



DUNTON COMMUNITY GARDEN GROUP

Child and vulnerable adult policy

Policy Statement

Dunton Community Garden Group (DCGG) believes that it should safeguard the wholeness and well-being of every person in our community, of whatever age.

Scope of policy

All staff and volunteers working with children and vulnerable adults

Purpose of this policy

It is the aim of DCGG to ensure that staff and volunteers working with children and vulnerable adults understand their obligations; have not been barred from doing so.

Elements of the policy

Obligations

- All staff working with young people or vulnerable adults must be registered with the Independent Safeguarding Authority.
- DCGG must verify with the Independent Safeguarding Authority that staff and volunteers working with young people or vulnerable adults are registered.
- All staff and volunteers must be made aware of their responsibilities regarding child protection and the contents of this policy before they start working with young people or vulnerable adults.
- Staff should avoid working alone with young people and vulnerable adults wherever possible but if this cannot be avoided should try to arrange that they be within sight of another staff member.
- If a young person or vulnerable adult wishes to speak in confidence to a member of staff, a colleague should always be kept informed about what is happening.
- Information should be made available to young people and vulnerable adults and their carers about who to talk to if they are concerned
- Any incident or allegation must be recorded thoroughly including dates, times and any details of witnesses.

SPECIFIC BEHAVIOUR NOT ALLOWED:

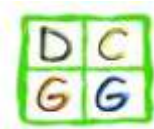
- Sexual, emotional or physical abuse
- Exclusive or secretive relationships
- Staff taking project users to their home
- Borrowing of monies
- Giving gifts

Any gifts received must be recorded.

Barred people

No-one shall work with children and vulnerable adults within Dunton Community Garden who:

- Is not registered with the Independent Safeguarding Authority



Dunton Community Garden Group

Registered charity no. 1113186

- has been convicted of or has received a formal police caution concerning an offence against children as listed in the First Schedule of The Children and Young Persons Act 1933; or
- has been convicted of or has received a formal police caution concerning sexual offences against children and young people.

This means that:

- all who work with children, young people and vulnerable adults under the auspices of DCGG will be required to be checked through the Criminal Records Bureau and Independent Safeguarding Authority and are expected at all times to conform with good practice in their work: and
- those responsible for the appointment of such workers must take all reasonable steps, including obtaining Disclosures from the Criminal Records Bureau and Independent Safeguarding Authority, to ensure that persons who have been convicted or have received a formal police caution concerning offences as stated above or are otherwise so barred, shall not undertake to work with young people and vulnerable adults under the auspices of DCGG. This will include a requirement to fill in an application form, taking up references and an interview, preferably by 2 members of the Group.

Furthermore, see the policy on Recruitment of ex-offenders

Responsibilities

The garden co-ordinator shall check that the person is registered with the Independent Safeguarding Authority.

The garden co-ordinator shall liaise with Bedfordshire Rural Communities Charity (BRCC) who carry out CRB checks on our behalf.

CRB checks will be carried out every three years.

It is the responsibility of all of us to prevent the physical, sexual or emotional abuse of every member of our community, and particularly the abuse of those most vulnerable among us including children and vulnerable adults

It is the duty of all those who work with children and vulnerable adults to prevent harm and abuse of any kind, and to report any abuse discovered or suspected.

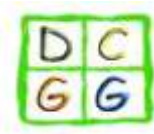
The child/vulnerable adult protection representative for DCGG is the garden co-ordinator. If for any reason you cannot tell the garden co-ordinator, you should tell the Chair or the Vice-Chair of DCGG. Names and contact numbers for these are on the notice board in the tea shed.

SOCIAL SERVICES CONTACT NUMBERS

(These are main switchboard numbers. Ask for children's or adult services)

Bedford Borough Council: 01234 223599
8.00 - 5.30 Monday-Thursday, 8.00 – 5.00 Friday
automatically changes for an out of hours number.

Central Bedfordshire Council: 0300 300 8149
8.45 - 5.20 Monday-Thursday, 8.45 - 4.20 Friday
out of hours 0300 300 8123



Monitoring

The policy will be reviewed annually. It will also be reviewed by BRCC.

Guidance

RESPONDING TO A REPORT OF ABUSE FROM A YOUNG PERSON OR VULNERABLE ADULT

DO:

- Treat any allegation extremely seriously and act at all times towards the young person or vulnerable adult as if you believe what they are saying
- Tell the young person or vulnerable adult that they were right to tell you
- Reassure them that they are not to blame
- Be honest about your own position; you cannot keep this a secret and tell them why
- Tell the young person or vulnerable adult what you are doing and when, and keep them up to date with what is happening
- Take further action-you may be the only person able to prevent further abuse. Tell your nominated person immediately
- Write down everything said and what was done

DON'T:

- make promises you cannot keep
- Interrogate the young person or vulnerable adult. It is not your job to carry out an investigation; that is up to the relevant agencies
- Cast doubt on what the young person or vulnerable adult is saying or interrupt or change the subject
- Say anything that makes the young person or vulnerable adult feel responsible for the abuse
- Do nothing. Report it to your child/vulnerable adult protection officer who will know how to follow the matter up
- Put words into the young persons mouth; let them tell you what happened; just listen

FEAR PUTS PEOPLE OFF TELLING ABOUT WRONGDOINGS. REMEMBER YOU MUST REPORT THE INCIDENT TO YOUR NOMINATED CHILD/VULNERABLE ADULT PROTECTION OFFICER.

Adopted November 2009