



## **Child Protection/Vulnerable Adult Policy**

**All partner organisations that make provision for vulnerable adult/children and young people must ensure that:**

- The welfare of the vulnerable adult/child is paramount.
- All vulnerable adult/children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/unpaid) working for/on behalf of the 2<sup>nd</sup> Chance Project and young people under its care have a responsibility to report concerns to the appropriate officer.

## **The 2nd Chance Project Vulnerable adult/child Protection Policy Statement**

**2ndChance Project** has a duty of care to safeguard all vulnerable adult/children involved in attending any of its courses or training programmes from harm. All vulnerable adult/children have a right to protection, and the needs of disabled vulnerable adult/children and others who may be particularly vulnerable must be taken into account.

**2ndChance Project** will ensure the safety and protection of all vulnerable adult/children involved in any of its courses or training programmes through adherence to the vulnerable adult/child Protection guidelines adopted by **2ndChance Project**.

A vulnerable adult is defined as a person aged 18 years or over, who is in receipt of or may be in need of community care services by reason of 'mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. A child is defined as a person under the age of 18 (The Children Act 2004).

### **Policy aims**

**The aim of the 2ndChance Project Vulnerable adult/child Protection Policy is to promote good practice:**

- + Providing vulnerable adult/children and young people with appropriate safety and protection whilst in the care of **2ndChance Project**
- + Allow all staff/volunteers to make informed and confident responses to specific vulnerable adult/child protection issues.
- + Ensure Effective system's of Risk Reduction are understood and upheld. Please also refer to the 2<sup>nd</sup> Chance Project Managing Staff Policy.



## **Promoting good practice**

Vulnerable adult/child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to support these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a vulnerable adult/child enters a 2nd Chance Project training programme having been subjected to abuse outside the engaging environment, projects and interventions delivered by 2<sup>nd</sup> Chance Project can play a crucial role in improving the vulnerable adult/child's self-esteem. In such instances the 2nd Chance Project staff must work with the appropriate agencies to ensure the vulnerable adult/child receives the required support.

## **Good practice guidelines**

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

### **Good practice means:**

- + Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- + Treating all young people/disabled adults equally with respect and dignity.
- + Always putting the welfare of each young person first.
- + Maintaining a safe and appropriate distance with young people (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a vulnerable adult/child or to share a room with them).
- + Building balanced relationships based on mutual trust and empowering vulnerable adult/children to share in decision making.
- + Making all activities from media projects through to sports based activities fun, enjoyable and promoting fair play.
- + Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the work based role/responsibility. If it is difficult to maintain hand positions when the vulnerable adult/child is constantly moving, young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered and permission on signed forms should be sought prior to the session/event.
- + Keeping up to date with technical skills, qualifications and insurance.
- + Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their vulnerable adult/children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- + Ensuring that if mixed teams or groups are taken away for the day or night, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.



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- + Ensuring that at tournaments, workshops or residential events, adults should not enter vulnerable adult/children's rooms or invite vulnerable adult/children into their rooms.
- + Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- + Giving enthusiastic and constructive feedback rather than negative criticism.
- + Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- + Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- + Keeping a written record of any injury that occurs, along with the details of any treatment given.
- + Requesting written parental consent if 2nd Chance Project officials are required to transport young people in their cars.

### **Practices to be avoided**

The following should be **avoided** except in emergencies. If a case arises where these situations are unavoidable (e.g. the vulnerable adult/child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a vulnerable adult/child up at the end of a session), it should be with the full knowledge and consent of someone in charge in the club or the vulnerable adult/child's parents.

#### **Otherwise, avoid:**

- + Spending excessive amounts of time alone with vulnerable adult/children away from others.
- + Taking or dropping off a vulnerable adult/child to an event. Unless this is a risk reduction measure, however this must be in pairs and have the consent of parents/guardians and manager of the programme.

### **Practices never to be sanctioned**

The following should **never** be sanctioned. You should **never**:

- + Engage in rough physical or sexually provocative games, including horseplay.
- + Share a room with a vulnerable adult/child.
- + Allow or engage in any form of inappropriate touching.
- + Allow vulnerable adult/children to use inappropriate language unchallenged.
- + Make sexually suggestive comments to a vulnerable adult/child, even in fun.
- + Reduce a vulnerable adult/child to tears as a form of control.
- + Allow allegations made by a vulnerable adult/child to go unchallenged, unrecorded or not acted upon.
- + Do things of a personal nature for vulnerable adult/children or disabled adults that they can do for themselves.
- + Invite or allow vulnerable adult/children to stay with you at your home unsupervised.

**NB** It may sometimes be necessary for staff or volunteers to do things of a personal nature for vulnerable adult/children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the clients involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a vulnerable adult/child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.



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### **Incidents that must be reported/recorded immediately**

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the vulnerable adult/child are informed:

- + if you accidentally hurt a young person
- + If he/she seems distressed in any manner
- + if a learner appears to be sexually aroused by your actions
- + If a learner misunderstands or misinterprets something you have done.

### **Use of photographic/filming equipment at events**

There is evidence that some people have used Active Sessions and events as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions. All clubs should be vigilant and any concerns should be reported to the vulnerable adult/child Protection Officer.

Video as a coaching or assessment aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching/assessment aid. However, performers and their parents/carers should be made aware that this is part of the learning programme and such films should be stored safely.

### **Recruitment and training of staff and volunteers**

2ndChance Project recognises that anyone may have the potential to abuse vulnerable adult/children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with vulnerable adult/children. All processes of employment/voluntary work are detailed in the Managing Staff Policy.

### **Pre-selection checks must include the following:**

- + All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record. Self statement will always be auctioned prior to any other form being attended to within this policy.
- + Consent should be obtained from an applicant to seek information from the Criminal Records Bureau.
- + Two confidential references, including one regarding previous work with vulnerable adult/children. These references must be taken up and confirmed through telephone contact.
- + Evidence of identity should be provided (e.g. passport or driving licence with photo). A copy of all CRB requested information will also be held with the 2<sup>nd</sup> Chance Project Head Office for Human Resources section.

### **Interview and induction**

All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction, during which:

- + A check should be made that the application form has been completed in full (including sections on self-disclosures and criminal records).
- + Their qualifications should be substantiated.
- + The job requirements and responsibilities should be clarified.
- + They should sign up to **2ndChance Project** Code of Ethics and Conduct.
- + Vulnerable adult/child protection procedures are explained and training needs are identified.



## Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- + Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- + Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- + Respond to concerns expressed by a vulnerable adult/child or young person.
- + Work safely and effectively with vulnerable adult/children.
- + Understand who within 2<sup>nd</sup> Chance Project can support them. Also understand who the local safeguarding officer is within their place of work.

### 2<sup>nd</sup> Chance Project requires:

- + Teaching staff to attend a recognised and certificated 3-hour good practice and vulnerable adult/child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and vulnerable adult/child protection.
- + Non-coaching staff and volunteers to complete recognised awareness training on vulnerable adult/child protection.
- + Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- + Relevant personnel to undergo national first aid training (where necessary).
- + Attendance of update training when necessary. Information about meeting training needs can be obtained from **Safeguarding children contact information held by 2nd Chance Project.**

## Responding to allegations or suspicions

It is not the responsibility of anyone working in **2ndChance Project**, in a paid or unpaid capacity; to decide whether or not vulnerable adult/child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

**2ndChance Project** will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a vulnerable adult/child.

### Where there is a complaint against a member of staff there may be three types of investigation:

- + a criminal investigation
- + a vulnerable adult/child protection investigation
- + A disciplinary or misconduct investigation.

The results of the police and vulnerable adult/child protection investigation may well influence the disciplinary investigation, but not necessarily.

## Action

### 1. Concerns about poor practice:

- + If, following consideration, the allegation is clearly about poor practice, the Child Welfare Officer will deal with it as a misconduct issue.



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- + If the allegation is about poor practice by the Child Welfare Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

## 2. Concerns about suspected abuse:

- + Any suspicion that a vulnerable adult/child has been abused by either a member of staff or a volunteer should be reported to the Child Welfare Officer, who will take such steps as considered necessary to ensure the safety of the vulnerable adult/child in question and any other vulnerable adult/child who may be at risk.
- + The Child Welfare Officer will refer the allegation to the social services department which may involve the police, or go directly to the police if out-of-hours.
- + The parents or carers of the vulnerable adult/child will be contacted as soon as possible following advice from the social services department.
- + The Child Welfare Officer should also notify the MD who will deal with any media enquiries.
- + If the Child Welfare Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence the MD who will refer the allegation to social services. With the area of the 2<sup>nd</sup> Chance Project H.Q.: 1<sup>st</sup> Contact Point, Safeguarding Dept, 9am-5pm Tel: 01454 868008. 2<sup>nd</sup> Contacts, Out of Hours Safeguarding Service, 5pm-9am Tel: 01454 615165 or Public Protection Unit of Police: 0117 9455969. For further information please see: <http://www.southglos.gov.uk/NR/exeres/17136907-2f24-4854-af20-aa7b4b3e82ef>

### Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

### This includes the following people:

- + The Child Welfare Officer – Justin Coleman
- + the parents of the person who is alleged to have been abused
- + the person making the allegation
- + social services/police
- + A member of the Senior Management Team at 2<sup>nd</sup> Chance Project, inclusive of Mr James Mapstone MD of 2<sup>nd</sup> Chance Project.
- + The alleged abuser (and parents if the alleged abuser is a vulnerable adult/child).

Seek social services advice on who should approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

### Internal enquiries and suspension

- + The **2ndChance Project** Child Welfare Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- + Irrespective of the findings of the social services or police inquiries the **2ndChance Project** Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision,



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particularly where there is insufficient evidence to uphold any action by the police. In such cases, the **2ndChance Project** Disciplinary Committee must reach a decision based upon the available information, which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the vulnerable adult/child should remain of paramount importance throughout.

#### **Support to deal with the aftermath of abuse**

- + Consideration should be given to the kind of support that vulnerable adult/children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The contact details for this professional support will be issued during the time of the incident based on the issues at hand.
- + Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

#### **Allegations of previous abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a vulnerable adult/child or by a member of staff who is still currently working with vulnerable adult/children).

Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other vulnerable adult/children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with vulnerable adult/children. This is reinforced by the details of the Protection of Vulnerable adult/children Groups2006.

#### **Action if bullying is suspected**

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

#### **Action to help the victim and prevent bullying in sport:**

- + Take all signs of bullying very seriously.
- + Encourage all vulnerable adult/children to speak and share their concerns (It is believed that up to 12 vulnerable adult/children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority.
- + Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- + Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- + Keep records of what is said (what happened, by whom, when).
- + Report any concerns to the Vulnerable adult/child Protection Officer or the school (wherever the bullying is occurring).

#### **Action towards the bully(ies):**

- + Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- + Inform the bully(ies)'s parents.
- + Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.



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- + Provide support for the victim's coach/staff member.
- + Impose sanctions as necessary.
- + Encourage and support the bully(ies) to change behaviour.
- + Hold meetings with the families to report on progress.
- + Inform all organisation members of action taken.
- + Keep a written record of action taken.

### **3. Concerns outside the immediate learning environment (e.g. a parent or carer):**

- + Report your concerns to the Child Welfare Officer, who should contact social services or the police as soon as possible.
- + See 4. below for the information social services or the police will need.
- + If the Child Welfare Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately.
- + Social services and the Child Welfare Officer will decide how to involve the parents/carers.
- + Maintain confidentiality on a need to know basis only.
- + See 4. below regarding information needed for social services.

### **4. Information for social services or the police about suspected abuse:**

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- + The vulnerable adult/child's name, age and date of birth of the vulnerable adult/child.
- + The vulnerable adult/child's home address and telephone number.
- + Whether or not the person making the report is expressing their own concerns or those of someone else.
- + The nature of the allegation. Include dates, times, any special factors and other relevant information.
- + Make a clear distinction between what is fact, opinion or hearsay.
- + A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- + Details of witnesses to the incidents.
- + The vulnerable adult/child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- + Have the parents been contacted?
- + If so, what has been said?
- + Has anyone else been consulted? If so, record details.
- + If the vulnerable adult/child was not the person who reported the incident, has the vulnerable adult/child been spoken to? If so, what was said?
- + Has anyone been alleged to be the abuser? Record details.
- + Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact: South Gloucester Safeguarding Dept Tel: 01454 868008. Out of Hours Safeguarding Service, Tel: 01454 615165 or Public Protection Unit of Police: 0117 9455969. For further information please see: <http://www.southglos.gov.uk/NR/exeres/17136907-2f24-4854-af20-aa7b4b3e82ef> or the **NSPCC Vulnerable adult/child Helpline on 0808 800 5000**, or **Vulnerable adult/childline on 0800 1111**.



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## Declaration

On behalf of **2<sup>nd</sup> Chance Project**, we, the undersigned, will oversee the implementation of the Vulnerable adult/child Protection Policy and take all necessary steps to ensure it is adhered to.  
Signed:

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(NB One of the signatories should be the **2<sup>nd</sup> Chance Project** Vulnerable Adult/Child Protection Officer)

**Name: Justin Coleman**

**Name: Maggy Blagrove**

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**Position within 2<sup>nd</sup> Chance Project:**

**Position within 2<sup>nd</sup> Chance Project:**

**Director of Transitions**

**Director of Learning & Skills**

**Date:**

**Date:**

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**Name: Mr. James Mapstone**

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**Position within 2<sup>nd</sup> Chance Project:**

**Managing Director**

**Date:**

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