

Pimlott Foundation Children & Vulnerable Adults Protection Policy

Policy Statement

Pimlott Foundation is committed to a practice which protects children¹ and vulnerable adults² from harm.

Pimlott Foundation accepts and recognises the responsibility to develop awareness of the issues which cause harm to children.

Pimlott Foundation is committed to the safeguard of children and vulnerable adults through the following means:

- **Awareness:**
Ensuring all staff and others are aware of abuse and the risks facing children and vulnerable adults.
Providing effective management for staff and volunteers through supervision, support and training.
- **Prevention:**
Ensuring through awareness and good code of practice, that staff and others minimise the risk facing children and vulnerable adults.
Carefully following the procedures for recruitment and selection of staff, artists and volunteers
- **Reporting:**
Ensuring that all staff and others involved in our work are clear what steps to take where concerns arise regarding the safety of children and vulnerable adults.
- **Responding:**
Ensuring action is taken to support and protect children where concerns arise regarding possible abuse.

Pimlott Foundation is also committed to reviewing its policy and good practice at regular intervals.

¹ Throughout this policy, when reference is made to a *child* or to *children*, it is assumed that young people up to the age of 18 are included.

² Vulnerable adult: "a person who is or may be in need of community care services by reason of mental or other disability, age, illness and who is unable to take care of him/herself or unable to protect him or herself against significant harm or exploitation." "Who decides" consultancy paper Lord Chancellor Department, 1997

Child Protection Procedures

Code for good practice - implementing child and vulnerable adult protection guidelines through a code of good practice for the board of trustees, staff and volunteers towards children and vulnerable adults.

Guidelines for the board of trustees, staff, freelance staff, artists and volunteers

- Managers, staff, artists and volunteers should not spend excessive amounts of time alone with children, away from others.
- Meetings with individual children should take place as openly as possible.
- If privacy is needed, the door should be left open and other staff informed of the meeting.
- Staff, artists and volunteers are advised not to make unnecessary physical contact with children.
- There are however, occasions where physical contact may be unavoidable, such as providing comfort and reassurance for a distressed child or physical support. In all cases, physical contact should only take place with the consent of the child or young person.
- It is not good practice to take children in a car on journeys. Where this is unavoidable, it should be with the full knowledge and written consent of the parents and the DSO Pimlott Foundation.
- Staff, artists and volunteers should not meet with children outside organised activities, unless it is with the knowledge and written consent of parents and Pimlott Foundation DSO.

What is Abuse?

Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within relationships of trust or responsibility and represents an abuse of power and/or a breach of trust. Abuse can happen to a child or vulnerable adult regardless of their age, gender, disability or race.

Definitions of Abuse

Physical Abuse

Physically hurting or injuring a child. This can involve:

- hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- Munchausen Syndrome by proxy, (whereby a parent/carer feigns the symptoms of, or deliberately causes ill health in a child/vulnerable adult)
- Giving children alcohol, inappropriate drugs or poison
- Attempting to suffocate or drown children

Sexual Abuse

This involves forcing or enticing a child/vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening. It may involve physical contact, penetrative or non-penetrative acts.

Emotional Abuse

Persistent emotional ill treatment which is likely to cause serious harm to the child's emotional development or harm and distress to a vulnerable adult.

Emotional Neglect

The persistent failure to meet basic emotional needs, which is likely to result in serious impairment to health or development. This may include the failure of the parent/carer to supply food, shelter or clothing or a failure to protect from physical harm and danger, or allow access to medical care or treatment. It may also include neglect of, or unresponsiveness to basic emotional needs, such as:

- there is persistent lack of love and affection

- there is constant overprotection which prevents children from socialising
- children are frequently being shouted at or taunted
- there is bullying, neglect, physical or sexual abuse

Signs and Indicators of Abuse

- Unexplained or untreated bruising or injuries
- Suffering continual stomach pains or other physical ailments without any medical explanation
- Aggressive or withdrawn behaviour and refusal to talk about injuries
- Unexpected fear of an adult and flinching when touched
- Sexually explicit behaviour and language
- Unaccounted for sources of money
- Fear of going home to parents or carers or of them being contacted
- Changes over time in manner and appearance such as losing weight, becoming dirty and dishevelled, being constantly tired and always hungry
- Telling you about being asked to 'keep a secret' or dropping other hints or clues about abuse

Responding to signs or suspicions of abuse

All staff and freelancers have a duty to refer cases where abuse is known to have happened or is suspected.

Be alert for signs of abuse. However, even if a child or vulnerable adult is displaying some or all of these signs, it does not necessarily mean s/he is being abused - there may be other causes. Also, none of these signs may be present - you may just feel that there is something wrong. If you are worried about possible abuse it is your responsibility to put the interests of the child or vulnerable adult first and report it immediately. You should report it to the Designated Safeguarding Officer (DSO). If your concerns are about this person, go directly to the police or social services.

If you are working in a setting such as a school or residential establishment this setting should have established procedures in place regarding suspicions or allegations of abuse. You should follow their procedures but also inform the Pimlott DSO.

