



Calderdale Valley of Sanctuary

Calderdale Valley of Sanctuary Safeguarding Children, Young People and Vulnerable Adults Policy and Procedures

Review Date Dec 2022

Introduction

Calderdale Valley of Sanctuary is a small voluntary organisation. The Interim Management Committee are therefore ultimately responsible for the activities of Calderdale Valley of Sanctuary and for ensuring that this Safeguarding Policy is implemented. Working Together To Safeguard Children 2018 (DfE 2018) reminds all voluntary, charity and faith based organisations that “practitioners working in these organisations and agencies who are working with children and their families are subject to the same safeguarding responsibilities, whether paid or a volunteer” This latest guidance also highlights that “charity trustees are responsible for ensuring that those benefitting from, or working with, their charity, are not harmed in any way through contact with it”.

Policy and Procedures

1. Policy Statement on Safeguarding

- 1.1 The protection and welfare of children, young people and vulnerable adults are very important to Calderdale Valley of Sanctuary. Calderdale Valley of Sanctuary aims to provide a safe environment for children, young people and vulnerable adults to volunteer, visit and participate in activities with us. We believe that individuals have a right to live and develop within a safe environment. We recognise our responsibility to develop awareness of safeguarding issues and are committed to practice that reflects the Calderdale Valley of Sanctuary duty of care and protects children and vulnerable adults from harm.
- 1.3 Calderdale Valley of Sanctuary policy and procedures for Safeguarding have been informed by a wide range of documentation and legislation, including Safeguarding Children and Young People and Young Vulnerable Adults Policy (OFSTED September 2019), Working Together To Safeguard Children and Young People (DfE 2018), Keeping Children Safe in Education (DfE 2020) and associated briefings and guidance from the Independent Safeguarding Authority and HM Government. Preston City of Sanctuary approaches to safeguarding are based on the principles recognised within UK and international legislation and government guidance. The following have informed this Policy:

- Rehabilitation of Offenders Act 1974
- Children Act 1989
- UN Convention on the Rights of the Child 1989
- Data Protection Act 1998
- Human Rights Act 1998
- No Secrets: Guidance on developing and implementing multiagency policies and procedures to protect vulnerable adults from abuse. (DH 2000)
- Sexual Offences Act 2003
- Children Act 2004 (S.53)
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Care Act 2014
- Children and Social Work Act 2017
- Statutory Framework for the Early Years Foundation Stage (Welfare Requirement) 2019
- Working Together to Safeguard Children (HM Government 2018)
- What to do if you are worried a child is being abused (March 2015)
- Keeping Children Safe in Education (DfE 2020)
- Protection of Vulnerable Adults (POVA) guidance 2005- now Adult's List guidance
- LCC Local Safeguarding Children Board Policy and Procedures
- LCC Safeguarding Adults Board Policy and Procedures

1.4 Calderdale Valley of Sanctuary organises and participates in a wide range of activities that involve volunteers, associates, and students involvement with children, young people and vulnerable adults in various settings. These include but are not limited to:

- Activities for children and young people
- Family based events
- Specific events and activities for adults who could be deemed vulnerable

1.5 In its activities, Calderdale Valley of Sanctuary is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults as part of its common law duty of care and in response to specific legislation. We will take all reasonable measures to:

- Ensure that all can participate in Calderdale Valley of Sanctuary activities in a safe and secure environment;
- Take appropriate measures to identify and prevent anyone who is unsuitable to work or volunteer with children, young people and vulnerable adults from doing so;
- Aim to ensure that any child, young person or vulnerable adult who is at risk of, or experiencing significant harm is identified and responded to appropriately and without delay;
- Ensure that all concerns are taken seriously, responded to appropriately and without delay;
- Work co-operatively with other agencies that provide safeguarding services for children, young people and vulnerable adults, and in partnership with the parents and guardians of children and young people where appropriate.

