



## **Safeguarding children policy**

Communigrow believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of children, by a commitment to practice which protects them.

### **We recognise that:**

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse

### **The purpose of the policy:**

- To provide protection for the children and young people who receive Communigrow's services, including the children of adult members or users.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.
- This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, students or anyone working on behalf of Communigrow.

### **We will seek to safeguard children and young people by:**

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers

- children are required to attend Communigrow activities accompanied by representative of their organization or responsible adult e.g. children accompanied by parents/carers/teachers/youth leader
- any concerns should be reported to the accompanying representative and to the member of staff on site. A trustee should be informed as soon as possible. The trustee will make a decision on the next step. Trustees are aware and informed of their responsibilities
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- all employees and volunteers will be given safeguarding training at induction and regularly thereafter
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- maintaining close links with our local authority safeguarding officers
- providing effective management for staff and volunteers through supervision, support and training.

This policy will be reviewed and approved by our Management Team and Trustees as indicated below:

**Review schedule - Bi annual**

**Next review December 2019**



## Safeguarding Adults Policy

This policy will enable Communigrow to demonstrate its commitment to keeping safe the vulnerable adults with whom it works alongside. Communigrow acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that staff, volunteers, service users and carers, and management committee can work to prevent abuse and know what to do in the event of abuse.

The Policy Statement and Procedures have been drawn up in order to enable Communigrow to:

- promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
- to ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
- and to stop that abuse occurring.

The Policy and Procedures relate to the safeguarding of vulnerable adults. Vulnerable adults are defined as:

- People aged 18 or over
- Who are receiving or may need community care services because of learning, physical or mental disability, age, or illness
- Who are or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

(No Secrets, Department of Health, 2000)

The policy applies to all staff, including senior managers, management committee members, trustees, paid staff, volunteers, sessional workers, agency staff, students and anyone working on behalf of Communigrow.

It is acknowledged that significant numbers of vulnerable adults are abused and it is important that Communigrow has a Safeguarding Adults Policy, a set of procedures to follow and puts in place preventative measures to try and reduce those numbers.

In order to implement the policy Communigrow will work:

- to promote the freedom and dignity of the person who has or is experiencing abuse
- to promote the rights of all people to live free from abuse and coercion

- to ensure the safety and wellbeing of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing
- to manage services in a way which promotes safety and prevents abuse
- recruit staff and volunteers safely, ensuring all necessary checks are made
- provide effective management for staff and volunteers through supervision, support and training

### **Communigrow**

- will ensure that all management committee members, trustees, staff, volunteers, service users, and carers/families are familiar with this policy and procedures
- will ensure that all employees and volunteers will be given safeguarding training at induction and regularly afterwards
- will work with other agencies within the framework of the Kent and Medway Safeguarding Adults Board
- will maintain close links with our local authority safeguarding officers
- will act within its confidentiality policy and will usually gain permission from service users before sharing information about them with another agency
- will pass information to referring agency
- will endeavour to keep up to date with national developments relating to preventing abuse and welfare of adults
- will ensure that the Designated Named Person understands his/her responsibility to refer incidents of adult abuse to the relevant statutory agencies

The Designated Named Person for Safeguarding Adults in Communigrow is Sue Toft. She should be contacted for support and advice on implementing this policy and Procedures. [Sue@communigrow.org.uk](mailto:Sue@communigrow.org.uk)

- This policy will be reviewed and approved by our Management Team and Trustees as indicated below:

**Review schedule - Bi annual**

**Next review: December 2019**