



# Safeguarding Policy and Procedure

**Last Updated: 5 April 2022**

---

## 1. Introduction and purpose

This policy sets out how The CIP Project operates to keep children and adults at risk safe from abuse or neglect.

The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

We are primarily an organisation working with adults, however we do run ad-hoc events for families where children may be present, or online meetings where children may also be in the home. As such this policy is aimed at both children and adults at risk.

We have a Duty of Care to our volunteers, facilitators and participants. We are committed to the protection and safety of adults at risk and children whether they are volunteers and/or participants in our activities. We will protect and support the volunteers who work with us as well as users of our services.

All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. Children's legislation includes the Children's Act 1989 and 2004.

Safeguarding is everyone's responsibility. For our safeguarding policy to be effective every volunteer and facilitator who supports us whatever their role, will play their part in keeping people safe.

## 2. Definitions

### Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 42.1 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

**Children and young people** are defined as those persons aged under 18 years old. This policy will apply to all facilitators, volunteers and contractors and will be used to support their work.

"Safeguarding and promoting the welfare of children" is defined in Working Together 2018 as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

## 3. Persons affected by this policy

- All volunteers and facilitators (Staff)
- All participants and service users, including users of the online support groups, weekend retreat attendees and workshop participants
- All visitors and contractors

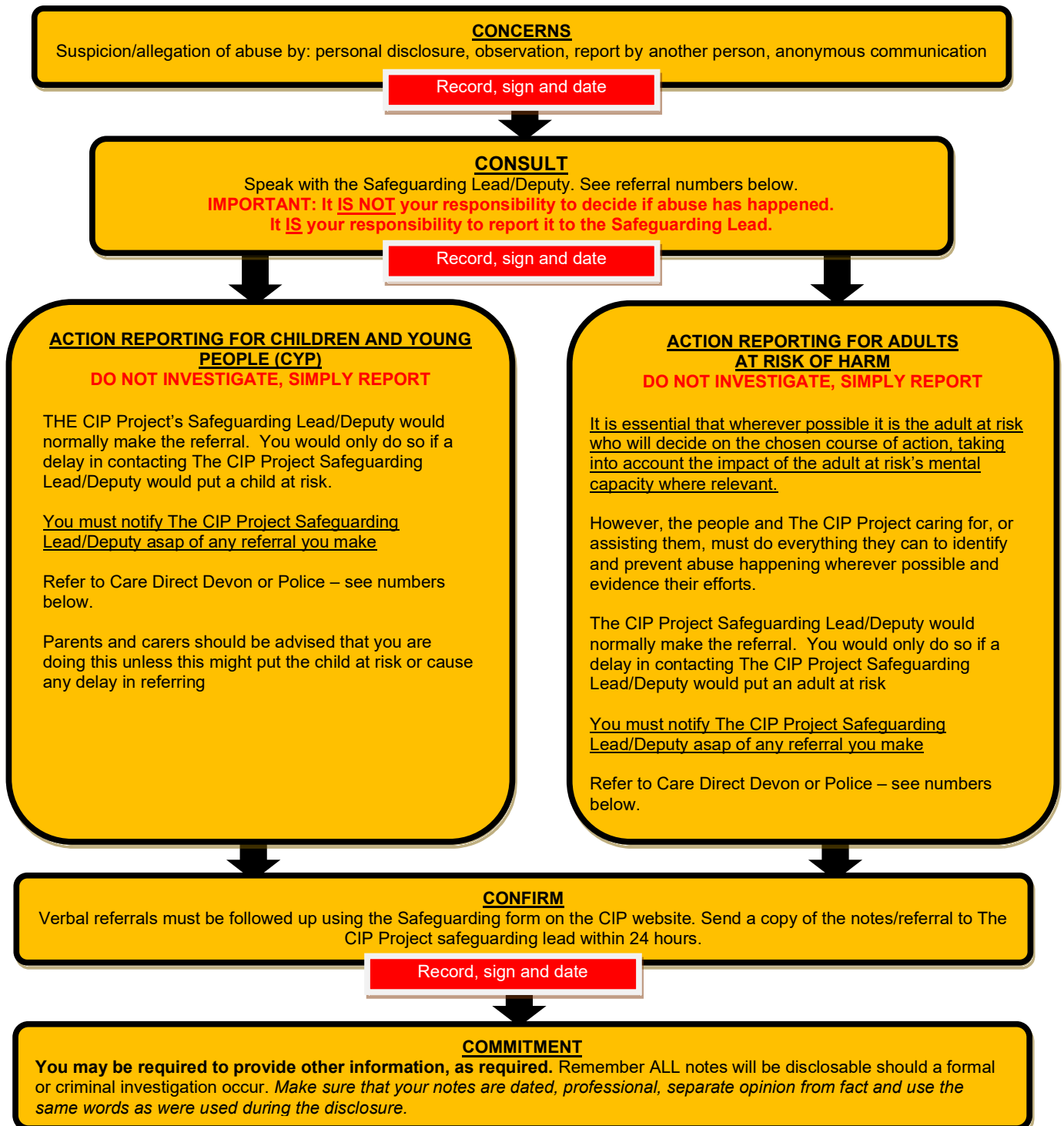
#### 4. Our Policy

- The CIP Project has a zero-tolerance approach to abuse.
- There are no excuses for not taking all reasonable action to protect adults at risk and children from abuse, exploitation, radicalisation and mistreatment.
- The CIP Project recognises that under the Care Act 2014 it has a duty for the care and protection of adults who are at risk of abuse. It is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.
- The welfare of the child and/ or adult at risk is paramount and all adults have the right to protection from abuse.
- We are committed to working with appropriate agencies including (but not limited to) Mid Devon District Council, Devon Safeguarding Adults Board and the police to ensure the reporting of abuse is appropriate and in line with local, national and Charity Commission requirements and Information Sharing guidance.
- We will create an environment where volunteers and staff feel able to raise safeguarding concerns and feel supported with their safeguarding responsibilities.
- All volunteers and facilitators are given an induction to The CIP Project. This induction includes a session with the Designated Safeguarding Lead who will cover awareness of an individual's safeguarding responsibilities and procedures to follow if they have a safeguarding concern.
- Appropriate safeguarding training is provided to volunteers and staff as part of their induction; a safeguarding refresher course will be provided and documented every three years.
- All volunteers and staff are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding including the reporting of people at risk of radicalisation and extremism.
- All volunteers and staff must be clear on appropriate behaviour and responses and follow our agreed Code of Conduct/Behaviour. Where appropriate, failure to maintain standards will be dealt with using The CIP Project's disciplinary and/or complaints procedure.
- All volunteers and staff who come into contact with adults at risk of abuse, and children and their families as part of their The CIP Project duties will be alert to possible signs of abuse and consider whether there may be safeguarding concerns. They will discuss their concerns with the Designated Safeguarding Lead, to get appropriate support.
- The Designated Safeguarding Lead at The CIP Project is John Williams, an Advisory Board member.
- The Designated Safeguarding Lead for The CIP Project will fulfil their safeguarding responsibilities in a way that ensures that adults and children are safeguarded from harm. The Safeguarding Lead is responsible for following up and reporting any suspected reports of abuse.
- Appropriate recruitment of volunteers and staff is in place including policies on DBS checks. Given our belief in rehabilitation a criminal record does not automatically exclude individuals from volunteering with us, but additional safeguarding measures may be taken.
- This policy will be reviewed annually by the CIP Advisory Board.

Date	Changes made	Review date
April 2022	Policy introduced	April 2023

# THE CIP PROJECT PROCESS FOR REFERRAL FOR ACTUAL OR SUSPECTED ABUSE

*To be followed by all volunteers and facilitators*



## Contacts:

Mid Devon Care Direct on 0345 155 1007 or email [csc.caredirect@devon.gov.uk](mailto:csc.caredirect@devon.gov.uk). Care Direct is open between 8.00am and 8.00pm Monday to Friday and from 9.00am to 1.00pm on Saturdays. Outside these hours please contact the Emergency Duty Service on 0845 6000 388. **Call the police on 999 if it is an emergency.**

CIP Project Safeguarding Lead: John Williams 07388 100919

CIP Project Safeguarding Deputy Lead: Sarah Vaughan-Griffiths 07843 167403