1.6 Calderdale Valley of Sanctuary expects that all volunteers accept the fundamental principle and legal requirement that, in any given situation, the welfare of the child (any young person under the age of 18¹) or vulnerable adult is paramount. The term 'vulnerable adult' is used within this document to imply adults more correctly over the age of 18 years (who meet the

¹ Children Act 1989

statutory definition contained in 1:7 below) and who are deemed to be potentially at risk of abuse or neglect.

- 1.7 Drawing on the definition contained in the Care Act 2014 (Chapter 23), in safeguarding terms a vulnerable adult is deemed to be a person aged 18 or over who:
- (a) Has needs for care and support (whether or not a local authority is meeting any of those needs);
 - (b) Is experiencing, or is at risk of, abuse or neglect, and;
 - (c) As a result of these needs is unable to protect him or herself against the risk of abuse or neglect.
- 1.8 Although the following list is not exhaustive, a vulnerable adult/adult at risk may be a person who:
- Is frail due to age, ill health, physical disability or cognitive impairment, or a combination of these;
 - Has a severe learning disability;
 - Has a physical disability and/or a sensory impairment;
 - Has mental health needs including dementia or a personality disorder;
 - Has a long-term illness/condition (the Safeguarding Vulnerable Adults Act 2006 specifically excludes dyslexia, dyscalculia and dyspraxia);
 - Misuses substances or alcohol;
 - Is unable to demonstrate the capacity to make a decision and is in need of care and support.
- 1.9 For those who do not meet the criteria as a vulnerable adult but who nevertheless appear to be at high risk, there are alternative sources of referral and support. In such cases support may be found in local adult social care management procedures or other local processes. These are people with welfare needs.

2. Scope of policy

- 2.1 This policy and its associated procedures cover all areas of Calderdale Valley of Sanctuary activities.
- 2.2 This guidance aims to ensure that within Calderdale Valley of Sanctuary all children, young people under 18, vulnerable adults, and all those who volunteer with them, are safe and appropriately supported in the activities we organise. The aim is to achieve this by minimising the risk of harm from discrimination, bullying, accidents, injury and abuse in all its forms.
- 2.3 Our aim is to protect volunteers, and others using our facilities or engaged in Calderdale Valley of Sanctuary facilitated activities from harm regardless of age, gender, race, colour, nationality, ethnic origin or nationality, age, socio-economic background, disability, religious or political beliefs, trade union membership, family circumstances or sexual orientation.
- 2.4 The guidance applies to all Calderdale Valley of Sanctuary volunteers and anyone else representing Calderdale Valley of Sanctuary. It applies to visitors, and students. The guidance applies to any activity organised and/or delivered by Calderdale Valley of Sanctuary, regardless of where the activity takes place.
- 2.5 Calderdale Valley of Sanctuary has a duty of care to all visitors. External groups and organisations running activities for young people and/or those with additional vulnerabilities under its auspices are required to do so in accordance with approved risk assessments and safeguarding policies.

- 2.6 Where appropriate this policy should be read in conjunction with the policy statement on the recruitment of ex-offenders and Public Interest Disclosure [Whistleblowing]. By its nature, most aspects of the Calderdale Valley of Sanctuary wider policies and procedures, at whatever level, potentially contain aspects related to safeguarding in the widest sense.

