 Specialist Practitioner for Child Death: 01273 513441 Designated Nurse Looked After Children: 01323 446999

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Adult Social Care East Sussex County Council

Health and Social Care Connect (formerly Social Care Direct),
St. Mary's House, 52 St Leonard's Road,
Eastbourne, East Sussex BN21 3UU

To report abuse or neglect (please phone us) Phone: 0345 60 80 191, 8am to 8pm
7 days a week

Email: Health and Social Care Connect Text: 07797 878 111
Minicom via type talk – 18001 0345 60

National Domestic Violence Helpline 0808 2000247 (24 hr helpline)

Gives support and advice to women and helps them find temporary accommodation.
www.nationaldomesticviolencehelpline.org.uk

East Sussex Domestic Abuse Service 0844 225 0657 (Monday to Friday, 9am to 5pm)

Supports women and men living with domestic abuse. They will discuss options, including legal remedies, and help the victim work out a plan.

East Sussex Refuges

There are five refuges in East Sussex. 07795 968 400

The WiSE Project in East Sussex 07793 325649

The WiSE Project works with young people experiencing or at risk of sexual exploitation. They run awareness- raising workshops, group work and give one-to-one support to young people. Professionals can use the WiSE Project Screening Tool to identify children at risk. Email: wise@sussexcentralymca.org.uk



Appendix B Safeguarding record form

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons. In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the within one working day or the next working day if it's a weekend.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

Your details – the person completing the form

Position

Name

Telephone

Email

Details of the person affected

Name Address

Telephone Email

Details of the incident (please describe in detail using only the facts)

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Other present or potential witnesses

Name Address

Telephone number

Additional relevant information (please detail anything else that you believe to be helpful or important)

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Print name

Signature

Date