



Child and Vulnerable Adults Protection Policy

1. Policy Statement

Friends of Carrington Moss (FOCM) believes that it is always unacceptable for a child, young person, or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard all children, young people and vulnerable adults and promote their welfare, by a commitment to practices which protects them.

We recognise that:

- The welfare of the child/young person/vulnerable adult is paramount
- All, regardless of age, disability, gender, racial heritage, belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, vulnerable adults, their parents, carers, and other agencies is essential in promoting young people's welfare.

The purpose of the policy:

- To provide protection for the children, young people, and vulnerable adults, who take part in FOCM activities, including the children of adult participants.
- To provide committee members and volunteers with guidance on procedures they should adopt if they suspect a child, young person or vulnerable adult may be experiencing, or be at risk of, harm.

This policy applies to all committee members, volunteers and sessional workers, agency staff, students or anyone working on behalf of FOCM.

We will seek to safeguard children, young people, and vulnerable adults by:

- Valuing them, listening to, and respecting them
- Adopting child and vulnerable adult protection guidelines through procedures and a code of conduct for committee members and volunteers
- Recruiting volunteers safely, ensuring all necessary checks (including DBS checks) are made where appropriate.
- Sharing information about child and vulnerable adult protection and good practice with children, parents, staff, and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents, children, vulnerable adults, and carers appropriately
- Providing effective management for committee members and volunteers through supervision, support, and training.

We are also committed to reviewing our policy and good practice annually.



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2. Procedures for Referral

- 2.1. All action is taken in line with the current legislation/guidance provided by [Greater Manchester Safeguarding Partnership](#) [Trafford Strategic Safeguarding Board \(traffordsafeguardingpartnership.org.uk\)](#)
- 2.2. Any committee member or volunteer who receives a disclosure of abuse or suspects that abuse may have occurred must report it immediately to the Chair, or other designated person
- 2.3. The Chair or other designated person will immediately inform report/ refer the case as follows:
 - If the matter is a child safeguarding concern, contact the Trafford Children's First Response Team.
Telephone: 0161 912 5125 or email: FirstResponse@trafford.gov.uk
 - If the matter is relating to an adult safeguarding concern, please contact the Trafford Safeguarding Hub
Telephone: 0161 912 5135
E-mail: AdultSafeguardingHub@trafford.gov.uk
 - Police contact numbers:
Non-emergency: 101, Emergency: 999
- 2.4. Confidentiality must be maintained and information relating to individual children and young people/families shared on a strictly need to know basis.

3. Alleged Abuse by Committee Members or Volunteers

- 3.1. When an allegation is made against a committee member or volunteer, then the allegation must be passed to the Chair or other designated person for safeguarding, who will report the matter to Trafford Safeguarding Board as set out above.
- 3.2. If the allegation relates to both officers, then the matter must be reported direct to the Safeguarding Board

4. Record Keeping

- 4.1. Any committee member or volunteer receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event into context, and giving the date, time, and location. All records must be dated and signed.
- 4.2. All hand-written records will be retained, even if they are subsequently typed up in a more formal report.
- 4.3. Written records of concerns about children should be kept, even where there is no need to make a referral immediately.
- 4.4. All records relating to safeguarding concerns will be kept in a secure place and will remain confidential.

5. Parental Involvement

- 5.1. This organisation is committed to helping parents/carers understand its responsibility for the welfare of all children and young people.



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- 5.2. Parents/carers will be given information about the organisation's safeguarding.
- 5.3. Where possible, concerns should be discussed with parents/carers and the designated person should seek agreement to making a referral, unless to do so would place the person at increased risk of significant harm.

6. Training

- 6.1. The designated person must receive safeguarding training every 3 years. Online training is available.
- 6.2. All committee members should have access to induction training on commencing and appropriate refresher training on a regular basis, at least every 3 years.

7. The Role of the Committee

The designated person for child protection should provide an annual report for the Committee on changes to child protection policy or procedures; training undertaken by the designated person, other committee members, volunteers, and governors; the number of child protection incidents/cases (without detail or name); and the place of child protection issues in planning.

8. Review

This policy will be reviewed on an annual basis and updated where appropriate.



10. Code of behaviour

You must:

- Treat all children, young people, and vulnerable adults with respect
- Provide an example of good conduct you wish others to follow
- Ensure that, whenever possible, there is more than one adult present during activities which involve children and young people or at least that you are within sight or hearing of others
- Respect a young person's right to personal privacy
- Encourage young people and adults to be comfortable and caring enough to point out attitudes or behaviour they do not like
- Remember that someone else might misinterpret your actions, no matter how well-intentioned
- Recognise that special caution is required when you are discussing sensitive issues with children or young people
- Operate within the organisation's principles and guidance and any specific procedures
- Challenge unacceptable behaviour and report all allegations/suspicious of abuse.

You must not:

- Have inappropriate physical or verbal contact with children or young people
- Allow yourself to be drawn into inappropriate attention-seeking behaviour/ make suggestive or derogatory remarks or gestures in front of children or young people
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise abuse issues of any kind
- Show favouritism to any individual
- Rely on your good name or that of the organisation to protect you
- Believe "it could never happen to me"
- Take a chance when common sense, policy or practice suggests another more prudent approach

You should give guidance and support to inexperienced helpers.