3. Implementation

- 3.1 Full copies of this document will be available on the Calderdale Valley of Sanctuary web site from 2021 and will be promoted amongst the Interim Management Committee members, the Calderdale Valley of Sanctuary members, volunteers, students, partner organisations, parents and children taking part in our activities.
- 3.2 Reference to this guidance will be included with other policies and procedures in any volunteer induction and resource packs. All Calderdale Valley of Sanctuary core group members, volunteers and students will be informed about safeguarding during their induction processes and will be provided with a level of training appropriate to the risks involved.
- 3.3 Issues arising from the operation of this policy should be directed in the first instance to **Laura Beesley** (Calderdale Valley of Sanctuary), who is the Principal Safeguarding Lead (Operational).
- 3.4 *It is mandatory for all those contributing to the Calderdale Valley of Sanctuary activities to comply with this Safeguarding Policy and promote the welfare of children, young people and vulnerable adults. Failure to follow this guidance and procedures would constitute a matter of concern for Calderdale Valley of Sanctuary.***
- 3.5 *Anybody reporting a concern in good faith and in the genuine belief that there are concerns relating to safeguarding will be supported to do so even in the event of that concern subsequently being found to be unsubstantiated.***
- 3.6 If volunteers or students are concerned that another volunteer is not following the guidance and procedures, they should contact the Calderdale Valley of Sanctuary safeguarding officer. Where the Principal Safeguarding Lead (Operational) is the object of concern then further advice should always be sought. Calderdale Valley of Sanctuary will follow the procedures laid down by the Calderdale Safeguarding Children Board (under 18s) or the Calderdale Safeguarding Adult Board (for vulnerable adults who are over 18).

4. Values and Principles

- 4.1 Calderdale Valley of Sanctuary:
- Recognises that the welfare of children, young people and vulnerable adults is paramount.
 - Recognises that all children, young people and vulnerable adults, whatever their age, disability, faith, beliefs, gender, race or sexual orientation have the right to be protected from abuse;
 - Believes that all children, young people and vulnerable adults should be listened to and heard;
 - Believes that all children, young people and vulnerable adults should be valued and treated as individuals and respected for their individuality and identity;
 - Believes that children, young people and vulnerable adults should be involved in decisions, whenever it is possible and appropriate;
 - Recognises that abuse and neglect can have serious long-term effects in terms of development, health and well-being including to self-esteem and self-image;

- Will take all concerns and suspicions or allegations of abuse and neglect seriously and respond swiftly and appropriately;
- Will share information about our safeguarding policy and good practice guidance with trustees, volunteers, students, partner organisations, parents and young people;
- Will share concerns about the welfare of any child, young person or vulnerable adult with the relevant agencies, involving parents and young people appropriately;
- Will adopt and carefully implement the recognised procedures for recruitment and selection of volunteers and students who may be in contact with children, young people or vulnerable adults;
- Will develop and implement appropriate procedures for responding to accidents, incidents, alleged or suspected harm;
- Will provide effective management for volunteers and students through safeguarding awareness and general support;
- Has identified a safeguarding management infrastructure based on:
 - One senior designated safeguarding officer who is on the Interim Management Committee

Safeguarding Training Structure

Calderdale Valley of Sanctuary accepts that it is important to ensure that its volunteers are adequately trained to safeguard the children, young people and vulnerable adults they support and themselves. Calderdale Valley of Sanctuary will identify the training needs of volunteers and students to ensure that an appropriate level of training is provided. This may involve some or all the following, depending upon the nature of the duties performed by the volunteer or student:

- Direct face to face training provided internally
- E-Learning Awareness raising by completing safeguarding courses for both children and adults.

6. Signs, definitions of different types of harm and possible indicators of abuse and neglect

CVoS volunteers and students should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social

interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is also a specific safeguarding issue.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Specific safeguarding issues

All CVoS volunteers and students should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger.

CVoS volunteers and students should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- Bullying (including cyber-bullying);
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- Sexual violence and sexual harassment;
- Sexting (also known as youth produced sexual imagery); and
- Initiation type violence and rituals.

CVoS volunteers and students should be clear as to the organisations policy and procedures with regards to peer on peer abuse.

Contextual Safeguarding: CVoS acknowledges that safeguarding incidents and/or behaviours can be associated with many factors and/or can occur between children in a range of settings and places. All CVoS volunteers and students, but especially the Principal Safeguarding Lead should consider the context within which such incidents and/or behaviours occur. This is known as **contextual safeguarding**, which means considering whether the wider environmental factors that are present in a child's life are a threat to their safety and/or welfare. By virtue of their central role in safeguarding Children's Social Care assessments must formally consider such factors. As such it is important that CVoS as an organization provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available factors and the full context of any abuse.

