

Martlesham Heath Pavilion

Safeguarding Policy for Children/Young People and Adults at Risk

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| Policy applies to: The Committee/Trustees/Employees/Contractors. Hirers and Users of the Martlesham Heath Pavilion | | |
| Required compliance: Pavilion Management Committee/Trustees/Employees/Contractors, Hirers and all Pavilion Users | | |

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| | |
|---|-----------|
| 1.0 Introduction – Policy Statement and Context | 3 |
| Safeguarding Children and Adults at Risk is considered everyone’s business. | 3 |
| 2.0 Scope | 3 |
| 3.0 Definitions..... | 4 |
| A child | 4 |
| An Adult at Risk (formerly a ‘Vulnerable Adult’) as per the Care Act 2014 is:- | 4 |
| Safeguarding..... | 4 |
| Local Authority Designated Officer i.e. LADO | 4 |
| Health and Safety..... | 4 |
| Abuse and Neglect..... | 4 |
| Perpetrators of Abuse | 5 |
| Multi-Agency Safeguarding Hub - MASH..... | 5 |
| Suffolk Safeguarding Children Board SSCB..... | 5 |
| Suffolk Safeguarding Adults Board (SAB)..... | 5 |
| 4.0 Purpose | 6 |
| 5.0 Roles and Responsibilities | 6 |
| The Martlesham Heath Pavilion Committee is responsible for undertaking the following: | 6 |
| It is the Hirer's responsibility to understand/do the following: | 7 |
| DO’s | 9 |
| DON’T | 10 |
| 6.0 Compliance, Guidance and Role of nominated member..... | 10 |
| Policy Adoption and Review..... | 10 |
| Appendix A – Referral Information for concerns relating to Children and Young People | 11 |
| You may become aware of a concern by:..... | 11 |
| If you are concerned about a child, you should make a referral (this can be anonymous)..... | 11 |
| Remember In an emergency you can telephone 999 and contact the Police..... | 11 |
| If you are part of an organisation with a Safeguarding Lead in your own organisation - | 11 |
| Appendix B – National Society for the Prevention of Cruelty to Children | 12 |
| Worried about a child? | 12 |
| Appendix C - Safeguarding Adults – Reporting Concerns | 13 |
| Appendix D - Guidance on recruitment and Criminal Record checks for staff and volunteers | 14 |
| Appendix E - Guidelines for dealing with abuse or signs of abuse. | 15 |

1.0 Introduction – Policy Statement and Context

Safeguarding Children and Adults at Risk is considered everyone's business.

Martlesham Heath Pavilion is an unmanned, single storey, small meeting place comprised of an entrance lobby, main hall, kitchen, toilets including a disabled and nappy changing facility and Sports changing room.

The Pavilion Management Committee – ie the Trustees of the Charity created to maintain the building as a 'safe meeting place' undertake to highlight and widely promote on behalf of their beneficiaries the importance of safeguarding the welfare of all those who use the Martlesham Heath Pavilion located at the Drift Martlesham Heath Suffolk.

The Pavilion Management Committee aim to observe and share this ethos by publication of this policy which it expects to be adhered to by the committee, anyone employed or working on behalf of the committee and all those hiring and attending the Pavilion.

All children are considered 'vulnerable' or 'at risk' by virtue of their age and immaturity.

Some adults are considered to be 'vulnerable' or 'at risk' if they are permanently or temporarily unable to care for themselves and their interests, either through mental or physical cause. Adults at risk are open to risks of psychological and physical harm or being exploited for other people's benefit and may fall within the following groups:

- Older people who are physically or mentally frail
- People with learning disabilities
- People with a mental health condition such as dementia or personality disorder
- People who are ill and need help to carry out normal daily functions
- People with physical disabilities
- People who have undergone a recent trauma – a bereavement, a divorce or loss of a job, for instance
- People who, for whatever reason, are in abusive relationships or are homeless

2.0 Scope

This policy for the Safeguarding of Children and Young People and Adults at Risk applies to the Pavilion Management Committee anyone employed by or undertaking work for/on behalf of the committee and all those hiring, attending and using the Pavilion facilities located at the Drift Martlesham Heath Suffolk.

Some of the responsibilities listed within this policy do overlap with Health and Safety aspects that need to be considered and addressed particularly when running events/ groups for children young people and/or adults at risk.

