



**Broadlands**  
Equine Therapy & RDA

# Safeguarding and Child/ Vulnerable Adult Protection Policy

April 2024

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Date Approved by Board of Trustees: April 2024

The policy will be reviewed at least annually.

Next Review date: April 2025

This policy should be read in conjunction with the charity's:

- Safeguarding and Child/ Vulnerable Adult Protection Procedure.
- Appendix 1: Types and Signs of Abuse.
- Appendix 2: Specific Safeguarding Issues and Terminology.
- Appendix 3: Safeguarding Issues Relating to Individual Participants.
- Health and Safety Policy.

## **Key Personnel**

The Designated Safeguarding Lead (DSL) for Broadlands is: **Paige Parsons, Centre Manager**

The Deputy Designated Safeguarding Lead (DDSL) is: **Sarah Ritchie**

The Trustee Safeguarding Lead (TSL) is: **Debbie Cavalier**

The Chair of Trustees is: **Tony Williams**

## **Introduction: Broadlands Group RDA (Broadlands) Safeguarding and Child/ Vulnerable Adult Protection Policy**

### Policy Statement

Safeguarding determines the actions that we take to keep children and vulnerable adults safe and protect them from harm in all aspects of their life. As a charity we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children and vulnerable adults, be they participants, volunteers or staff.

The actions that we take to prevent harm; to promote wellbeing; to create safe environments; to educate on rights and to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the charity. As such, this overarching policy will link to other policies which will provide more information and greater detail.

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## Aims

- To provide staff, Trustees and volunteers with the framework to promote and safeguard the wellbeing of children and vulnerable adults and, in so doing, ensure they meet their statutory responsibilities.
- To ensure consistent good practice across the charity.
- To demonstrate our commitment to protecting children and vulnerable adults.
- To ensure staff, Trustees and volunteers are properly trained in recognising safeguarding and child protection issues.
- To share information about concerns with parents and carers and, where necessary, with agencies who need to know such as Children's Services.
- To follow the safer recruitment guidelines.
- To provide clear guidance and expectations about behaviour, through a code of conduct and ensuring on-going vigilance.

## Legislation and Statutory Guidance

Any links to local or national advice and guidance can be accessed via the Safeguarding in Charities and Voluntary Organisations link:

<https://www.ncvo.org.uk/help-and-guidance/safeguarding/#/>

Links to online specific advice and guidance for children and vulnerable adults under 18 can be found at:

<https://learning.nspcc.org.uk/research-resources/2019/safeguarding-child-protection-standards>

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren>

The procedures of the Hampshire Safeguarding Children Partnership can be accessed at <http://hipsprocedures.org.uk/page/contents>

The procedures of the Surrey Safeguarding Children Partnership can be accessed at [Homepage - Surrey Safeguarding Children Partnership \(surreyscp.org.uk\)](http://Homepage - Surrey Safeguarding Children Partnership (surreyscp.org.uk))

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## Definitions

Within this document:

**'Child and vulnerable adult'** refers to those participants, volunteers and staff who have Special Educational Needs or Disabilities (SEND), Social, Emotional or Mental Health (SEMH) needs or medical needs which increase their vulnerability. This extends to visiting children, adults and students from other establishments.

**'Safeguarding'** is defined in the Children Act 1989 (and 2004 amendment) as protecting from maltreatment; preventing impairment of health and development; ensuring that children and vulnerable adults grow up with the provision of safe and effective care; and work in a way that gives the best life chances and transition to adulthood. **'Safeguarding'** is the action that is taken to promote the welfare of children and vulnerable adults and to protect them from harm.

**'Child/ Vulnerable Adult protection'** is part of the safeguarding process. It focuses on protecting individual children/ vulnerable adults identified as suffering or likely to suffer significant harm. It means activities undertaken/ the response to prevent children/ vulnerable adults suffering or being likely to suffer significant harm.

The term **'Staff'** applies to all those working for or on behalf of the charity, full time or part time, in a paid capacity.

The term **'Volunteers'** applies to those working for the charity in an unpaid role and includes parents, volunteers and Trustees.

**'Parent'** refers to birth parents and other adults in a parenting role for example adoptive parents, guardians, step-parents and foster carers.

**'Carer'** refers to a family member or paid helper who regularly looks after a child, vulnerable adult or disabled person.

**'Abuse'** could mean neglect, physical, emotional or sexual abuse or any combination of these. Parents, carers and other people can harm children/ vulnerable adults either by direct acts and/ or failure to provide proper care. Explanations of these are given within Appendix 1.

**'Neglect'** is a form of abuse and is the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs, likely to result in the impairment of their health or development. Appendix 1 defines neglect in more detail.

