WSUP Business Procedures
WBP900:
WSUP Policy on Child and Vulnerable Adult Safeguarding

WSUP controlled document
## Contents Amendment Record

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Note:
For Abbreviations & Acronyms and Glossary of Terms see WBP10.
1 Introduction

The purpose of this document is to set out WSUP’s policy on safeguarding vulnerable adults and children. It includes a statement of principles for use by staff in the programme offices as well as in the UK, being able to develop and assess the effectiveness of their local safeguarding arrangements. It also describes categories of abuse that WSUP will not tolerate.

Abuse is the violation of an individual’s human and civil rights by any other person or persons. This occurs in many forms and may consist of a single act or repeated acts. It may also be shown by a failure to act in order to protect vulnerable people. Abuse may, or may not, result in the person being physically injured or ill.

2 WSUP Policy

WSUP’s policy objective is to prevent and reduce the risk of significant harm to children and vulnerable adults from abuse or other types of exploitation, whilst supporting individuals in maintaining control over their lives and in making informed choices without coercion during and within the WSUP programmes.

3 Aims

- Raising the awareness of the duty of care responsibilities relating to children, young people and vulnerable adults throughout WSUP staff and volunteers.
- Actively encouraging good practice amongst all staff, and volunteers throughout WSUP and promoting wider awareness wherever possible i.e. partnership organisations and user groups.
- Creating a safe and healthy environment with all our services, avoiding situations where abuse or allegations of abuse may occur.
- Respecting and promoting the rights, wishes and feelings of children, young people and vulnerable adults. Listening to children, young people and vulnerable adults.
- Minimising dangers and working closely with other agencies.
- Recruiting, training, supervising and supporting staff and volunteers who work with children, young people and vulnerable adults to adopt best practice to safeguard and protect children, young people and vulnerable adults from abuse and themselves against false allegations.
- Responding to any allegations appropriately and implementing the appropriate disciplinary and appeals procedures.
- Requiring staff and volunteers to adopt and abide by the WSUP Child, Young Person and Vulnerable Adult Protection Policy and procedures and code of conduct.
4 Objectives

- To provide appropriate training for staff and volunteers to enable them to recognise the potential signs and indicators of abuse and to improve good practice.

- To aid staff and volunteers to respond sensitively and seriously to a child or young person or vulnerable adult who discloses information about abuse, and be confident and able to take appropriate action swiftly, regardless of whom the allegation is about, e.g. carer/member of staff.

- To maintain a level of good working practice at all times and therefore reducing the risk of children, young people and vulnerable adults under the care of our staff and volunteers.

- To promote the general welfare and wellbeing of children, young people and vulnerable adults during and within the WSUP programmes.

- To develop and implement effective procedures for recording and responding to incidents and accidents.

- To develop and implement effective procedures for recording and responding to complaints of alleged or suspected abuse.

5 Recognising Abuse in Children and Vulnerable Adults

Recognising abuse is not easy and it is not WSUP staff or volunteers’ responsibility to decide whether or not abuse has taken place or if a vulnerable person is at significant risk. WSUP staff and volunteers however, do have a responsibility to act if they have concern.

5.1 Signs and Indicators

Every child and vulnerable adult is unique and it is difficult to predict how their behaviour will change as a result of their experience of abuse. Listed below are some physical signs and behavioural indicators that may be commonly seen in children and vulnerable adults who are abused, but remember they may only be an indication and not confirmation that abuse is taking place. Indicators of abuse are signs that draw attention to the fact that something is wrong. They do not necessarily confirm that abuse has occurred, but suggest a need for further enquiries to be made. The list below is not exhaustive but gives an idea of the range of indicators that may be seen.

5.2 Categories of Abuse

WSUP will not tolerate the following:

- Physical abuse, including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions
• Sexual abuse, including rape and sexual assault or sexual acts to which the child or vulnerable adult has not consented, or could not consent or was pressured into consenting;

• Psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks;

• Financial or material abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;

• Neglect and acts of omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating; and

• Discriminatory abuse, including racist, sexist, that based on a person’s disability, and other forms of harassment, slurs or similar treatment.

6 Photography and Pornography

There is increasing evidence that some people have used children, young people and vulnerable adults’ activities and events as an opportunity to take inappropriate photographs or video footage of children, young people or vulnerable adults. Staff and volunteers should be vigilant at all times and any person using cameras or videos whilst working on a WSUP programme which involve children, young people or vulnerable adults should be approached and asked to complete a Consent Form for the use of Cameras and other image recorders.

» Parents and carers must be informed that photographs of the child, young person or vulnerable adult may be taken during the WSUP programme and used in WSUP material, and consent forms need to be signed agreeing to this. This must include information about how and where these photographs will be used.

» It is recommended that the names of children, young people and vulnerable adults should not be used in photographs or video footage, unless with the express permission of the child, young person, or vulnerable adult’s parent carer.

7 Good Practice for Staff and Volunteers

It is possible to limit the situations where child, young person and vulnerable adult abuse may occur, by promoting good practice to all staff and volunteers.

The following basic guidelines will help safeguard children, young people and vulnerable adults, staff and volunteers. The guidelines aim to promote positive practice and are examples of care, which should be taken by staff and volunteers while working with children, young people and vulnerable adults.
7.1 **Staff and Volunteer Guidelines**

- Always be publicly open when working with children, young people and vulnerable adults. Avoid situations where a member of staff or volunteer and an individual child, young person or vulnerable adult are alone unobserved.

- Children, young people and vulnerable adults should never be left unattended.

- Respect the child, young person or vulnerable adult and provide a safe and positive environment.

- If any form of physical contact is required it should be provided openly and according to appropriate guidelines, i.e. National Governing Body of Sport Guidelines.

- If supervision in changing rooms or similar is required, ensure staff work in pairs and never enter opposite sex changing rooms.

- With mixed groups, supervision should be by a male and female member of staff, where possible.

- Staff and volunteers must respect the rights, dignity and worth of every person and treat everyone equally within the context of the activity.

- Staff and volunteers must place well-being and safety of the child, young person or vulnerable adult above the development of performance.

- Staff and volunteers must feel confident to report concerns or worries about other staff members or volunteers to the appropriate person in authority, i.e. Country Programme Manager or Programme Director.

- Line managers and parents/carers must be informed of all incidents and accidents at the earliest opportunity. This can be done in person, by telephone or writing depending on the situation.

- If the child, young person or vulnerable adult is accidentally injured as a result of a staff member or volunteers actions, seems distressed in any way, appears to be sexually aroused by your actions, misunderstands or misinterprets something you have done, always report such incidents as soon as possible to another colleague and make a written report.

- If a child, young person or vulnerable adult arrives at the activity or service showing any signs or symptoms that give you cause for concern you must act appropriately and follow the procedures detailed above.

7.2 **It is NOT good practice for staff and volunteers to:**

- Spend unreasonable or unnecessary amounts of time alone with children, young people and vulnerable adults away from others.

- Take children, young people and vulnerable adults alone on a car journey, however short.

- Take children, young people or vulnerable adults to your home where they will be alone with you.

- Arrange to meet children, young people or vulnerable adults outside a WSUP organised activity or service.
If these situations are unavoidable, they should only occur with the full prior knowledge and consent of your line manager and the child, young person or vulnerable adults’ parents/carer.

8 **Staff and Volunteers should NEVER**

- Engage in rough physical games including horseplay.
- Engage in sexually proactive or provocative games.
- Allow or engage in inappropriate touching of any form.
- Allow children, young people or vulnerable adults to use inappropriate language unchallenged, or use it yourself.
- Make sexually suggestive comments about or to a child, young person or vulnerable adult, even in fun.
- Do things of a personal nature for children, young people and vulnerable adults that they can do themselves, e.g. assist in changing.

N.B. It may sometimes be necessary to do things of a personal nature for children, young people and vulnerable adults, particularly if they are very young or are disabled. The tasks should only be carried out with the full understanding and consent of the parents/carers. In an emergency situation that requires this type of help, you should endeavour to have someone present and fully inform the parent/carers as soon as it is reasonable possible. In such situations it is important that you ensure that all staff etc. are sensitive to the child, young person or vulnerable adult and undertake personal care tasks with the utmost discretion.

- Share a room with a child, young person or vulnerable adult.
- Enter areas designated only for the opposite sex.
- Use the internet to access child pornography sites.
DECLARATION

WSUP is fully committed to safeguarding the well-being of children, young people and vulnerable adults by protecting them from neglect, physical, sexual and emotional harm.

Working as an employee or volunteer of WSUP it is important that you have taken time to thoroughly read this Child and Vulnerable Adult Safeguarding Policy.

By being made aware of the policy it is our intention to ensure that all are proactive in providing a safe and secure environment for the children, young people and vulnerable adults in our care.

Declaration:

I have read and understand WSUP’s Child and Vulnerable Adult Safeguarding Policy and Procedures and I accept the principles therein.

Signed: ___________________________ Date: ___/___/___

Name: ____________________________________________
(Please print)

Position: __________________________________________

Office: ___________________________________________

This will be kept in your personnel file.