3.0 Definitions

A child

is defined as anyone who has not yet reached their 18th birthday. In this policy 'children' means 'children and young people'.

An Adult at Risk (formerly a 'Vulnerable Adult') as per the Care Act 2014 is:-

An adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or at risk of, abuse or neglect; and;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

The above definition applies whether the needs be permanent or temporary, and whether the local authority is meeting any of those needs.

Safeguarding

is a term used in the United Kingdom and Ireland to denote measures to protect the health, well being and human rights of individuals, which allow people – especially children, young people and adults at risk – to live free from abuse, harm and neglect.

Local Authority Designated Officer i.e. LADO

Works within each Local Authority area and is there to support staff across all organisations who work with children and young people if any concerns arise regarding any practitioner who works with children and young people.

Health and Safety

is a term used in the United Kingdom and Ireland to denote regulations and procedures intended to prevent accident or injury in workplaces or public environments.

Abuse and Neglect

are forms of maltreatment of an individual. These terms refer to a violation of an individual's human and civil rights by any other person(s) and include serious physical and sexual assaults as well as cases where the standard of care does not adequately support the individual's health or development. All resulting in harm to or exploitation of the individual.

Abuse can occur in any relationship or in an institution or community setting, within all social groups regardless of religion, culture, social class or financial position.

Abuse may consist of a single act or repeated acts and may be an act of neglect, or omission, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not consented or cannot consent. I E Adults at risk may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm.

It is important to remember that abuse is defined by the impact on the individual not the intention of the abuser, in other words if someone does not have their needs cared for this can be just as damaging whether it is done deliberately or because a carer can no longer manage.

Perpetrators of Abuse

come from all backgrounds and walks of life. They may be known to the victim or, more rarely, maybe a stranger. So, abusers can be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

Often people do not realise they are abusing and sometimes the stress of caring can cause a carer to act out of character.

Multi-Agency Safeguarding Hub - MASH

is a structure developed by County Councils as a result of learning from previous experiences and lessons learnt following review of serious safeguarding incidents across the country which highlighted a recurring theme of the vital importance of information sharing and close working arrangements between relevant agencies.

A MASH hub brings agencies together with an information sharing agreement thus facilitating appropriate information sharing and decision making i.e. confidential, proportionate and secure, to help and protect the most vulnerable children and adults from harm, abuse and neglect.

Staff from the Police, Health, Probation Trust, Education, Youth Offending service, Children's Social Care, Adult Safeguarding, District and Borough Council housing services and Suffolk County Council are working together and maybe co located in the MASH office or connected remotely.

In Suffolk the team consists of approximately 60 people and they are based at Landmark House in Ipswich.

The MASH receives safeguarding concerns from professionals such as teachers and doctors as well as members of the public and family members. For those concerns that meet the threshold for Social Care involvement, representatives from the different agencies in the MASH and outside will collate information from their respective sources to build up a holistic picture of the circumstances of the case and the associated risks to the child or adult. As a result, better decisions will be made about what action to take and support will be targeted on the most urgent cases. Feedback will also be given to professionals reporting concerns. Better co-ordination between agencies will lead to an improved service for children and families.

Sensitive and confidential information will never leave the MASH team but will inform decision making.

Suffolk Safeguarding Children Board SSCB

Is the Local Safeguarding Children Board for Suffolk and a statutory body made up of partners and stakeholders from a range of agencies across Suffolk committed to safeguarding and the welfare of children. Its role is to provide guidance and support as well as challenge and scrutiny of safeguarding practices.

Suffolk Safeguarding Adults Board (SAB)

is a multi-agency partnership that promotes the development of adult safeguarding work throughout Suffolk.

The Board consists of senior officers nominated by each of the main agencies who will be responsible for developing and maintaining strong and effective inter agency protocols to safeguard vulnerable adults from abuse.

