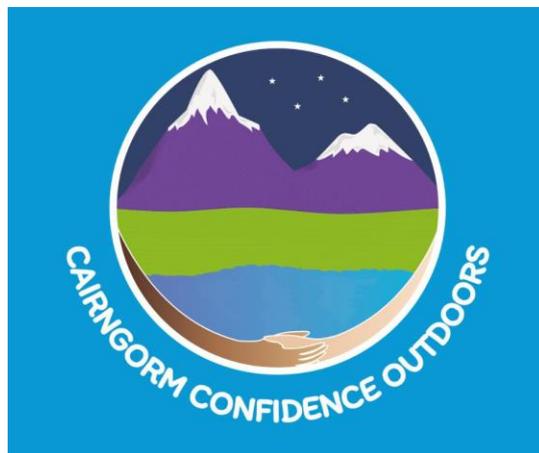


# **Children, Young People and and Vulnerable Adult Safeguarding Policy for Cairngorm Confidence Outdoors CIC**



**Designated Child Protection Officer**

**Sarah Rathbone**

**07814 991098**

# **Children, Young People and Vulnerable Adults Safeguarding Policy for Cairngorm Confidence Outdoors CIC**

Cairngorm Confidence Outdoors CIC abides by the duty of care to safeguard and promote the welfare of children, young people and vulnerable adults and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children, young people and vulnerable adults is paramount in all of the work we do and in all of the decisions that we take.
- All children, young people and vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse
- Some children, young people and vulnerable adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people and vulnerable adults, their parents, carers and other agencies is essential in promoting the individuals welfare.

## **Purpose:**

Cairngorm Confidence Outdoors CIC will:

- Protect children, young people and vulnerable adults who receive Cairngorm Confidence Outdoors CIC 's services from harm.
- Provide coaches and all other associated adults, as well as children, young people and vulnerable adults and their families, with the overarching principles that guide our approach to child protection.
- This policy applies to anyone working on behalf of Cairngorm Confidence Outdoors CIC, including senior managers and the board of trustees, coaches, and sessional instructors. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

**Definitions:**

**The Children's Act 1989 definition of a child is:** anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

**Adult at Risk (Vulnerable Adult):**

- An adult who has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

**Child and Adult Abuse:** Children, young people and vulnerable adults and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

**Safeguarding children, young people and vulnerable adults:** Safeguarding children, young people and vulnerable adults is defined in [Working Together to Safeguard Children, young people and vulnerable adults 2018](#) as:

- protecting children, young people and vulnerable adults from maltreatment.

- preventing impairment of children, young people and vulnerable adults health or development.
- ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children, young people and vulnerable adults to have the best outcomes.

### **Legal Framework:**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children, young people and vulnerable adults in Scotland. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

Cairngorm Confidence Outdoors CIC should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults and young people as well as vulnerable adults.

### **Training and Awareness:**

Cairngorm Confidence Outdoors CIC will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who requires it.

For all employees, coaches and instructors who are working with children, young people and vulnerable adults, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children, young people and vulnerable adults.
- Recognise a , young person or vulnerable potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with children, young people and vulnerable adults.
- Have knowledge of the Safeguarding Children, young people and vulnerable adults Policy.

## **Code of Conduct Guidance**

No adult connected with Cairngorm Confidence Outdoors CIC should spend excessive amounts of time alone with children, young people or vulnerable adults away from others. Any contact with an individual should take place as openly as possible. If privacy is needed for any reason, doors should be left open and other adults informed where possible.

Adults are advised not to make unnecessary or inappropriate physical contact with children, young people or vulnerable adults. There may be occasions when physical contact is unavoidable, but in all cases must only take place with the consent of the child, young person or vulnerable adult. Tell them exactly what you are going to do. Any resistance must be respected.

Avoid taking children, young people or vulnerable adults alone in a vehicle and don't meet outside of the organisation without the consent of parents, carers or guardians.

Any adult involved with Cairngorm Confidence Outdoors CIC should NEVER:

- Engage in sexually provocative or rough physical games including horseplay.
- Allow children, young people or vulnerable adults to use inappropriate language or behaviour unchallenged.
- Make sexually suggestive comments, even in fun.
- Let any allegations a child makes go without being recorded and reported to the designated person.
- Do things of a personal nature that the child, young person or vulnerable adult can do for themselves.

