



## **Child Protection and Vulnerable Adults Safeguarding Policy**

### **Terminology**

Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of their health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective and nurturing care and undertaking that role to enable those children to have optimum life chances and to enter adulthood successfully.

Child protection refers to the processes undertaken to meet statutory obligations laid out in the Children Act 1989 and associated guidance (see Working Together to Safeguard Children, An Interagency Guide to Safeguard and Promote the Welfare of Children, updated in 2018) in respect of those children who have been identified as suffering, or being at risk of suffering harm

Safeguarding vulnerable adults is a part of the wider role of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific vulnerable adults who are suffering or are at risk of suffering significant harm. As adults and/or professionals or volunteers, everyone has a responsibility to safeguard vulnerable adults and promote their welfare. Safeguarding and promoting the welfare of vulnerable adults – and in particular protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise. Some of the most vulnerable adults and those at greatest risk of social exclusion, will need co-ordinated help from health, education, social care, and quite possibly the voluntary sector and other agencies, including justice services.

### **Designated Safeguarding Lead (DSL)**

In-Spire Sounds has a DSL whose name is displayed at the end of this policy and on our Safeguarding Policy Statement. If any worker has any child safety concerns, they should discuss them with him/her. He/she will take on the following responsibilities:

- Ensuring that the policy is being put into practice.
- Being the first point of contact for child protection issues.
- Keeping a record of any concerns expressed about child protection issues.
- Bringing any child protection concerns to the notice of relevant professionals and the local Authority if appropriate.
- Ensuring that staff are given appropriate supervision.
- Ensuring that everyone involved with the organisation is aware of the identity of the
- DSL.

### **DBS Checks**

All persons in direct contact with children or vulnerable adults are required to have a valid and appropriate DBS check as part of the recruitment process. It will be made clear to all staff what level of check is required before the DBS application process begins. In a situation

where a disclosure was revealed a discussion would take place with the board of trustees to ascertain the suitability of the individual for the role.

All persons working in-directly with children or vulnerable adults are required to have an awareness and understanding of the safeguarding policy and guidance.

DBS checks will be renewed every 3 years.

### **Training/Professional Responsibility**

Our staff members are aware of the systems within our organisation which support safeguarding.

These include:

- This child and vulnerable adult protection and safeguarding policy
- The staff Code of Conduct
- The role of the Designated Safeguarding lead
- Complaints and Whistleblowing policy
- What to do if they have a concern about a child or vulnerable adult

All staff are aware of the process for making child protection referrals to Social care and statutory assessments that may follow, under the Children Act 1989, they also understand the role they may have to play in such assessments.

All staff know what to do if a child or vulnerable adult tells them he/she is being harmed, abused or neglected.

Staff understand how to maintain an appropriate level of confidentiality, whilst at the same time understand the requirement around sharing information appropriately with the Designated Safeguarding Lead and other relevant professionals within the organisational context around the child or vulnerable adult.

Staff will never promise a child or vulnerable adult that they will not tell anyone about the allegation/disclosure that the child or vulnerable adult has made, as this may ultimately not be in the best interests of that child or vulnerable adult.

It is not the role of the worker to investigate any allegations (this could contaminate evidence if a situation went to Court). Any disclosure by a child or vulnerable adult must be reported to the named DSL in that organisation.

All staff will: Follow the Oxfordshire Safeguarding Children Board Procedures/Local Authority guidance in all cases of abuse, or suspected abuse (these can be found at [www.OSCB.org.uk](http://www.OSCB.org.uk))

If staff members have any concerns about a child or vulnerable adult (as opposed to being in immediate danger) they will need to decide what action to take. Where possible, there should be a conversation with the DSL within the organisation to agree a course of action, although any staff member can make a referral to Children's Social Care. Other options could include referral to specialist services or early help services and should be made in accordance with the referral threshold set by the Oxfordshire Safeguarding Children Board.

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

If, a child or vulnerable adult is in immediate danger or is at risk of harm a referral should be made to Children's Social Care (MASH) and/or the police immediately. If the child or vulnerable adult is already known to services, the key professional should be notified immediately. Where referrals are not made by the DSL, the DSL should be informed as soon as possible, that a referral has been made.

### **Supporting Children and vulnerable adults**

- We recognise that a child or vulnerable adult who is abused, who witnesses violence or who
- lives in a violent environment may feel helpless and humiliated, may blame him/herself, and
- find it difficult to develop and maintain a sense of self-worth.
- We accept that research shows that the behaviour of a child or vulnerable adult in these
- circumstances may range from that which is perceived to be normal to aggressive or
- withdrawn.
- In-Spire Sounds will support all children and vulnerable adults by:
  - o Encouraging the development of self-esteem and resilience
  - o Promoting a caring, safe and positive environment
  - o Liaising and working together with all other support services and those agencies involved in the safeguarding of children and vulnerable adults.
  - o Notifying Social Care as soon as there is a significant concern

### **Confidentiality**

- We recognise that all matters relating to safeguarding children and vulnerable adults are confidential
- The Designated Safeguarding Lead will disclose personal information about a child or young person to other members of staff on a need to know basis only
- However, all staff must be aware that they have a professional responsibility to share information with other agencies to safeguard children and vulnerable adults.
- All staff must be aware that they cannot promise a child or vulnerable adult to keep secrets which might compromise the child or adults safety or well-being or that of another.