4.0 Purpose

This policy exists to inform and ensure that The Pavilion management committee share and spread the ethos that we should all develop an enhanced awareness, knowledge and understanding of how best to safeguard and where necessary act to protect our children, young people and adults at risk of abuse by promotion of the following:

- that all Pavilion Management committee members, those undertaking work for/on behalf of the Pavilion Management committee and hirers/users of the building known as the Pavilion at Martlesham Heath Suffolk (irrespective of whether they are individuals or members of a group or organisation) are aware of their responsibilities with regard to protecting and safeguarding any children or adults at risk who may either visit or participate in any activities they organise that are held at the Pavilion.
- running of safe activities and events thus avoiding accidents where possible
- the use of safer staff and volunteers
- child protection and protecting young adults at risk
- preventing and responding to bullying
- That we all know what to do in the event of a disclosure or witnessing of an incident

All the above achieves compliance with our responsibilities as a Charity to the Charity Commission and our insurance.

5.0 Roles and Responsibilities

It is recognised that some children or adults may be particularly vulnerable due to a range of issues. These may include their level of dependency, individual communication needs or the impact of previous experiences. Any such issues must be considered both in the planning of activities and in determining the appropriate type and level of supervision needed to ensure a safe, enjoyable and successful event.

It is recognised that some private events may fall outside of specific legislative requirements, but the Hirer will still be expected to ensure that safe processes, overseen by appropriate responsible adults are in place (in the case of children this may include the parents or nominated guardians or in the case of adults at risk it maybe friends, family or carers).

It is also important to ensure that for all events, whether private or commercial, the level and type of supervision is appropriate to the age group and abilities of the children/adults at risk. The NSPCC Factsheet 'Recommended Adult to Child Ratios When Supervising Children' offers further guidance with respect to children.

The Martlesham Heath Pavilion Committee is responsible for undertaking the following:

- **Safeguarding Policy creation, publication, audit and review -**
This policy will be published and displayed on the PMC website, it will be audited and reviewed annually to ensure it reflects the most 'UpToDate' information available.

- **Nominating a ‘Safeguarding’ member** of the Pavilion Management Committee trustees who will take responsibility for this review, inform and update the committee regarding any changes and where necessary signpost and advise Pavilion Users/Hirers.
- **Stipulating that Full compliance with this policy** is a condition of any booking or use of the Martlesham Heath Pavilion.
- **Spreading the ethos that Safeguarding is everyone’s business** - the Pavilion Management Committee considers the welfare of children and adults at risk to be of paramount importance. In the event of a committee member/trustee of the Pavilion witnessing or receiving a disclosure of actual or suspected abuse, of any type, by any person, they are responsible for immediately informing the relevant agencies either Suffolk Children and Young people’s Services, Suffolk Safeguarding Adults service or in an emergency the Police (**as detailed in Appendices A, B and C**). It will be for these professional agencies to determine the next steps, including the scope and nature of any investigation.
- **The Pavilion Management Committee will fully co-operate** in any such investigation and this will include providing the statutory agencies and or police with full details of any information disclosed to them and/or provided to them by the Hirer/User.
- **Display of up to date contact details for reporting/referral of Safeguarding concerns** these will be in the appendices of this document and will also be displayed on the Notice Board in the entrance lobby
- **No Supervision of children or adults at risk is undertaken** as part of the duties of either the Pavilion Management Committee or those working for or on behalf of the committee.
- **The Pavilion Management Committee do not directly organise events which include children** if such an event was to take place, they would ensure parents/guardians were present.
- **Reasonable Health and Safety measures** - the Pavilion Management Committee must legally undertake reasonable measures to ensure the Pavilion, access to it and any equipment or substances provided are safe for people using it, so far as is ‘reasonably practicable’
- **Provision of a safe and trusted environment** including the maintenance of the Pavilion its facilities and the provision of accessible toilets.
- **Following the Guidance for Charity Trustees** on what constitutes a serious incident in our charity and report it where necessary. See link below
- <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

It is the Hirer’s responsibility to understand/do the following:

- **Establish the suitability of the premises and facilities for the specific needs of your attendees – before the event proceeds** by ensuring the needs and abilities of individual children and young people and adults at risk using the Pavilion during your sessions are assessed, understood and that any level of supervision or any restriction on their access to any areas is appropriate to ensure their safety.