## **Confidentiality and Information Sharing:**

Cairngorm Confidence Outdoors CIC expects all employees, coaches, instructors and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed.**

#### **Safe Recruitment & Selection:**

Cairngorm Confidence Outdoors CIC is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children, young people and vulnerable adults from people unsuitable to work with them or have contact with them. All adults involved with children, young people or vulnerable adults will hold a PVG certificate and anyone who is suspected of causing harm or risk to a child, young person or vulnerable adult will be removed and Disclosure Scotland will be informed of our actions and the reasons for them.

#### **Use of Social Media, Mobile Phones and other Digital Technology:**

All employees, coaches, instructors and trustees should be aware of and understand that it is unlawful to photograph children, young people and vulnerable adults and young people without the explicit consent of the person with parental responsibilities.

#### **Whistleblowing:**

It is important that people within Cairngorm Confidence Outdoors CIC have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer.

#### **Reporting Procedures**

It is fundamentally important that if any adults related to Cairngorm Confidence Outdoors CIC have concerns about a child, young person or vulnerable adult that they seek to report these concerns to the Child Protection Officer and follow the steps laid down in this policy and procedure.

It must be remembered that the adult is not responsible for deciding whether or not abuse has taken place, rather they are responsible for reporting their concerns to the relevant person.

### **Recording and Record Keeping:**

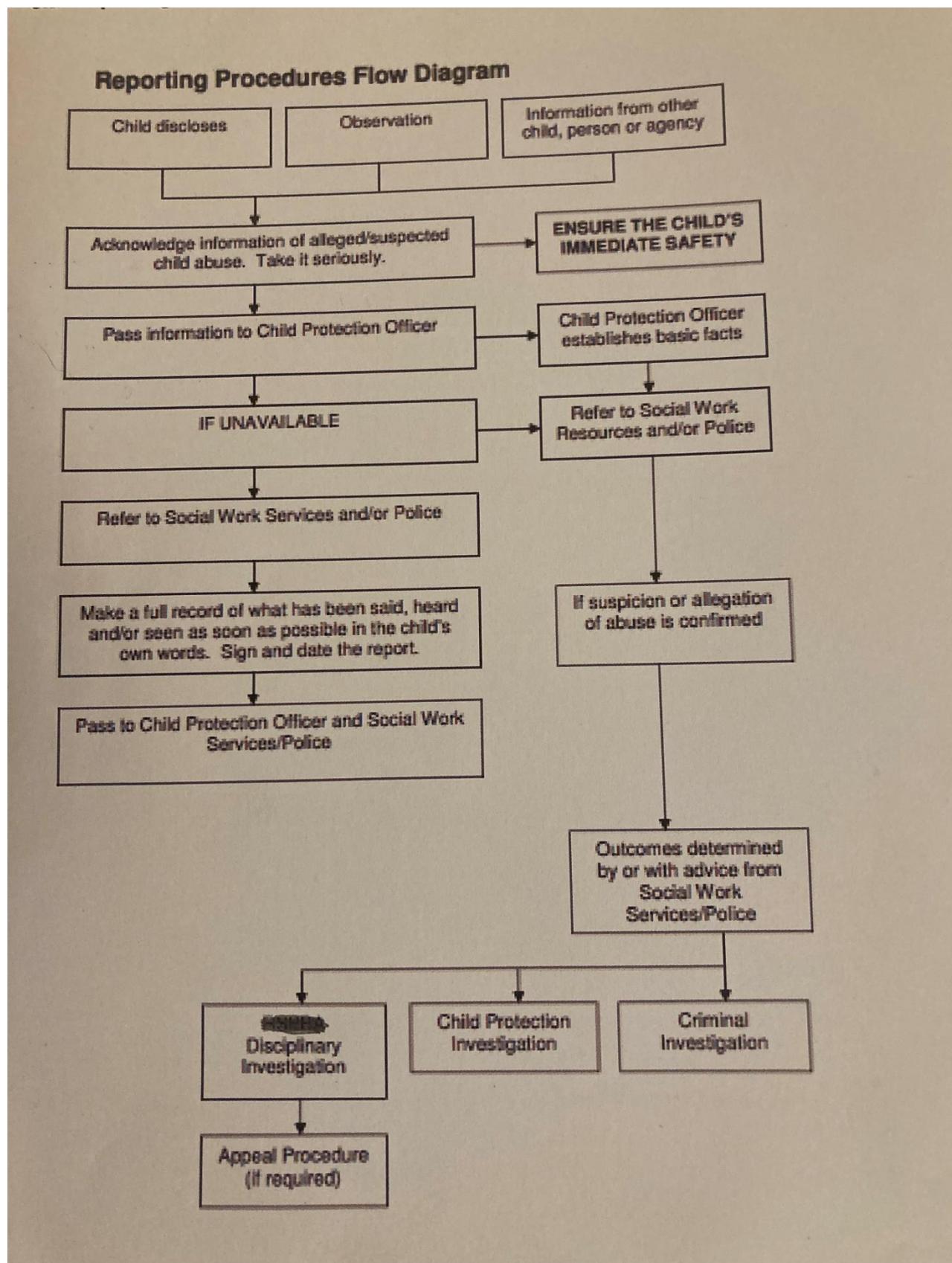
A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