7. Roles and Responsibilities

7.1 The Principal Safeguarding Lead (Operational)

This role is designed to oversee the framework and provide named lead safeguarding advisor for safeguarding and protecting children and vulnerable adults. The PSL(O) maintain key safeguarding records centrally and securely.

7.2 The PSL(O) make the actual referrals to CSC or ASC and in the case of children and young people inform parents/carers of their decision to make the referral.

7.3 The PSL(O) will be a source of advice, support and communication and act as the safeguarding contact within Calderdale Valley of Sanctuary and represents an integral element of Calderdale Valley of Sanctuary safeguarding infrastructure.

7.4 **The PSL(O)** monitor and review Calderdale Valley of Sanctuary Safeguarding policies and procedures on a regular basis and aims to support their effective implementation. The PSL(O) will produce an annual action plan based on the annual safeguarding report.

8. Recruitment and Selection of Volunteers

8.1 Calderdale Valley of Sanctuary is mindful of various guidelines to assist with the safeguarding element of their work:

- Disclosure and Barring Scheme (DBS)
- Policy Statement on the Recruitment of Ex-Offenders
- Disqualification Under the Child Care Act 2006

8.2 Whilst DBS arrangements potentially provide additional safeguards, they do not necessarily apply to Calderdale Valley of Sanctuary volunteers who are not engaged in “regulated activities” and who do not have unsupervised access to children, young people or vulnerable adults. Moreover, it is important to remember that DBS arrangements are part of a wider framework of safe recruitment and selection practices. In particular, it does not replace the need for on-going vigilance in matters concerning safeguarding. Nor does it remove the need for Calderdale Valley of Sanctuary to develop and apply robust safeguarding procedures including, where necessary, activity leads have DBS deployment checks in place.

Based on the advice contained in Keeping Children Safe in Education 2020, Calderdale Valley of Sanctuary are required to complete a risk assessment for each volunteer to decide whether they need to do an enhanced DBS check or not.

8.3 Any student engaged in work with children, young people or vulnerable adults on activities are required to have completed a DBS via their university or college.

9. Volunteers Code of Behaviour – Children, Young People and Vulnerable Adults

Volunteers whose work brings them into contact with children, young people and vulnerable adults may be in a position or situation to harm or abuse them or behave inappropriately. Calderdale Valley of Sanctuary has produced a written code of behaviour that sets out its core principles in relation to this area. Although this addresses the specific situation of children and young people, its’ general principles and approach apply equally to the protection of vulnerable adults and volunteers should use it for this purpose.

10. Recognition of Concerns and Responsibilities

10.1 All concerns relating to a child, young persons or vulnerable adult’s welfare, an individual’s behaviour or allegations of abuse will be taken seriously and responded to proportionately and appropriately. The impact of becoming aware of concerns and responding to them is

potentially distressing for all concerned. It is important that all allegations are handled correctly, and proper records are kept.

- 10.2 It is **not** the responsibility of anyone volunteering for Calderdale Valley of Sanctuary, to decide whether abuse is taking place. However, there is a legal and moral responsibility to act on concerns to protect children, young people and vulnerable adults in order that Preston City of Sanctuary can take any necessary action to protect the child, young person or vulnerable individual(s).