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## **Children and Adults with Special Educational Needs and Disabilities (SEND)**

Children and adults who have Special Educational Needs and/or disabilities (SEND) can have additional vulnerabilities when recognising abuse and neglect. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's/ adult's disability without further exploration.
- The potential for a disproportionate impact on children and adults with SEND, for example by behaviours such as bullying, without outwardly showing any signs.
- Communication barriers and difficulties in overcoming these barriers.
- Having fewer outside contacts than other children and adults.
- Receiving intimate care from a considerable number of carers, which may increase the risk of exposure to abusive behaviour and make it more difficult to set and maintain physical boundaries.
- Having an impaired capacity to resist or avoid abuse.
- Having communication difficulties that may make it difficult to tell others what is happening.
- Being inhibited about complaining for fear of losing services.
- Being especially vulnerable to bullying and intimidation.
- Being more vulnerable than other children and adults to abuse by their peers.

Our staff and volunteers are trained to be aware of and identify these additional barriers to ensure this group of children and adults are appropriately safeguarded.

## **Roles and Responsibilities within Broadlands**

***Safeguarding and promoting the welfare of children and vulnerable adults is everyone's responsibility.***

### **Staff, Trustee and Volunteer Responsibilities**

All staff, volunteers and Trustees have a key role to play in identifying concerns early and in providing help for children and vulnerable adults. To achieve this, they will:

- Establish and maintain an environment where children and vulnerable adults feel secure, are encouraged to talk and are listened to.
- Ensure children and vulnerable adults know that there are adults who they can approach if they are worried or have concerns.
- Attend training in order to be aware of and be alert to the signs of abuse.
- Maintain an attitude of "It could happen here" with regards to safeguarding.
- Be aware that mental health problems can, in some cases, be an indicator that a child or vulnerable adult has suffered or is at risk of suffering abuse, neglect or exploitation.

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- Recognise that abuse, neglect, or other adverse childhood experiences, can have an impact on the mental health, behaviour and education of children and adults.
- Ensure they know who the DSL, DDSL and Trustee Safeguarding Lead (TSL) are and know how to contact.
- Record their concerns if they are worried that a child/ vulnerable adult is being abused and report these to the DSL as soon as possible that day. If the DSL is not contactable, the DDSL should be informed.
- Be prepared to refer directly to Children's or Adult's Services (and the police if appropriate) if there is a risk of significant harm and the DSL or DDSL is not available.
- Follow the allegations procedures (Annex 5 of Safeguarding and Child/ Vulnerable Adult Protection Procedure) if the disclosure is an allegation against a member of staff, a volunteer or Trustee.
- Treat information with confidentiality but never promise to "keep a secret".
- Have an awareness of the Safeguarding and Child/ Vulnerable Adult Protection Policy and Procedure and the role of the DSL/ DDSL.

## **In addition, the Board of Trustees will:**

- Contribute to inter-agency working in line with 'Working Together to Safeguard Children' (2023) guidance.
- Carry out tasks delegated by the Board of Trustees such as training of staff, safer recruitment/ DBS checks and maintaining a Single Central Register.
- Provide support and advice on all matters pertaining to safeguarding and child/ vulnerable adult protection to all staff and volunteers regardless of their position.
- Treat any information shared by staff, volunteers or participants with respect and follow agreed policies and procedures.
- Ensure that allegations or concerns against staff and volunteers are dealt with in accordance with allegations procedures (Annex 5 of Safeguarding and Child/ Vulnerable Adult Protection Procedure) and the relevant Safeguarding Children Board procedures.
- Determine if a concern about a member of staff or volunteer is a 'low level concern' or an allegation.
- Ensure the setting has effective safeguarding policies and procedures.
- Ensure recruitment, selection and induction follows safer recruitment practice, including all appropriate checks.
- Ensure allegations against staff and volunteers are dealt with by the Centre Manager. Allegations against the Centre Manager are dealt with by the Trustee Safeguarding Lead.
- Ensure staff and volunteers have been trained appropriately and this is updated in line with guidance.
- Ensure any safeguarding deficiencies or weaknesses are remedied without delay.

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- Ensure a nominated Trustee Safeguarding Lead (TSL) for safeguarding is identified.
- Ensure the policy and procedure is reviewed annually.

## **Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) Responsibilities**

In addition to the role of all staff, volunteers and the Board of Trustees, the DSL and DDSL will:

- Refer cases to the relevant body (such as Local Authority Children's or Adult's Services, Channel programme, Disclosure and Barring Service, Police) where appropriate, in a timely manner avoiding any delay that could place the child or vulnerable adult at more risk, and support other staff and volunteers to make such referrals directly. Please note, any member of staff or volunteer may make a referral if the need arises.
- Report back to and liaise with staff and volunteers raising concerns/ making referrals to them.
- Seek advice from the Local Authority multi service hub where there is uncertainty about making a referral.
- Assist the Board of Trustees in fulfilling their safeguarding responsibilities set out in legislation and statutory guidance.
- Attend appropriate training and demonstrate evidence of continuing professional development to carry out the role.
- Ensure every member of staff and volunteers know who the DSL and the DDSL are, have an awareness of the DSL/ DDSL role and know how to contact them.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns about a child or vulnerable adult to the DSL/ DDSL.
- Ensure all staff and volunteers understand their responsibilities in raising concerns about other staff and volunteers to the DSL/ DDSL.
- When necessary and appropriate, ensure that those staff and volunteers that need to know are aware of those children or vulnerable adults who have experienced or are experiencing abuse in order to provide the appropriate support.
- Ensure Broadlands RDA Safeguarding and Child Protection training occurs regularly with at least annual updates so that staff and volunteers can fulfil their responsibilities knowledgeably.
- Ensure any members of staff and volunteers joining outside of the agreed training schedule receive induction training prior to the commencement of their duties.
- Ensure allegations are recorded appropriately.
- Develop, implement and review procedures that enable the identification and reporting of all cases, or suspected cases, of abuse.