If possible, make a record of the following:

- Name and age of child, young person or vulnerable adult.
- Any special factors
- Name of parent(s), carer, guardian
- Home address and phone number
- If the person is making the report expressing their own concerns or passing on those of somebody else.
- What has prompted the concerns? Include dates, times if specific incidents. Any physical/behavioural/indirect signs.
- Has the child, young person or vulnerable adult been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? If so, record details.
- Has anyone else been consulted? If so, record details.

## Reporting Procedures Flow Diagram



## Dealing with a disclosure of abuse or neglect

Do	Don't
Stay calm	panic
Listen and hear what the child, young person or vulnerable adult is saying	Ask leading questions (questions that influence a person to give a particular answer)
Reassure the child, young person or vulnerable adult that they have done the right thing in telling you.	Promise to a child, young person or vulnerable adult that you can keep a secret.
Record in writing what was said as soon as is possible and keep this record safe and secure. These may be required by the police or social services.	Ask for details of the abuse. This is not your job and will be undertaken by the police and social services.
Report the matter to the designated person.	It is not your responsibility to investigate whether abuse has taken place. This is a matter for the appropriate authorities. You have a supportive and not investigative role.
	Require the child, young person or vulnerable adult to repeat their story unnecessarily.

**If in doubt – report it.**

**The one thing you must not do – is nothing!**

**Important Contacts:**

**Designated Officer for Safeguarding**

Name: Sarah Rathbone

Email address: info@cairnngormconfidenceoutdoors.co.uk

Telephone number: 07814 991098

**Police**

Emergency – 999

Non-emergency – 101

**NSPCC Helpline**

0808 800 5000

**NSPCC Advice and Support**

[www.nspcc.org.uk](http://www.nspcc.org.uk)

**Childline Number for Young People**

0800 1111

We are committed to reviewing our policy 'and good practice annually.

*Sarah Rathbone*

**Cairngorm Confidence Outdoors CIC Child Protection Referral Form**

<b>Child, Young Person or Vulnerable Adults Name</b>	
<b>Age</b>	<b>Address (If known)</b>
<b>Parent/Guardian/Carer Phone Numbers</b>	
<b>Home:</b>	
<b>Mobile:</b>	
<b>Other relevant information (eg. siblings, ASN, communication needs)</b>	
<b>Referred to:</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Organisation:</b>	
<b>Position:</b>	
<b>Date of referral:</b>	
<b>Referred by:</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Organisation:</b>	
<b>Position:</b>	
<b>Signed:</b>	
<b>Date:</b>	

<p><b>Details of Referral:</b></p>	
<p><b>Reason behind referral:</b></p>	
<p><b>If the concern has been raised by the child, young person or vulnerable adult or you have spoken to them please record in their own words what has been said.</b></p>	
<p><b>Details of who else has been informed of the alleged incident:</b></p>	

Children, young people and vulnerable adult referrals must be sent to Sarah Rathbone [info@cairngormconfidenceoutdoors.co.uk](mailto:info@cairngormconfidenceoutdoors.co.uk) 07814 991098