- **Be aware of and follow the Pavilion's Safeguarding policy** - this is considered part of the agreed contract taken out on hiring the Pavilion. All organisations, groups or individuals hiring the Pavilion for the purposes of holding activities involving children, young people or adults at risk are confirming by signing the terms and conditions of booking that, where appropriate, they will themselves have a Safeguarding Policy and procedures in place for their own organisation/group covering, DBS, safeguarding officer and reporting procedures and where not appropriate (individual hirers etc) will abide by the **Pavilion Safeguarding Policy**.
- **That in the event of the witnessing or disclosure of actual or suspected abuse**, of any type, by any person, during their session in the Pavilion they are responsible for immediately consulting/informing the relevant agencies either Suffolk Children and Young People's Services, Suffolk Safeguarding Adults service or in an emergency the Police (as **detailed in Appendices A,B and C**). It will be for these professional agencies to determine the next steps, including the scope and nature of any investigation.
- **Discuss your concerns at the earliest opportunity, if you are worried about a child and you have a Safeguarding Lead in your own organisation**
- **Inform the Safeguarding lead** on the Pavilion Management committee when a safeguarding referral has been made.
- **Not to sell Alcohol to those under the age of 18** - under the Licensing Act 2003
- **To obtain Permission for Photography or video of children** Ensure that anyone visiting the Pavilion and wishing to take a photograph or video should be aware that permission should be obtained from a parent or carer (if a child will be involved) firstly to take the photograph and secondly to reproduce it. Photographs of children should only be used if written consent has been obtained from a parent, guardian or carer.
- **Ensure that Suitable Disclosure and Barring Service certificates are obtained** - Ensure that any activities for children or adults at risk comply with relevant legislation and that only fit and proper persons have access to the children/adults at risk. This will include, where necessary, ensuring that valid Disclosure and Barring Service certificates are in place and the Hirer taking full responsibility for anyone that they may employ, engage, contract or expect to look after or interact with children/vulnerable adults. **Some guidance is contained in Appendix D of this policy** Full details of the Disclosure and Barring Service and its application to both employees and volunteers can be found on the GOV.UK website.
- **Ensure the Provision of suitably trained or specifically qualified persons** - for any activity that requires themselves or any person engaged, contracted or invited by them for any purpose, to be either trained or specifically qualified.
- **Ofsted registered events and activities** - must, in addition to meeting all Ofsted requirements, provide Martlesham Heath Pavilion Management Committee with a copy of the Hirer's own, dedicated, Safeguarding Policy for Children and Adults at Risk. This must be supplied before the event takes place. Further information on all aspects of Ofsted registration is available on the GOV.UK website
- **Observe Safe practices, supervision, due care and sensitivity** is practised in ensuring the personal dignity of children/adults at risk. This will include, but is not limited to, listening to and valuing and respecting their views and choices whilst working in partnership with

parents, carers and any relevant agencies to ensure that safe and appropriate decisions are made.

- **Expectations of behaviour when working with Children, Young People and Vulnerable Adults** - All Pavilion Users are expected to be familiar with these:
 - Respecting privacy and preserving dignity at all times.
 - Having sufficient personnel/responsible adults so that there are no occasions where the worker is in an isolated situation with a child, young person or vulnerable adult other than in a public area.
 - Fully understand the expectations of working/dealing with that particular age group and having clear procedures for any intimate care, (such as changing nappies).
 - Avoiding physical contact other than that necessary for the care of individuals and being aware of what is acceptable for them.
 - Knowing that all forms of verbal abuse, aggression or manipulative behaviour are totally unacceptable, refraining from such acts and reporting any infringements.
- **Managing Health and Safety risks** – Users/Hirers have responsibility for managing risks, so far as reasonably practicable, arising from their own activities when they have control of the Pavilion or control of equipment on the premises.
- **Considerations for items brought into the Pavilion** Ensure that any (for example, toys, play equipment or musical instruments) conform to any relevant legislation to ensure that they are safe and fit for purpose. Equally, if any of the assets of the Pavilion, such as crockery or the sound system are used as part of the hire then they must be used in a safe manner in order to minimise any risks to any users, including children and adults at risk.
- **Health and Safety and Fire Safety** Should any hirer become aware of any potential or actual risk to any user of the Pavilion (including children and/or adults at risk) which they cannot immediately safely rectify, then the event in progress must be immediately suspended or terminated until the problem is satisfactorily addressed ie fire alarm raised if appropriate. Where such a risk is due to any fault with the premises then a member of the Pavilion Management Committee must be immediately notified. Emergency contact details are displayed on the noticeboard situated in the entrance lobby.
- **No unsupervised children** are allowed in the Pavilion
- **Children under 12 should not enter the kitchen area.**
- **Fully comply with age and vulnerability related legislation** This includes, but is not limited to, legal requirements about the sale or provision of alcohol, attendance at the screening of any film with an age classification and age-related restrictions on any form of gambling or sale of goods.

DO's

- Do always treat any allegations extremely seriously and act towards the child as if you believe what they are saying.
- Do tell the child 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 child 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 – do tell the nominated person for your organisation immediately (if you have one) and then refer to the appropriate agency for ongoing advice and action – see **appendices A,B and C**
- Do write down everything said and what was done
- Do seek medical attention if necessary. Do inform parents/carers unless there is suspicion of their involvement.

DON'T

- Don't make promises you can't keep.
- Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this. Don't cast doubt on what the child has told you, don't interrupt or change the subject.
- Don't say anything that makes the child feel responsible for the abuse.
- Don't Do Nothing – make sure you follow up (inform your own safeguarding adviser if you have one) and make direct contact with the appropriate agencies for advice/referral see **appendices A, B and C**

6.0 Compliance, Guidance and Role of nominated member

Full compliance with this policy is a condition of any booking or use of the Martlesham Heath Pavilion.

This policy will be displayed on the PMC website, it will be audited and reviewed annually. There will be a nominated 'Safeguarding' member of the Pavilion Management Committee trustees who will take responsibility for this review, inform and update the committee regarding any changes and where necessary signpost and advise Pavilion Users/Hirers.

The current nominated member as of October 2018 is Caroline Webb.

Policy Adoption and Review

This policy was formally adopted by Martlesham Heath Pavilion Management Committee on the 16th July 2019 and will be reviewed on an annual basis

All policies of the Martlesham Heath Pavilion Management Committee are available to the public via the website at <http://martlesham.org.uk/pavilion/>

Appendix A – Referral Information for concerns relating to Children and Young People



All parts of England have a Local Safeguarding Children Board i.e. LSCB. In Suffolk our board is called Suffolk Safeguarding Children Board i.e. SSCB.

Guidance, Policy, Procedures and leaflets, including the Suffolk Safeguarding Children Board 'Thresholds for Intervention document', are available on their website

<http://www.suffolkscb.org.uk/>

Safeguarding is everyone's responsibility

We are all working in partnership across Suffolk to safeguard children

You may become aware of a concern by:

- Your own observations
- Being told by the child or young person
- Being told by another person
- Being told by the abuser

If you are concerned about a child, you should make a referral (this can be anonymous)

To Children and Young People's Services by contacting:

'Customer First' on 0808 800 4005 – 24hrs

Remember In an emergency you can telephone 999 and contact the Police

If you are part of an organisation with a Safeguarding Lead in your own organisation -

and you are worried about a child, discuss your concerns at the earliest opportunity.

You can also seek advice from the Multi Agency Safeguarding Hub based in Ipswich on:

MASH Professional Consultation Line: 0345 606 1499

This line is for you to discuss the most appropriate and effective way of providing or obtaining help and support for a child (or adult) you feel is at risk of abuse. This will include advice and guidance about making a referral where necessary, including how to involve parents.

In 'Early Help cases' (where a child or young person has ongoing contact with an Early help team) no Multi-Agency Referral (MARF) Form should be sent to the MASH without prior discussion with the Practice Lead or Team manager of the relevant Early Help team. Where a child and family have an allocated Social Worker, you can contact the named Social Worker Directly to discuss any concerns.

Local Authority Designated Officer (LADO) Referrals

If you have concerns about an adult working with a child under the age of 18 that you would like to report, please see the [LADO page](#) for more information.

Appendix B – National Society for the Prevention of Cruelty to Children NSPCC

Worried about a child?

Contact our trained helpline counsellors for 24/7 help, advice and support

help@nspcc.org.uk

0808 800 5000



<https://www.nspcc.org.uk/what-you-can-do/report-abuse/>

Appendix C - Safeguarding Adults – Reporting Concerns

Concerned?

If the matter is urgent because a vulnerable adult is in immediate danger, phone 999.

If you are concerned about an adult and unable to use the Portal, you can call Customer First on 0808 800 4005.

