



## HORSHAM GREEN GYM

### SAFEGUARDING CHILDREN AND ADULTS POLICY - June 2017

#### **What does it do?**

This policy applies to all volunteers, paid staff and visitors who may come into contact with children and 'vulnerable' adults in the course of their work with Horsham Green Gym. It is designed to ensure that they are equipped with the information to enable them to undertake their safeguarding responsibilities.

#### **Policy Statement**

Everyone has the right not to be abused. Horsham Green Gym recognises the need to ensure the welfare of all individuals when they are involved on our tasks and sites.

If signs which cause concern are observed at Green Gym or in day-to-day lives, we have a responsibility to refer suspected cases of abuse to an appropriate agency or person.

It is not our role to establish whether or not abuse is taking place but it is our responsibility to report any concerns over the welfare of individuals. This duty extends to the identification of abuse, and poor practice as well as acting on allegations brought to our attention by a member of the public/community.

#### **Scope**

In respect of this policy the term 'Child' means a person under the age of 18 years.

An 'Adult' (formerly "Vulnerable Adult" or "Adult at Risk") means any person age 18 years or over, who is 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.

Carers are also included and are entitled to an assessment of their needs, where they meet the tests set out above.

We aim to safeguard and promote the welfare of all individuals irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief marital/civil partnership status, pregnancy/maternity status and/or sexual orientation.

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect by inflicting harm, or by failing to act to prevent harm. Individuals may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.



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#### **What is meant by abuse?**

Abuse may consist of a single act or repeated acts.

- It may occur as a result of a failure to undertake action or appropriate care tasks
- It may be an act of neglect or an omission to act.
- It may occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not, or cannot, consent.

Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the individual.

Ongoing abuse, if ignored, may result in a severe deterioration in both physical and mental health and even death.

#### **If you believe a person is being abused**

If a child or adult is in *immediate* danger, telephone the police on 999.

Any member of Horsham Green Gym who has concerns about abuse, poor care standards and neglect must raise these with the group leader or HDC staff.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

After further observation and/or discussion, if abuse is confirmed or still suspected, the task leader will contact the West Sussex Adults' Services out-of-hours service on 01243 642121 and the Designated Safeguarding Officer (see below).

#### **Allegations against Volunteers,**

It is important that any concern in relation to abuse, harassment, inappropriate conduct or neglect by volunteers, is reported immediately.

Where an allegation of abuse has been made regarding volunteers, or a third party working on behalf of the Horsham Green Gym, it is the responsibility of Horsham Green Gym to investigate immediately, and cooperate with the relevant authorities. This should initially be reported to task leader as a matter of urgency and to the Designated Safeguarding Officer.

Where a complaint is found against volunteers, any internal investigations may be conducted in consultation with Social Services or the Police.

#### **Proof of reporting**

Ask for emailed proof of receiving the information to be sent to our designated officer whose name and email address is given below. No personal information will be shown in the email.



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#### **Confidentiality**

If an adult confides in a member of the group and requests that the information is kept secret, it is important that the member tells the adult sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies.

The adult must, however, be assured that the matter will be disclosed only to people who need to know about it.

#### **Monitoring and Review**

The Committee of Horsham Green Gym will review the operation of this policy each year at the time of the Annual General Meeting.

**The Designated Safeguarding Officer** is responsible for ensuring that all safeguarding and welfare concerns have been reported to the relevant investigating agencies in accordance with this Safeguarding Policy, and that information is recorded on paper - not electronically - for security and reference.

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