Guidelines - Responding to disclosures of abuse

If a child or vulnerable adult discloses abuse to you, you should inform a professional immediately to pass on your concerns whenever possible*. If for any reason this is not possible, you should:

- Let s/he know that it is right to tell someone of their worries
- Listen attentively
- Stay calm
- Make sure that s/he knows that s/he is not to blame for what has happened
- Explain that you will have to tell someone else if the abuse is to stop
- Only ask factual questions to establish what has happened and who did it.
DO NOT ASK LEADING QUESTIONS.
- Make a handwritten note of what the child/vulnerable adult has said, together with the date and time of your conversation, sign it and immediately tell the DSO.
- Seek advice before telling parents or carers about the conversation or letting any person suspected of abuse know what is happening.

Pimlott Foundation staff and freelancers are not professionals in child protection. Wherever possible it is their duty to report any of their own observations/disclosures to the person responsible for child protection from the host agency, however should avoid recording disclosures themselves.

Procedures

Pimlott Foundation endeavours to safeguard children and vulnerable adults by:

- Recognising that all children and vulnerable adults have a right to freedom from abuse.
- Ensuring that all our staff and volunteers are carefully selected and that those in contact with children and vulnerable adults have relevant and current Criminal Records Bureau Disclosure Clearance.
- Seeking written permission around issues such as toileting, changing, lifting, photography and film, ensuring that all staff and freelancers are trained accordingly.
- Actively discouraging bullying, violent and degrading behaviour and taking measures to deal with such incidents should they arise.
- Responding swiftly and appropriately to all suspicions or allegations of abuse, and providing parents/carers and children/vulnerable adults with the opportunity to voice any concerns they may have.
- Disallowing consumption of alcohol, drugs or smoking and carrying offensive weapons.
- Providing effective management for staff and volunteers in Children & Vulnerable Adults Protection matters through supervision, support and training.
- Appointing a dedicated member of staff who will take specific responsibility for Children & Vulnerable Adults safety and act as the main point of contact for parents/carers, children/vulnerable adults and outside agencies.
- Ensuring access to confidential information is restricted to the Children & Vulnerable Adults Protection Officer, to others on a "need to know" basis and to the appropriate external authorities.
- Sharing information about children & vulnerable adults protection and good practice with children, vulnerable adults, parents and carers, staff and volunteers and agencies who need to know.
- Reviewing the effectiveness of the Children & Vulnerable Adults Protection Policy and activities each year at Board level.

Process for recording concerns

- Ensuring that the Children & Vulnerable Adults DSO maintains a log book in which to record the details of any specific concerns or incidents in relation to child/vulnerable adults protection. This log book will contain the following information: child/vulnerable adult's name, parent/carer's details, child/vulnerable adult's address, phone numbers, what happened, when, who else was there, what was said, any evidence, who has been told, who was concerned, did the child/vulnerable adult say anything, have the parents/carers been advised. Information shall be passed to the relevant authorities and agencies immediately.

Photography, Film and Web Site Images

Photography and film are sometimes part of media coverage or events at Pimlott Foundation. The use of digital cameras and mobile phones present the opportunity for misuse of images.

- Commissioned professional photographers or the media must be clear about expectations of them in relation to child protection.
- Provide a clear brief for photographic, video and film work about what is considered appropriate in terms of content and behaviour.
- Introduce professional photographer, media to the entire group and explain their role.
- Inform participants, carers and parents that a photographer, media will be in attendance at an event and ensure that they consent to both the taking and publication of videos/film or photographs. Ensure that the consent form contains the following details:
 1. The name, address and phone number of the person using the camera.
 2. The name of the subject
 3. The relationship of the photographer and subject

4. The reason or use the images are being intended to be put to.
5. A signed declaration that the information provided is valid and that the images will only be used for the reasons given.
6. A sequential number to enable a date order log to be kept.

- Do not allow unsupervised access to participants or one to one photo sessions at events.
- Do not approve photo sessions outside the event.
- Photographic and recording equipment including mobile phones is forbidden under all circumstances in any changing areas.

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on web sites. Photographs can be used as a means of identifying children when they are accompanied with personal information. This information can make a child vulnerable to an individual who may wish to start to "groom" that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use and there is evidence of this adapted material finding its way onto child pornography sites.

- Consider using models or illustrations if you are promoting a project
- Avoid the use of the first name and surname of the individuals in a photograph.
- Only use images of participants in suitable dress to reduce the risk of inappropriate use.
- Care should be taken in the storing of all photographic or video material.

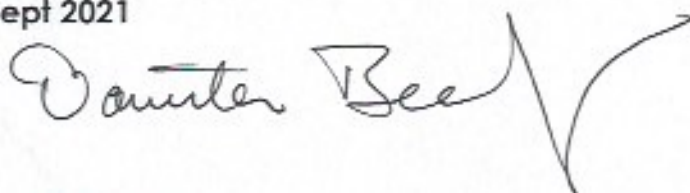
Contacts

- Social Services: 01206 761954
- Emergencies out of hours: 01245 434083
- Essex Police: 01206 762212
- Essex Child Protection: 01245 430307
- Pimlott Foundation (DBS checked) DSO; Helen Thorne 07814506988

This policy is updated and reviewed on an annual basis.

Signed; Daniela Bechly
Chair person ;Pimlott Foundation
Reviewed Sept 2021

Signature;



Date;

3.5.22

Due to update Sept 2024