



FRYERN COMMUNITY ASSOCIATION

Safeguarding Children, Young People and Vulnerable Adults Policy

Everyone has a duty to safeguard children, young people and vulnerable adults. Fryern Community Association is committed to maintaining the welfare of people whilst they are using the Parish Council facilities described within this policy.

This policy applies to:

- anyone working for or on behalf of the Fryern Community Association whether in a paid, voluntary or commissioned capacity.

FACILITIES

The pavilions, children's play areas, MUGAs, tennis courts, recreation grounds and football fields situated at Fryern, are owned by Chandler's Ford Parish Council. Therefore Parish Council Guidelines as below must be adhered to.

Fryern Community Association has no specific person who is involved in the direct care of children or adults at the facilities listed above, but will ensure that, should a concern arise, the correct procedures related to this policy are followed.

DEFINITIONS:

Children and young people:

Anyone under the age of 18 years

Vulnerable Adult:

- Anyone over 18 who is:
- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

SAFE ENVIRONMENT

Fryern Community Association will endeavour to safeguard children and vulnerable persons in that: -

- All children and vulnerable adults have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly
- All volunteers have a responsibility to report concerns to the appropriate officer who will refer the matter to Social Services at Hampshire County Council for formal investigation. **YOU MUST REFER, YOU MUST NOT INVESTIGATE**
- No member of Fryern Community Association or other volunteers will have unsupervised access to children and vulnerable adults, unless appropriately vetted.
- Ensuring that the Association practices safe recruitment in checking the suitability of volunteers to work with children and vulnerable people.
- Disclosure and Barring service (DBS) checks will be carried out on the volunteers who have frequent or intensive 'regulated activity' contact with children or vulnerable adults. In line with best practice, these checks (if required) will be repeated every four years.
- Association Officers, volunteers and other members of staff will not be subject to DBS checks unless there is a change in duties which requires 'regulated activity' contact with children and vulnerable people.
- All Association Officers, helpers and volunteers will be made aware of this policy and the relevant procedures. Relevant training in this area will be provided.
- Fryern Community Association has a 'duty of care' to protect others from harm; this includes a range of processes including risk assessment and health and safety practices.

HIRE OF FACILITIES FROM THE PARISH COUNCIL FOR USE WITH CHILDREN, YOUNG PEOPLE OR VULNERABLE ADULTS (FRYERN COMMUNITY ASSOCIATION ON FRIDAYS)

The Parish Council requires any group using its facilities to:

- Have public liability insurance.
- Have a suitable Safeguarding Children, Young People and Vulnerable Adults Policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure Association Officers make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders have valid enhanced Disclosure and Barring Service DBS checks as appropriate
- Complete risk assessments for individual activities.

SAFE WORKING PRACTICES

All users of Parish Council facilities must follow the safeguarding children, young people and vulnerable adults policy and procedures at all times. For example they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out.
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.

CODE OF CONDUCT FOR USERS OF PARISH COUNCIL FACILITIES

- Treat each other with respect.
- Show consideration for other groups using the facilities.
- Treat the facilities provided with due care and respect.
- Provide an example of good conduct that you wish others to follow.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, the Parish Clerk or parents and carers, as appropriate.
- Encourage an open atmosphere within user groups so that discussion about issues that will affect participants whilst they are attending sessions can contribute to the smooth running of activities.

Children Services

Call Hantsdirect:

0845 603 5620 (office hours)

0845 600 4555 (out of hours)

Adult Services

Call HantsDirect

0845 603 5630 (office hours)

0845 600 4555 (out of hours)

When is a DBS Check Required?

A DBS check discloses convictions, cautions, warnings, reprimands and other police intelligence. Normally, once a conviction is 'spent' the convicted person does not have to reveal or admit to its existence. However, in the context of working with children or vulnerable adults, organisations are legally entitled to ask for details through the DBS of convictions irrespective of whether they are 'spent' or 'unspent'.

It is only permissible to require a DBS check if a position falls within the definitions prescribed by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Within the Parish Council the main categories for checking are: -

- **any position which involves regularly caring for, training, supervising or being solely in charge of persons under 18 or a vulnerable adult**
- **any work which is defined as regulated activity relating to children or vulnerable adults.**

Regulated activity is:

- activity involving contact with children/vulnerable adults and is of a specified nature (e.g. **teaching, training, care, supervision, advice, moderating, driving**, on a frequent (once a month or more), intensive (takes place on three or more days in any 30-day period) overnight (between 2am and 6am) basis; and/or
- activity involving contact with children in a specified place (e.g. schools, care homes, etc) frequently or intensively; and/or
- management of an individual doing regulated activity in relation to children and/or vulnerable adults.

Regulatory Activity is a statutory term used to describe working or volunteering with children or vulnerable adults. It covers any work, whether paid or unpaid, which is carried out on a frequent, intensive or overnight basis but does not include family or personal arrangements. Importantly, the definition of regulated activity looks at whether the activity is:

- of a specified nature - Teaching, Training, Supervision, Advice, Treatment, Transport
- in a specified place – where there is the opportunity for contact with children or vulnerable adults
- the frequency and intensity - once a week, takes place on 4 days in one month or more
- whether the activity gives the person the opportunity to have access to children or vulnerable adults.

The Criminal Records Bureau (CRB) Disclosure & Barring Service (DBS): The Code of Practice

The Code of Practice is published under section 122 of the Police Act 1997 ("the Act") in connection with the use of information provided to registered persons ("Disclosure information") under Part V of the Act.

The Code of Practice is intended to ensure - and to provide assurance to those applying for Standard and Enhanced Disclosures - that the information released will be used fairly. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary. (*The Code of Practice can be found on the CRB/DBS website*).

Anybody, who receives Standard or Enhanced Disclosure information must abide by the Code of Practice, this includes:

- Registered Bodies
- Umbrella Bodies
- Recruiters and others receiving such information

Chandler's Ford Parish Council uses the DBS checking service to help assess the suitability of applicants for positions of trust and complies fully with the CRB/DBS Code of Practice.

The Code of Practice states that Disclosure information should only be used in the context of a policy on the recruitment of ex-offenders, designed to protect applicants from unfair discrimination on the basis of non-relevant past convictions.

Storage of Disclosure information is also important. The Code of Practice requires that the information revealed is considered only for the purpose for which it was obtained. It should be destroyed after a suitable period has passed - usually not more than six months.

Fryern Community Association will co-operate with requests from the DBS to undertake assurance checks, as well as reporting any suspected malpractice in relation to the Code or misuse of Disclosures. Fryern Community Association understands that the DBS can refuse to issue the results of a DBS check if it suspects that the Code of Practice is not being adhered to.