Members of the Public

Please note: From Monday 12th November 2018, if you have a concern about an adult and wish to make a safeguarding referral you will need to use the new Suffolk County Council Adult Care Portal. The first time you complete a form you will be asked to create a new portal account. It's quick and easy to register for an account and means the information you send to us is secure.

[Access the secure Adult Care Portal](#)

There are [user guides and video guidance](#) available if you need help using the portal.

If you're worried about someone and want to let us know anonymously, please use this [alternate referral form](#)

If you or someone you know needs help at home, or a family carer needs extra support

Complete an [Adult Request for Support form](#)

Self-Neglect and Hoarding

If you are concerned an adult is at significant risk of harm due to self-neglect or hoarding please see the referral information on our dedicated [Self-Neglect and Hoarding page](#).

Adult Safeguarding Journey

The following document provides guidance to practitioners, professionals and others about the referral and safeguarding process.

- [Adult Safeguarding Journey \(February 2019\)](#)

What happens after making a referral?

Every concern raised about the possible abuse of a vulnerable adult is taken seriously. When a referral is received by Customer First, the Senior Social Work Practitioner will have a discussion with a colleague in the police and a member of the Adult Safeguarding Team. The wishes of whoever is the subject of the referral will always be listened to and acted upon, and then a decision will be made about what needs to happen next.

Usually the next steps will involve investigation of the allegation, and further discussions with other professionals to ensure the individual's safety. Any safeguarding plan will try to ensure that the best possible outcome for the subject of the referral, and Suffolk Safeguarding Adults Board have a very good track record in achieving this goal.

Confidentiality, sensitivity and inclusion

All information is treated with the utmost confidentiality and sensitivity. Both the referrer and the person who is being abused will be included in the decision-making process as much as possible.

Safeguarding adults: sharing information - Social Care Institute for Excellence

This guide supports implementation of the adult safeguarding aspects of the Care Act 2014. Sharing the right information, at the right time, with the right people, is fundamental to good practice in safeguarding adults but it has been highlighted as a difficult area of practice.

- [Safeguarding adults: sharing information](#)

Appendix D - Guidance on recruitment and Criminal Record checks for staff and volunteers

It is important to make sure that staff and volunteers are suitable and legally able to act in their positions. This includes people from or working overseas.

You need to get:

- criminal records checks where the position is eligible
- references and checks on gaps in work history
- [confirmation that staff can work in the UK](#)
- [health checks where appropriate](#)

Disclosure and Barring Service (DBS) checks If you work with children or adults at risk, you should check people's criminal records and information held by the police. To check whether prospective volunteers and employees have a criminal record which makes them unsuitable for particular roles within your group. The Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau (CRB)) provides these checks.

DBS is one way you can safeguard children and vulnerable adults, but you should also think about other ways to keep people safe, for example, what you will do if you have concerns about a child or vulnerable adult's wellbeing, and how you will make sure your staff and volunteers have the skills and knowledge they need to safeguard children and adults.

If your volunteers will be working with [children or vulnerable adults](#), by law you can get a [Disclosure and Barring Service](#) check (DBS, formerly the Criminal Records Bureau) on them. DBS checks are free for volunteers.

The DBS will search police records to identify people who are unsuitable for certain types of work, especially work involving children and vulnerable adults.

[Find out what checks are available from the Disclosure and Barring Service \(DBS\)](#)

Always get a standard, enhanced or enhanced with barred list check from the DBS when a role is eligible for one.

If a role is not eligible for a standard or enhanced check, ask the person to apply for a basic check.

Appendix E - Guidelines for dealing with abuse or signs of abuse.

DO

- Do always treat any allegations extremely seriously and act towards the child as if you believe what they are saying.
- Do tell the child 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 child 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 – do tell the nominated person for your organisation immediately (if you have one) and then refer to the appropriate agency for ongoing advice and action – see **appendices A,B and C**
- Do write down everything said and what was done
- Do seek medical attention if necessary. Do inform parents/carers unless there is suspicion of their involvement.

DON'T

- Don't make promises you can't keep.
- Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this. Don't cast doubt on what the child has told you, don't interrupt or change the subject.
- Don't say anything that makes the child feel responsible for the abuse.
- Don't Do Nothing – make sure you follow up (inform your own safeguarding adviser if you have one) and make direct contact with the appropriate agencies for advice/referral see **appendices A,B and C**