

ELATT STAFF HANDBOOK

POLICIES, RULES AND PROCEDURES

POLICY AND PROCEDURE

YOUNG PEOPLE AND VULNERABLE ADULTS PROTECTION

POLICY

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To: All Staff
From: Mia Wylie
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POLICY: PURPOSE OF THE PROCEDURE

ELATT is committed to safeguarding the welfare of young people and vulnerable adults. ELATT works with young people under the age of 18 and vulnerable adults every year in a variety of ways and has developed this Young People and Vulnerable Adults Protection Policy to support staff in putting into practice ELATT's commitment.

This policy establishes the roles and responsibilities of everyone who works for ELATT in relation to the protection of young people and vulnerable adults with whom their work brings them into contact.

This policy is based on, and reflects, the principles of both UK legislation and guidance and other relevant ELATT policies and procedures. The approach has been developed in such a way as to be consistent with 'Best Practice' within the field of young people and vulnerable adults protection.

The key principles are:

- The welfare of the young person or vulnerable adult is the paramount consideration.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/unpaid) working at ELATT have a responsibility to report concerns to the appropriate officer.
- All young people and vulnerable adults regardless of age, disability, gender, racial or ethnic origin, pregnancy or maternity, marital or civil partnership, religious belief and sexual identity have a right to protection from harm or abuse.

It is everyone's responsibility to promote the protection of young people and vulnerable adults. In following the policy staff are always expected to maintain a sense of proportion, apply common sense to situations and protect the young person's and vulnerable adult's welfare as priority.

It is also ELATT's duty to ensure that staff are never placed in situations where abuse might be alleged. It is not intended that the policy should restrict staff from normal ways of working, but staff always need to consider how an action or activity may be perceived as opposed to how it is intended.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police directly, or the **NSPCC Child Protection** Helpline on **0808 800 5000**, or **Childline** on **0800 1111**.

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PRINCIPLES OF GOOD PRACTICE

ELATT undertakes to:

- Treat young people and vulnerable adults with care, respect and dignity; Recognise that those working for ELATT will be perceived by young people and vulnerable adults as trusted representatives of ELATT;
- Ensure communication with young people and vulnerable adults is open and clear;
- Assess the risks to young people and vulnerable adults of their activities;
- Ensure staff avoid physical contact with young people and vulnerable adults except for reasons of health and safety, or under supervision.
- Always work in an open environment, avoiding private or unobserved situations and encouraging open communication.
- Treat all young people/vulnerable adults equally with respect and dignity.
- Always put the welfare of each young person and vulnerable adult first.
- Maintain a safe and appropriate distance with learners (eg it is not appropriate for staff or volunteers to have an intimate relationship with a young person or a vulnerable adult).
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Develop and then implement procedures for identifying and reporting cases, or suspected cases, of abuse.
- Support young people who have been abused in accordance with his/her agreed child protection plan.
- Establish a safe environment in which young people and vulnerable adults can learn and develop.

LEGAL FRAMEWORK AND GUIDELINE SOURCES

The legislation that is relevant to the protection of children is as follows:

- The Children Act (2004) in England and Wales
- The United Nations Convention on the Rights of the child
- The Human Rights Act (1998)
- Working Together to Safeguard Children (DOH 2006)
- Every Child Matters

Other Sources include:

- Child Protection Procedures – Area Child Protection Committees (Essex, London, Hertfordshire, Suffolk & Norfolk).
- Multi Agency Public Protection Arrangements (MAPPA)
- Social Services / Child Protection Team Blue Book
- Supporting People Quality Assessment Framework – Core Objective 3: Protection from Abuse, and associated guidelines.
- "No Secrets" (DOH) – Guidance on developing and implementing multiagency policies and procedures to protect vulnerable adults from abuse
- Registering Authorities Multi Agency Public Protection Arrangements (MAPPA) "Duty to Co-operate".
- "Caring for Young People and Vulnerable Adults" (HO) – guidance
- Supporting People Quality Assessment Framework – Core Objective 3: Protection from Abuse, and associated guidelines.

