



Precious Plastic Plymouth and Tavistock CIC

SAFEGUARDING POLICY

Last Review: November 2021 Date due for Review: November 2022

All representatives of Precious Plastic Plymouth and Tavistock CIC will be asked to confirm that they have read this policy statement by email to kate.crawfurd@gmail.com

Precious Plastic Plymouth and Tavistock CIC believes that it is always unacceptable for any individual to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all by a commitment to practice which protects them.

We recognise that:

- the welfare of the child/young person/ adult is paramount,
- all people, regardless of age, disability, gender (including gender re-assignment), racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types from harm or abuse,
- working in partnership with children, young people, their parents, carers and agencies is essential in promoting individual people's welfare.

The purpose of the policy is to:

- provide protection for people who receive Precious Plastic Plymouth and Tavistock CIC services,
- provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect an individual may be experiencing, or be at risk of, harm,

This policy applies to all staff, including directors, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf or representing Precious Plastic Plymouth and Tavistock CIC

We will seek to safeguard children, young people and adults by:

- valuing them, listening to and respecting them,
- adopting safeguarding guidelines through procedures and a code of conduct for staff and volunteers,
- recruiting staff and volunteers safely, ensuring all necessary checks are made,
- sharing information about safeguarding and good practice with colleagues, staff and volunteers,
- sharing information about concerns with agencies who need to know, and involving individuals appropriately,
- providing effective management for staff and volunteers through supervision, support and training.

Introduction

These procedures have been designed to ensure that the welfare and protection of any person who accesses the services provided by Precious Plastic Plymouth and Tavistock CIC.

Precious Plastic Plymouth and Tavistock CIC is committed to the belief that protecting children, young people and vulnerable adults in particular is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers and volunteers to act appropriately to any concerns that arise.

Precious Plastic Plymouth and Tavistock CIC is committed to equal opportunities and cultural diversity. Precious Plastic Plymouth and Tavistock CIC does not tolerate discrimination for any reason including religion, background, gender, age, sexual orientation or race.

Procedures:

Section 1 Recognising the Signs and Symptoms of Abuse

Section 2 Guidance on how to respond to a person disclosing abuse

Section 3 Managing Allegations made against a member of Staff / Volunteer

Section 4 Safe recruitment practices

Section 5 Photography & Filming

Section 6 Internet, Social Media and Mobile Phone acceptable use

Section 7 Recording and managing confidential information

Section 8 Procedures to deal with in house allegations

Appendix 1 Definitions of Abuse

Appendix 2 Useful Contacts/Support Organisations

Appendix 3 Incident Report Form

Section 1 - Recognising the Signs and Symptoms of Abuse

Precious Plastic Plymouth and Tavistock CIC will ensure that identified staff members whether paid or unpaid, undertake appropriate training dependent upon their role to gain a basic awareness of the signs and symptoms of abuse and recognises how concerns about a person's safety can come to light. For example:

- a person alleges that abuse has taken place or that they feel unsafe,
- a third party or anonymous allegation is received,
- a person's appearance, behaviour, or statements cause suspicion of abuse and/or neglect,
- a person reports an incident(s) of alleged abuse which occurred some time ago,
- a report is made regarding the serious misconduct of a Precious Plastic Plymouth and Tavistock representative towards an individual.

Also see Appendix 1 for Definitions of Abuse

Section 2 Guidance on how to respond to a person disclosing abuse

DO's:

- Do treat any allegations extremely seriously and act at all times towards the individual as if you believe what they are saying,
- Do tell the individual they are right to tell you,
- Do reassure them that they are not to blame,
- Do be honest about your own position, who you have to tell and why,
- Do tell the individual what you are doing and when, and keep them up to date with what is happening,
- Do take further action – you may be the only person in a position to prevent future abuse – tell the Precious Plastic Plymouth and Tavistock nominated person immediately, Kate Crawford on 07775916246
- Do write down everything said and what was done.

DON'T's:

- Don't make promises you can't keep,
- Don't interrogate the individual – it is not your job to carry out an investigation – this will be up to the multiagency safeguarding hub (MASH), who have experience in this,
- Don't cast doubt on what the individual has told you, don't interrupt or change the subject,
- Don't say anything that makes the individual feel responsible for the abuse,
- Don't do nothing – make sure you tell the Precious Plastic Plymouth and Tavistock Designated Safeguarding Officer immediately (Kate Crawford) – they will know how to follow this up with the MASH or where to go for further advice, often this can be found on the NSPCC website.

Section 3 Managing Allegations made against a member of Staff / Volunteer

Precious Plastic Plymouth and Tavistock CIC will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:

- The worker must ensure that the individual is safe and away from the person against whom the allegation is made.
- The Designated Person for child protection should be informed immediately, or their deputy (Kate Crawford, phone numbers given above).
- Precious Plastic Plymouth and Tavistock CIC will follow the advice of the safeguarding officer.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible. A template is in the appendix. This report must be made available on request from either the police and/or the Multi-Agency Safeguarding Hub (MASH), who can be contacted on 0345 155 1071 or mashsecure@devon.gcsx.gov.uk.