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## Confidentiality and Sharing Information

- We maintain that all matters relating to child/ vulnerable adult safeguarding and protection are to be treated as confidential and only shared with the relevant child/adult protection professional.
- There is a lawful basis for child/ vulnerable adult protection concerns to be shared with agencies who have a statutory duty for child/ vulnerable adult protection. The DSL will normally obtain consent from the participant and/ or parent/ carer to share child protection information externally. Where there is good reason to do so, the DSL/ DDSL may share information *without* consent, and will record the reason for deciding to do so.
- Information may be shared with individuals within the charity, but only those who 'need to know'. Information and/ or records of a participant will not be disclosed to a parent, participant or third party without seeking formal advice from the Chair of Trustees or Trust Safeguarding Lead.
- The Data Protection Act 2018 and UK GDPR do not prevent or limit the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed.
- Staff and volunteers should be mindful that it is not appropriate to discuss or disclose personal participant/ parent/ carer issues with other non-related staff/ parents/ participants.
- All staff and volunteers are aware that they cannot promise a child or vulnerable adult that they will not tell anyone about an allegation or concern raised by them as this may not be in their best interests. In addition, where there are safeguarding concerns later proven, the staff member or volunteer would have been breaking the law.
- Staff and volunteers will pass safeguarding concerns to the DSL/ DDSL quickly, effectively and not discuss matters in a public forum.

## Storing Information

Child protection information will be stored separately from the participants session file and the session file will be 'flagged' to indicate that the separate information is held. It will be stored and handled in line with the Data Protection Policy (*under review @ April 2024*).

## Training

*All staff and volunteers working at Broadlands are expected to be aware of the signs and symptoms of abuse and must be able to respond appropriately.*

- All staff and volunteers will receive Safeguarding and Child/ Vulnerable Adult Protection update/training on a rolling annual programme. This is basic awareness of safeguarding and child/ vulnerable adult protection and includes the possible signs and indicators of abuse and how to respond effectively.
- The DSL and DDSL will update their Designated Safeguarding Lead Training every 2 years.
- All new staff and volunteers are given a thorough induction led by the DSL/ DDSL.



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- Reading Requirements: All staff and volunteers are required to read our Safeguarding and Child/ Vulnerable Adult Protection Policy and Procedure, and are asked to sign to confirm their understanding and accept responsibility for following up any questions or queries they have arising from reading these documents.
- Staff, Trustee and volunteer meetings have a standing agenda item of Safeguarding where information can be communicated.
- Any update in national or local guidance will be shared with all staff and volunteers in meetings and training sessions, or through update bulletins.
- This policy will be updated during the year to reflect any changes brought about by new guidance.

## **Safer Recruitment**

The charity operates a separate safer recruitment process.

The recruitment process checks the identity of the individual, involves an Enhanced Disclosure and Barring Service (DBS) check and seeks confirmation of the applicant's experience and history through references.

All volunteers hold an enhanced DBS.

## **Whistleblowing**

Allegations and Safeguarding concerns raised in relation to, and allegations made about staff, volunteers and visitors:

If a safeguarding concern or allegation is made about a member of staff, Trustee, volunteer or visitor our allegations procedures (Annex 5 of Safeguarding and Child/ Vulnerable Adult Protection Procedure) will be followed.

## **Site Security**

We aim to provide a secure site but recognise that the site is only as secure as the people who use it. Therefore, all people on the site must adhere to the rules which govern it. These are:

- All gates are locked when the site is unoccupied.
- The gate to the yard is closed and requires permission of the staff member/volunteer in charge to permit vehicle entry.
- Staff/ volunteer will escort participant back to accompanying parent/ carer at the end of their session at the Centre.
- Video security cameras are positioned at entrances to the site and buildings.

## **First Aid**

The charity's first aid arrangements can be found in the office with posters up on the wall of the office to quickly identify first aiders. We undertake bi-annual First Aid risk

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assessments and there is a training schedule in place so that staff refresh qualifications on time.

## **Taking and the use and storage of images**

We will seek consent from the parent/carer of a participant or from teachers and other adults before taking and publishing photographs or videos that contain images that are sufficiently detailed to identify the individual in charity publications, printed media or on electronic publications.

We will not seek consent for photos where you would not be able to identify the individual.

We will seek consent for the period the participant remains registered with us and, unless we have specific written permission, we will remove photographs after a participant appearing in them leaves the charity or if consent is withdrawn.