11. Causes for Concern

- 11.1 Any incident that causes concern in respect of a child, young person or vulnerable adult is required to be recorded immediately and passed to the PSL(O) for a same day discussion. Below are examples of incidents that are required to be reported whenever:

- You are concerned that a child, young person or vulnerable adult is, or may be subject to abuse, neglect or harm;
- You are approached by a child young person or vulnerable adult that s/he is being, or has been harmed or groomed;
- There is a concern that a relationship is developing which may be an abuse of trust;
- You are worried that a child, young person or vulnerable adult is becoming attracted to you;
- You are worried that a child, young person or vulnerable adult is becoming attracted to a PCOS colleague who has regular contact with them;
- You have been required to physically intervene to prevent a child, young person or vulnerable adult from harming themselves or another or from causing significant damage to property;
- You receive a report from a child, young person or vulnerable adult who is alleging abuse regarding a volunteer or a member of an external organisation using a Preston City of Sanctuary resource;
- You become aware of a child, young person or vulnerable adult is being recruited or is recruiting into extremist organisations and/or involved with activities that could reflect 'County Lines'.

12. Recognition of Abuse

- 12.1 The on-line training provided by the Local Safeguarding Boards aims to develop your awareness of the various types of abuse and neglect. However, it is important to note:

- You have **no** investigative role
- It is not the place of the Calderdale Valley of Sanctuary to make a judgement about whether abuse has occurred - this is the remit of external agencies
- Child and vulnerable adult abuse can occur within any setting and abusers may seek to use community and voluntary organisations to gain access to children, young people and vulnerable adults.

13. Responding to an Allegation

13.1 Receiving information about potential concerns/abuse

- 13.1.1 It is vital to recognise that while Calderdale Valley of Sanctuary can have a robust policy and procedural framework, if the culture of the organisation and/ or volunteers at Calderdale Valley of Sanctuary makes it impossible for people to talk about concerns and/or abuse or for children, young people or vulnerable adults to share concerns then this will have limited value.

13.1.2 If a child, young person or vulnerable adult says or indicates that he or she is being abused, or information is obtained which gives concern that they are being abused, the person receiving this information should:

- Ensure the immediate safety of the child, young person or vulnerable adult
- If the child, young person or vulnerable adult needs immediate medical treatment, call for an ambulance, informing the call centre that that this is a safeguarding issue
- Not promise to keep secrets and remind the child, young person or vulnerable adult of the limits to confidentiality
- React in a calm and considered way so as not to frighten or deter the child, young person or vulnerable adult
- Believe what the child, young person or vulnerable adult is telling them and respond appropriately
- If appropriate, reassure the child, young person or vulnerable adult he/she is not to blame for what has happened and that he/she was right to share this information
- Take what the child, young person or vulnerable adult says seriously, recognising the difficulties inherent in interpreting what is said by a child, young person or vulnerable adult who has a disability and/or differences in speech, communication or language
- Keep any questions to the minimum required to clarify the concern and ensure a clear and accurate understanding of what has been said. Only use open questions.
- Do not ask leading questions or make suggestions about what may have happened
- Listen without interrupting if the child, young person or vulnerable adult is recounting significant events
- Reassure the child, young person or vulnerable adult and tell them what you will do next
- Record the details of the concern, incident and/or what the child, young person or vulnerable adult has disclosed as soon as possible and before leaving a Preston City of Sanctuary session. Include details of who this information has been shared with and when
- Always date and sign any records
- Discuss with the PSL(O) without delay- this must always be a same day discussion

13.1.3 The PSL(O) will consider all concerns and complete the relevant sections of the recording pro-forma They will provide support and where appropriate telephone the referral into Children's Social Care/ Adult Social Care (CSC/ASC), the Emergency Duty Team (EDT) or the police. In the case of children and young people they will normally advise parents/ carers that this is being done. They will also ensure that the appropriate referral form for external agencies (CSC/ EDT or ASC) is completed within 24 hours. The PSL(O) will keep all original notes as these may be needed later.

13.1.4 The principle of least delay should always apply. Where appropriate (because of delays in the PSL(o) available or because of concerns about reporting internally for example) seek advice from the Calderdale Valley of Sanctuary Chair or her/his deputy, if not external advice from Children's Social Care, Adult Social Care or the Police who will advise on the action to be taken, including advice on contacting parents. Always ensure that the PSL(O) is informed of any actions taken. The Calderdale Valley of Sanctuary Chair must always be informed in writing within 24 hours that an action has occurred.

13.1.5 *The person receiving the disclosure or information should NOT:*

- Panic;
- Allow any shock or distaste to show;
- Make promises of confidentiality but explain that they will need to pass on this information to those who need to know;
- Show disbelief or fail to take the allegations seriously;
- Ask questions other than to clarify that they have enough information to act;

- Speculate or make assumptions;
- Make negative comments about the alleged abuser;
- Approach the alleged abuser;
- Make promises or agree to keep secrets;
- Fail to take responsibility for reporting the concern.

14. Recording

14.1 Recording Information

14.1.1 Information needs to be clearly recorded on form initially by the person who has the concern or receives the allegation. This must be followed by a same day discussion with the PSL(O) o. The concern may need to be referred on to the Local Authority Designated Officer, Children's Social Care, Adult Social Care or the Police. This role is undertaken by the Calderdale Valley of Sanctuary PSL(O)

14.1.2 accurate recording is essential, as there may be legal proceedings at a later date. Ideally, where the child, young person or vulnerable adult has made a disclosure, a verbatim record of their account of what occurred in their own words should be recorded. The record should include details of the nature of the allegation or concern and a description of any injury (you must not remove clothing to inspect any injuries or take photographs). Times, dates, places and any other detail should be included.

14.1.3 Referrals to Children's Social Care, Adult Social Care, EDT or Police should be confirmed in writing. The PSL(O) will keep a record of the name and designation of the Children's/Adult Social Care member of staff or Police Officer to whom concerns were passed and record the time and date of the call-in case any follow-up is needed They will ensure that all information is maintained safely in accordance with Data Protection legislation.

15. Reporting Concerns

15.1 Concerns, incidents or allegations relating to poor practice, bullying or abuse should always be referred as quickly as possible to the PSL(O) They will decide possibly with the SDSO the 'route' a referral will subsequently take (e.g., managed internally or referred out to the statutory agencies). All decisions will be recorded.

15.2 All concerns relating to potential abuse should be referred externally as quickly as possible to ensure that those with the correct expertise undertake any subsequent investigation, as this is **NOT** the responsibility of Calderdale Valley of Sanctuary

16. Reporting Concerns about Children and Young People

16.1 For children and young people it is the remit of the statutory agencies (Children's Social Care and/or the Police) and not anyone connected with Calderdale Valley of Sanctuary to investigate allegations or suspicions of abuse as detailed in Section 47 of the Children Act 1989.

16.2 Children's Social Care (formerly Children's Social Services) has a statutory duty under the Children Act 1989 that is reinforced by the Children Act 2004 to ensure the welfare of a child is paramount. When a child protection referral is made, CSC staff has the legal responsibility to make enquiries. This may involve talking to the child, or young person and family and gathering information from other people who know the child/young person. Inquiries may be carried out jointly with the police where a crime against a child/young person is alleged. There is always a commitment to work in partnership with parents or carers.

17. Reporting Concerns about Vulnerable Adults/Adults at Risk

17.1 Similarly, a specialist team undertakes the investigation into concerns about neglect and abuse in the lives of vulnerable adults/adults at risk. This will involve talking to the vulnerable adult and possibly gathering information from other people who know them. Inquiries may be carried out jointly with the police where a crime against a vulnerable person is alleged. It is not the remit of anyone at Calderdale Valley of Sanctuary to investigate.

18. Allegations against Calderdale Valley of Sanctuary volunteers or students

18.1 Procedures for dealing with allegations or suspicion of abuse by volunteers or students within Calderdale Valley of Sanctuary

18.1.1 There may be three strands in the consideration of an allegation:

- A police investigation of a possible criminal offence;
- Enquiries and assessment by children's or adult social care about whether a child, young person or vulnerable adult is in need of protection or in need of services;
- Consideration by Calderdale Valley of Sanctuary of any action in respect of the volunteer or student against whom the allegation has been made.