Section 4 Safe recruitment practices

Precious Plastic Plymouth and Tavistock will use the following checklist for safer recruitment and representation (i.e. volunteers and work experience students):

1. Write a clear job/role description
2. Use application forms to assess the candidate's suitability for the role.
3. Make it clear that Precious Plastic Plymouth and Tavistock has a commitment to safeguarding and protection.
4. Where possible have a face-to-face interview with pre-planned and clear questions. Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
5. Check the candidate's identity by asking them to bring photographic ID.
6. Check the candidate holds relevant qualifications they say they have.
7. Apply for a Disclosure and Barring Service check if appropriate to the individual's role.
8. Take up references.
9. Provide a copy of our organisation's safeguarding policy and procedures, the receipt and understanding of the policy must be acknowledged by email.

All new staff and volunteers will be adequately supervised and their progress reviewed on a regular basis.

Precious Plastic Plymouth and Tavistock CIC will identify which staff and volunteers are required to participate in the relevant safeguarding training courses and be responsible for arranging this training and ensuring relevant updating takes place.

Section 5 Photography & Filming

Precious Plastic Plymouth and Tavistock CIC will not permit photographs, video or other images of people to be taken without the consent of the individual or the parents/carers of children (consent can be confirmed by the school). Should Precious Plastic Plymouth and Tavistock CIC require photographs, video or other images for our own promotional purposes we will take responsible steps to ensure these images are used solely for the purposes they are intended.

Section 6 Internet, Social Media and Mobile Phone acceptable use

Representatives of Precious Plastic Plymouth and Tavistock CIC will act responsibly when using the Internet. This includes resources accessed and the language used. Representatives of Precious Plastic Plymouth and Tavistock CIC will not:

- Deliberately browse, download or upload material that is illegal or could offend.
- Send anyone material that could be considered threatening, bullying, offensive or illegal.
- Give out any personal information such as name, phone number or address without permission from that individual.

Section 7 Recording and managing confidential information.

If Precious Plastic Plymouth and Tavistock CIC becomes concerned that an individual may be at risk of significant harm, then the organisation has a duty to refer their concerns to the safeguarding officer of the school or the local relevant agency / Multi Agency Safeguarding Hub. Where possible this should be done with the consent of the individual concerned, but, if necessary, such consent should be set aside in the interests of that individual.

Staff (paid / unpaid) will be responsible for completing the incident report form (in Appendix 3). This is for

recording concerns / allegations of abuse, harm and neglect and the person who receives the allegation or has

the concern should complete the pro-forma.

This record will be passed ASAP to the safeguarding officer and not stored.

Section 8 Procedures to deal with in house allegations

All staff and volunteers have a duty to report concerns about any other member of staff or volunteer. It is important that any concerns for the welfare of an individual arising from suspected abuse or harassment by a member of staff or volunteer should be reported immediately to the Precious Plastic Plymouth and Tavistock safeguarding lead Kate Crawford, or if you need immediate advice you can contact the Devon Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071 or email mashsecure@devon.gcsx.gov.uk. Or see more useful

contacts in the appendix 2.

Appendix 1

These definitions are from child safeguarding report but are equally relevant to adults.

Definition of Abuse (taken from 'Working together to safeguard children 2015') Abuse is 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 (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

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

EMOTIONAL ABUSE: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, 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, though it may occur alone.

SEXUAL ABUSE: Involves forcing or enticing a person to take part in sexual activities, including prostitution, whether or not the individual is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

NEGLECT: Is the persistent failure to meet an individual'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 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)
- Ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

1 <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Appendix 2

Useful Contacts/Support Organisations

If you have concern that an individual is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping people in our community safe is everyone's responsibility. You need to ensure that you either speak to your own organisations 'Designated Safeguarding Officer' or the Devon Multi Agency Safeguarding Hub (MASH) both of whom can listen to and record your concern, and then take appropriate action.

In Devon, these are the numbers that you can ring for advice and to make a referral:

- Devon M.A.S.H Contact Details Multi-Agency Safeguarding Hub (M.A.S.H) PO Box 723 Exeter EX1 9QS

Tel: 0345 155 1071 E-mail: mashsecure@devon.gcsx.gov.uk Fax: 01392 448951

- Devon Early Help Team 0345 1551071
- Devon Local Area Designated Officer (LADO) 01392 386013
- Devon Emergency Duty Team 0845 6000388
- NSPCC 24 hour National Child Protection Helpline on 0808 800 5000

If you have reason to believe that an individual is at immediate risk of harm, ring the police on 999

Appendix 3

Initial Issue/Concern Reporting Form

Please provide information on this form if you have a concern or an issue relating to someone or something.

Name of child/adult:

Male/Female

Age/Date of Birth:

Address:

What is the concern? (include details of the person whose behaviour has raised concerns)

When and where did this concern/incident occur?

Do you have any other comments?

Your name:

Address:

Email address:

Mobile Phone No: