

CPT Safeguarding Policy

1. Introduction

Safeguarding is the umbrella term for working to protect and prevent harm to everyone who comes into contact with Collings Park Trust (CPT), and in particular children, young people and vulnerable adults. It therefore encompasses a range of issues and approaches. Regulations and quality standards govern responsibilities in this area and everyone involved in CPT should understand the requirements and know how to raise an alarm.

2. Definition

The safeguarding and protection of persons, and in particular children, young people and vulnerable adults, can be defined as protecting such persons and groups from physical, emotional, financial, discriminatory or sexual abuse or neglect.

3. Policy statement

CPT is committed to fulfilling its role in safeguarding the welfare of all involved with the Trust. Safeguarding is all the preventative measures that we take to stop somebody from being abused. CPT believes that safeguarding is everyone's responsibility and is committed to ensuring that all members who, during their involvement with CPT, have direct or indirect contact with others, in particular children, young people and vulnerable adults, or who have access to information about them, fulfil their responsibility to safeguard and promote the welfare of these groups of people.

CPT will undertake its safeguarding responsibilities directly and, where necessary, working with relevant agencies.

Protection is a statutory responsibility (resting with social services) to stop or limit abuse once it's already taken place. In terms of Social Services, there are therefore two relevant departments, Children and Adults. CPT will link with whichever is relevant on any individual case.

4. Legislation

CPT's safeguarding policies are in accordance with current legislation on safeguarding which includes:

- Working together to safeguard children 2015
- Health and Social Care Act 2008
- Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Children Act 2004

5. Responsibilities

CPT recognises that it has a duty to make appropriate arrangements to safeguard and promote the welfare of everybody, including children and vulnerable adults, such as by having this policy and ensuring that everyone at CPT understands and follows it. Government guidance makes it clear that it is a shared responsibility and depends upon effective joint working between agencies and professionals who have different roles and expertise.

Section 11 of the Children Act 2004 places a duty on all agencies to make arrangements to safeguard and promote the welfare of children. The Health and Social Care Act 2008 also places statutory duties on organisations and individuals.

CPT therefore expects and encourages all members to be alert and respond to potential risk and harm. In line with CPT's whistle-blowing policy, CPT specifically encourages all of its employees to raise any serious concerns about CPT's work or the actions of others without fear of harassment or victimisation.

6. Care Quality Commission

The Care Quality Commission (CQC) is responsible for regulating, inspecting and reviewing all adult care services in the public, private and voluntary sectors in England.

Safeguarding and promoting the welfare of children, young people, and vulnerable adults is not just the province of those working directly with these groups of people. One aspect of safeguarding of anyone using health and / or care services is the ability to contact the Care Quality Commission (CQC) regarding any concerns, as CPT is

therefore entitled to do when relevant. The role of the CQC is to oversee such services, ensuring that services are appropriate and that clients / patients are not at risk.

7. Implementation

CPT is committed to ensuring:

- all members are aware of CPT's Safeguarding policies and procedures, including the expectation that any concern should immediately be shared with a member of the management committee (ordinarily, the Chair)
- members support others, including those using CPT facilities, to understand safeguarding and how to report concerns
- members are confident in assessing, managing and minimising risk
- that no act or omission on the part of the organisation, or that of its members, or partner organisations, puts a person, and in particular a child, young person or vulnerable adult, inadvertently at risk
- that systems are in place to proactively safeguard and promote the welfare of all, and in particular children, young people and vulnerable adults
- that formal systems are utilised, reviewed and updated for understanding and responding to safeguarding, including knowledge of how to actively link and work with relevant agencies to address any safeguarding issues, including using / participating in – for instance – the Common Assessment Framework for children, Multi-Agency Public Protection Arrangements (MAPPA), etc.

Ways that this approach is implemented include:

- through collecting appropriate references and, where relevant, carrying out Disclosure & Barring Services (DBS) checks at least every three years (taking nobody who is barred) for members and / or volunteers who engage with users / the public
- through planned and thorough induction and training for relevant roles
- by having robust safeguarding and alerting systems, including whistle-blowing and including a strong commitment to multi-agency communication and work.

Reporting concerns:

- Where there is an incident, there are specific processes for reporting and recording
- Ultimately, all members should be aware that any concerns regarding welfare and safety of any relevant person or persons must be taken to the Chair of the

Committee (or, in their absence another Committee member), who will potentially contact the relevant local authority, utilising its own safeguarding processes, and who will keep a log of every stage and contact regarding the case.

- When reporting a concern this should be done, or confirmed, in writing, with copies of, or access to, relevant records.

This policy applies to any member of CPT, focussing on their defined responsibilities, although responsibilities to safeguarding and promoting the welfare of everybody, and in particular children, young people and vulnerable adults, extends to an individual's personal and domestic life.

8. Review and communication

This document will be reviewed periodically in line with national and local guidance and at a minimum of every 3 years if there is no change to national and local guidance.

This policy is to be made available and promoted to all members through:

- initial induction for new members;
- copies to existing members;
- access via Policies file.

9. Local contacts

Where appropriate, CPT will work alongside agencies including: Plymouth's local Safeguarding Children and Vulnerable Adults Boards; Adult Social Care; The Care Quality Commission; and Plymouth City Council.

Plymouth City Council Social Care Services contacts:

- Adult Social Care - phone 01752 668000
- Children's Social Care - phone 01752 308600
- Out-of-Hours - phone 01752 346984