18.1.2 The unambiguous interaction of each strand with the others is the responsibility of Calderdale Valley of Sanctuary Chair and external agencies, to ensure that the response to each allegation is handled appropriately.

18.1.3 Calderdale Valley of Sanctuary actions in responding to any such allegations will be informed by guidance contained in Chapter 6 (sections 6.32 to 6.42) and Appendix 5 of "Working Together to Safeguard Children" (2018) published by HM Government and the Care Act 2014.

18.1.4 The person who receives a report of an allegation should immediately inform the PSL(O) as who will then liaise with the Calderdale Valley of Sanctuary Interim Management Committee.

18.1.5 The PSL(O) should consult the Local Authority Designated Officer (LADO) for children and young people or for vulnerable adults the Safeguarding Adult Board as soon as possible and within one working day as part of the initial consideration to establish whether the allegation warrants further investigation and/ or action.

18.1.6 The PSL(O) should meet with the volunteer or student to inform her/him that an allegation has been made and explain the course of action that needs to be taken. This meeting should take place as soon as possible after the discussion between Calderdale Valley of Sanctuary and Local Authority Designated Officer (LADO) / Safeguarding Adult Board has taken place. It should be made clear to the volunteer or student that the meeting is not an investigatory meeting or disciplinary hearing.

18.1.7 The possible outcomes from the above action may include the following:

- (a) That there should be an immediate referral to child/adult protection agencies to deal with the matter. The PSL(O) will be responsible for liaising with Children's/Adult Social Care and other relevant agencies.
- (b) There is reason to suppose abuse may have occurred and that further investigation by Children's Social Care or Adult Social Care is needed.
- (c) If the allegation was prompted by inappropriate behaviour by the volunteer this may need to be considered under Calderdale Valley of Sanctuary procedures and processes.

(d) That the allegation is without foundation and does not warrant further investigation.

18.1.8 Where allegations of abuse call for immediate referral to child/adult protection agencies [as in (a) above]

- Subsequent action taken will be in accordance with the Local Safeguarding Children's Board (LSCB)/Safeguarding Adults Board procedures;
- The Calderdale Valley of Sanctuary Chair will be expected to contribute to discussions on how the investigation will be conducted;

18.1.9 Calderdale Valley of Sanctuary will conduct an internal investigation. However, any investigation by the police, child or adult protection agencies will take priority and any internal processes will be held pending the outcome of these. The circumstances in which an internal Calderdale Valley of Sanctuary investigation should take place will be discussed with the appropriate Local Authority Designated Officers for adults or children. As a rule, an internal investigation will commence after the child or adult protection agencies have completed their investigation. Preston City of Sanctuary will keep the investigation of all complaints and the records relating to the matter confidential.

19.1 Concerns about a Safeguarding Officer

19. 1.1 If the concerns raised by the child, young person or vulnerable adult relate to the PSL(O) the concern must be referred to the Valley of Sanctuary Interim Management Committee

19.1.2 Where appropriate (because of concerns about reporting internally, for example) then volunteers are advised to seek advice from the Local Authority Designated Safeguarding Officer who can provide support and initiate any necessary action.

20. Mobile Phone, Camera and Social Networking Sites Policy

At CVoS the safety of the children, young people, vulnerable adults and their families is our priority, and we aim to adhere to a mobile phone free zone where cameras are used only with the written consent of parents/guardians. When volunteers communicate online with children, young people and vulnerable adults they should observe the same rules of behaviour as if speaking or interacting with them in person. Communication should be open for others to see if necessary. There should always be a record of on-line communication that can be checked if necessary.