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RELATED PROCEDURES AND OTHER DOCUMENTS

Business Plan
Training and Development Policy and Procedure
Support and Supervision Policy and procedure
Staff Induction Policy and Procedure
Key Performance Indicators
Equality and Diversity Policy
Health and Safety Policy
Confidentiality Policy
ELATT's Online IT Guidelines
ELATT's Prevent Policy

DEFINITIONS

The term **young person** is used throughout the Policy to refer to anyone under 18 years of age and the term **vulnerable adult** is used to refer to any adult who may suffer from a learning, physical or mental disability.

The kinds of abuse and risk addressed by this policy include young people and vulnerable adults who may be vulnerable not just by virtue of their age, but also due to the risk of:

- **Physical abuse** (including actual or threatened physical attacks, verbal assault or neglect).
- **Sexual abuse and exploitation** (including rape, other sexual assault, under age "consensual" sex, threatened touching or inappropriate sexual remarks)
- **Emotional abuse and exploitation** (including any actions or comments which fail to show dignity and respect for the individual).
- **Financial abuse and exploitation** (including misappropriation of the personal finances of young people and vulnerable adults using our services).
- **Neglect** – which is a failure to properly care for the physical, social and emotional needs of the young person and to protect them from harm.
- **Institutional abuse** where the rituals and routines mean young people and vulnerable adults have to sacrifice their lifestyle to conform with those of the institution.
- **Discriminatory abuse** (including that based on a young person's or vulnerable adult's race, nationality, gender, sexual orientation, disability, age, personal circumstances, eg. teenage parents, religion & social status).
- **Radicalisation** by which learners may be exposed to ideas which could lead to anti-social or criminal behaviours and/or behaviours which endanger individuals and communities. See ELATT's Prevent Policy for more details on the dangers of radicalisation and how to protect learners from exposure to these kinds of ideas.
- **Female Genital Mutilation (FGM)** by which young women are at risk of being exposed to genital mutilation either in the UK or by being sent overseas.

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RESPONSIBILITY FOR THE PROCEDURE

All managers are responsible for ensuring that the Young People and Vulnerable Adults Protection Policy is applied

All staff are responsible for ensuring that they understand and engage with the Young Person and Vulnerable Adults Policy and strive to understand how their work role fits with the overall ELATT's responsibility.

ELATT DBS Responsibilities

Mia Wylie has been nominated Safeguarding champion by the ELATT Chief Executive to have special responsibility for the Young Person and Vulnerable Adults Protection Policy within ELATT. She will initiate Enhanced DBS disclosure for all staff and volunteers and be the focal point for all young people and vulnerable adult protection questions and will have responsibility to provide advice and guidance to staff who:

- During the course of their work, believe that a young person or vulnerable adult may be at risk of harm, and/ or
- Are told by a learner of a welfare issue.

REQUIREMENTS OF THE PROCEDURE

Recruitment and disclosure

- **New appointments**
- As part of all ELATT recruitment and selection process, offers of employment to positions will be subject to DBS certificate clearance.

Current staff

- All ELATT staff engaged will be required to complete an ELATT Enhanced Child Protection Personal Disclosure Form. Staff who disclose that they have been convicted of any offence relating to children, young people or vulnerable adults; and/ or subject to any disciplinary action or sanction relating to children, will not be permitted to work at ELATT.

A disclosure from the DBS will be required before any role at ELATT may be undertaken.

ELATT'S RESPONSIBILITIES

ELATT will follow the procedures set out in this Policy to:

- Ensure we have a designated senior person for protection who has received appropriate training and support for this role.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the Safeguarding Champion.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Safeguarding Champion.
- Develop effective links with relevant agencies and co-operate as required.
- Ensure all records are kept securely, separate from the main learner file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.
- Liaison with other agencies that support the young person such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.