### **Complaints Procedure**

We recognise that a complaint may be raised by a participant, against a member of In-Spire Sounds.

Participants will be made aware that, if they need to raise a complaint against a member of staff, they should raise this complaint with the chair of trustee's; Agya Poudyal - Contact can be made via

gyapoudyal@gmail.com, alternatively they can request a phone number via info@inspiresounds.co.uk.

The Chair of trustee's will then take relevant steps to make sure the complaint is raised with the Board immediately, and any further actions required, will be made efficiently.

### **Children and adults with Special Educational Needs**

We recognise that children and adults with special educational needs (SEN) and disabilities can face additional safeguarding challenges. This policy reflects the fact that additional barriers can exist when recognising abuse and neglect. This can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- Children and adults with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and communication barriers and difficulties in overcoming these barriers.

### **Types of abuse and neglect**

All staff should be aware that abuse, neglect and safeguarding issues are rarely stand-alone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

- Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.
- Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse

(including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

- Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs, age or developmentally inappropriate expectations being imposed on children.

For vulnerable adults who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote their welfare. All agencies and professionals should:

- Be alert to potential indicators of abuse or neglect.
- Be alert to the risks which individual abusers, or potential abusers, may pose to vulnerable adults.
- Share and help to analyse information so that an assessment can be made of the individuals needs and circumstances.
- Contribute to whatever actions are needed to safeguard and promote the individuals Welfare.
- Take part in regularly reviewing the outcomes for the individual against specific plans.
- Work cooperatively with parents and/or other carers unless this is inconsistent with ensuring the individuals safety.

### **Personal/Child Safety**

- A group of children or young people under sixteen should not be left unattended at any time.
- Make sure that the area you are using for sessions/groups is fit for purpose.
- Rooms/spaces should consider the individual needs of the child, particularly in relation to sensory stimulation and triggers
- Make sure that all workers know:
  - Who is responsible for First Aid in the setting/building
  - What to do in the event of a fire or other emergency
- Under normal circumstances, workers should only carry a young person in their vehicle if the parents/carers of the young person have specifically asked for them to do so and given consent. It should be made clear if workers' cars will be used and where the children or young people will be returned to.

### **Record Keeping**

The DSL is responsible for ensuring that the necessary paperwork is completed and sent to the relevant people and stored in a safe and confidential place. This means that the records will be a coherent factual record of the concerns that are stored on individual children in a clear chronological order. In-Spire Sounds will follow GDPR regulations in order to maintain correct use of data.

## Financial Management

- In-Spire sounds will keep up-to-date accounts of all financial transactions made and will maintain responsibility for use of any funds generated as part of any business transaction or grant funding.
- In-Spire Sounds will remain transparent and open with any financial transactions, in accordance with their legal obligations as outlined by the financial conduct authorities and by Companies House, in relation to their operation as a CIC.
- Our treasurer, Brian Pratt, is responsible for overseeing financial decisions, authorising payments and keeping track of accounts.
- He will work alongside In-Spire Sounds Staff, to make sure that financial transactions that are made, with relation to money generated through grants and funding, adhere to the budgets outlined in each application.

## Risk Assessments

Risk assessments will be carried out frequently to ensure children and vulnerable adults in our care are safe and free from harm.

## OSCB Resources

[Child exploitation screening tool](#)

[Domestic abuse pathway for young people](#)

[Early help forms and tools](#)

[Oxford county council practitioner Toolkit](#)

OSCB contact details

### Contact Details

Phone – 01865 815843

Email – [oscb@oxfordshire.gov.uk](mailto:oscb@oxfordshire.gov.uk)

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### Contact Details

In-Spire Sounds Designated Safeguarding Lead: Kingsley Pratt Boyden

Email: [in.spire.sounds.uk@gmail.com](mailto:in.spire.sounds.uk@gmail.com)

Tel: 07724 064478

**Independent complaints:**

Complaints will be dealt with fairly, confidentially and sensitively.

Complaints will be taken seriously and investigated promptly, objectively and independently. The Chair of trustees will take relevant steps to make sure the complaint is raised with the board immediately, and any further actions required, will be made efficiently.

If you wish to make a complaint about any of our staff please contact Agya Poudyal (our chair of trustees)

Email: [agyapoudyal@gmail.com](mailto:agyapoudyal@gmail.com)

Please note that complaints about Agya are made to the Designated Safeguarding Lead

**Details of our local safeguarding boards and contact information**

Oxfordshire Safeguarding Children's Board: <https://www.oscb.org.uk/>

Email: [oscb@oxfordshire.gov.uk](mailto:oscb@oxfordshire.gov.uk)

LCSS Central

Email: [LCSS.Central@oxfordshire.gov.uk](mailto:LCSS.Central@oxfordshire.gov.uk)

Address: Knights Court, Between Towns Road, Cowley, Oxford, OX4 3LX

Local Authority Designated Officer (LADO):

<https://schools.oxfordshire.gov.uk/cms/content/local-authority-designated-officer-lado>

Tel: 01865 810603

Email: [lado.safeguardingchildren@oxfordshire.gov.uk](mailto:lado.safeguardingchildren@oxfordshire.gov.uk)

The policy must be reviewed and updated at least every 12 months

This policy was updated on: 26/02/2024