Implementation of the policy at Calderdale Valley of Sanctuary

- Volunteers and students are not permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children without the written permission of a child's parents.
- Volunteers, parents/guardians are permitted to take photographs at events if there is permission given to do so. This decision will be clearly displayed at the entrance to any event and be announced at the start of any event.
- Photographs for the use of media purposes will have prior parental consent. In every instance parental permission must be sought prior in any wider circulation of their child's image. Calderdale Valley of Sanctuary does not allow the images of the children and their families to be used by third parties for wider marketing or publicity purposes
- Volunteers and students are not permitted to discuss, children, families, volunteers or students on any social media networking site.

ICT Policy

The Calderdale Valley of Sanctuary Chair is responsible for ensuring that:

- The ICT infrastructure/system is secure and not open to misuse or malicious attack.
- Anti-virus software is installed and maintained on all setting machines and portable devices.
- A filtering policy is applied and updated on a regular basis and that responsibility for its implementation is shared with the Calderdale Valley of Sanctuary Chair
- Volunteers may only access FBH network through a rigorously enforced password protection policy, in which passwords are regularly changed.
- Volunteers will be kept up to date with e safety technical information to maintain the security of the network and safeguard children.

Email

- Where volunteers engage in any personal communications (i.e., via WhatsApp, Hotmail or Yahoo accounts etc.) with children and parents/guardians then this must be shared with the Preston City of Sanctuary. Parents should always give their permission for direct email/ WhatsApp contact by volunteers with their children.

Mobile Phones

- Volunteers are advised to not use their mobile phones for personal use when they are with children, young people or families
- The mobile phone numbers of volunteers and students should not be shared with children and their families.
- Student or volunteer's personal mobile phones should not be used to take videos or photographs of children without written parental permission.

Photographs and Video

Digital photographs and videos are an important part of the CVoS experience as such, volunteers and students have a responsibility to ensure that they not only educate children about the safe and appropriate use of digital imagery, but also model good practice themselves. To this end, PCOS advises the following for staff, volunteers and children about the use of digital imagery.

- Calderdale Valley of Sanctuary requires written consent from parents/guardians before photographs of children will be taken or used, including for displays, exhibitions, teaching purposes, learning journeys; etc. A consent form is given to parents before their children become involved with any Calderdale Valley of Sanctuary activities and the policy is explained to parents/ guardians.
- Volunteers and students will ensure that children are at ease and comfortable with images being taken.
- Volunteers and students are prohibited from using personal devices, such as cameras, video equipment or camera phones, to take photographs or videos of children, unless their parents have given written permission.
- Where a volunteer or student ceases to be involved with the Calderdale Valley of Sanctuary then, all data must be transferred to a Calderdale Valley of Sanctuary device and deleted from the individual's camera/device upon leaving.

iPads and Tablets.

- In the event of them being made available then Calderdale Valley of Sanctuary tablets and devices should only be used by those authorised to do so
- Volunteers and students are made aware that all Calderdale Valley of Sanctuary related activities, which might involve use of its devices and systems, will be monitored in accordance with this policy.
In the eventuality of having such items, then Calderdale Valley of Sanctuary will ensure that its devices are made available as necessary for anti-virus updates, software installations, patches, upgrades or routine monitoring/servicing.
- The Calderdale Valley of Sanctuary Chair is responsible for the security of any data or images held about children or vulnerable adults.

ICT usage by children within a PCOS setting:

- The setting will ensure any PC, iPad or tablet use is always supervised and any games or apps used must be from a pre-approved selection.
- The setting will ensure online searching and installing/ downloading of any new programmes and applications are restricted to authorised PCOS members only.

21. Review of Calderdale Valley of Sanctuary Safeguarding Policy and Procedures

- 21.1 Calderdale Valley of Sanctuary Policy and Procedures for Safeguarding Children, Young People and Vulnerable Adults will be monitored and evaluated on an annual basis by the PSL(O) to ensure Calderdale Valley of Sanctuary remains up-to-date in terms of legislation, local and national guidance and reflects learning from practice and any significant incident or concern.

December 18th, 2020