



The Real Junk Food Project Central

Official Governance

RCG0008

Safeguarding Policy V4

Ratified on Wednesday 21st of November 2018

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The Real Junk Food Project Central

• **Official Governance** •

Document RCG0008



The Real Junk Food Project Central CIC

Safeguarding Policy

Safeguarding of children and young people

1. Policy statement

- A) The Real Junk Food Project Central CIC (hereby referred to as “the Company”) aims to support volunteers and employees to deliver services in such a way that customers of these services feel valued and safe from abuse, bullying and intimidation.
- B) This policy applies to all volunteers, employees, Co-Directors and any other individuals directly working on behalf of the Company.
- C) In implementing this policy, the Company will:
- Follow safer recruitment practices, ensuring all necessary checks are carried out
 - Ensure that all staff and volunteers understand their responsibility to work to the standards that are outlined in the Safeguarding Policy.
 - Ensure that any concerns that arise about a child or young person, or an employee or volunteers’ conduct towards a child or young person are reported to the relevant agency such as the Police.
 - Provide training and development opportunities for all staff and volunteers to enhance their skills and knowledge in relation to the welfare and protection of children and young people.
 - Provide effective management for all staff and volunteers through supervision, support and training if appropriate.
 - Listen to and respect the views of children and young people.
 - Ensure that staff and volunteers are encouraged to be involved in the work of the organisation and have access to all safeguarding guidelines and procedures.
 - Endeavour to keep up-to-date with local, regional and national developments relating to the welfare and protection of children and young people
 - Review the policy and procedures regularly.

2. Definitions of Abuse

- A) The Company recognises the four definitions provided by the Government as defined in *Working Together to Safeguard Children (2013)*.



- *Physical abuse* may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or young person.
- *Emotional abuse* is the persistent emotional maltreatment of a child or young person such as to cause severe and persistent adverse effects on their emotional development and wellbeing.
- *Sexual abuse* involves forcing or enticing a child or young to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children or young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child or young person in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children or young people.
- *Neglect* is the persistent failure to meet a child or young persons' basic physical and/or psychological needs, likely to result in the serious impairment of the child or young person's health or development.
- *Bullying* is not defined as a form of abuse in *Working Together to Safeguard Children* but there is clear evidence that it is abusive and will include numerous aspects of the four defined categories of abuse. For this reason it is included here. Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the 3 main types are physical (hitting, kicking or theft), verbal (eg racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

3. Safeguarding children and young people

- A) The Company has a clear policy and procedure in place for safeguarding children and young people, offers all staff and volunteers support and encourages information sharing.
- B) Should an employee or volunteer have concerns regarding a child or young person they should immediately discuss the concern with the Safeguarding Children Lead and record the concern in writing. The Safeguarding Children Lead will offer advice on the relevant child protection agencies and authorities.
- C) The named Safeguarding Children Lead for The Real Junk Food Project Central CIC is **Jake Sallaway-Costello**.



D) The importance of regular training for all staff and volunteers is recognised. Anyone joining the Company will be made familiar with the procedures during their induction period.

4. Procedure for safeguarding children and young people

1. All volunteers and employees have a responsibility to act where they suspect abuse may be taking place, or an allegation of abuse has been made. *Doing nothing is not an option.* The procedure for safeguarding children and young people must be followed in accordance with the Safeguarding Policy.
2. If a concern emerges which is clearly urgent, if their services are required you must contact the emergency services (999) immediately. If the concern is ongoing, non-urgent and no emergency is presented, emergency services need not be contacted.
3. Within the limits of your relationship with the alleged victim, their mental capacity, and the complexities of the situation, discuss your concerns with the alleged victim and the options available to them and seek their consent for steps you believe to be necessary. Explain that you will need to discuss your concerns with the designated coordinator within your organisation.
4. The safeguarding concern should be escalated to the Board of Directors who will designate an individual, usually a Co-director, to respond to the concern.
5. You should write a report as quickly as possible after talking to the designated coordinator while the information is still fresh in your mind. This report should cover the what, where, when, why and any wishes of the client. If noting what a client has expressed to you, use their exact words whenever possible. Your report should be passed onto the designated individual responsible for responding to the concern as quickly as possible.
6. If the alleged abuser is a volunteer or any other person associated with the Company, then they should not be informed that an allegation has been made until the police have been advised of the situation and confirmed their course of action. The police will advise the Board of Directors of the obligations of the Company. During this conversation, the police will be informed that the alleged perpetrator will be suspended from duty immediately following the telephone call.
7. Where the alleged abuser is not associated with the company, steps must be taken to ensure the immediate safety of the child or young person and all other children or young people felt to be at risk.
8. Volunteers and employees must ensure that anything relating to the suspicion or allegation should not be touched or altered in any way. The child or young people should be advised and encouraged not to wash. The police should be advised immediately if the child or young person wishes to do so.



9. Volunteers and employees are reminded that, after reporting the concern to the appropriate person or the Board of Directors, they must not discuss the matter with any other volunteer or employee within the company, as this could jeopardise any investigation. Any breach of confidentiality, in accordance with the Confidentiality Policy, is a disciplinary offence, in accordance with the Disciplinary and Grievance Policy. Volunteers are reminded that press enquiries should be referred to the Board of Directors.
10. Following any proven investigation of allegation of abuse or suspected abuse against a volunteer, they will be subject to the formal disciplinary procedure, in accordance with the Disciplinary and Grievance Policy.
11. At all stages of this procedure accurate reports must be recorded (including dates and times) of telephone conversations, meetings attended, action taken and outcomes, and any other relevant information.
12. At the conclusion of all investigations a meeting will be held between the person under investigation and the Board of Directors, to formally notify closure of the investigation, to consider lessons learned for the future, and to allow everyone the opportunity to discuss feelings if this is appropriate.

Safeguarding of vulnerable adults

5. Policy statement

- D) The Real Junk Food Project Central CIC (hereby referred to as “the Company”) aims to support volunteers and employees to deliver services in such a way that customers of these services feel valued and safe from abuse, bullying and intimidation.
- E) This policy applies to all volunteers, employees, Co-Directors and any other individuals directly working on behalf of the Company.
- F) In implementing this policy, the Company will:
 - Follow safer recruitment practices, ensuring all necessary checks are carried out
 - Ensure that all staff and volunteers understand their responsibility to work to the standards that are outlined in the Safeguarding Policy.
 - Ensure that any concerns that arise about a vulnerable adult, or an employee or volunteers’ conduct towards a vulnerable adult are reported to the relevant agency such as the Police.
 - Provide training and development opportunities for all staff and volunteers to enhance their skills and knowledge in relation to the welfare and protection of vulnerable adults.



- Provide effective management for all staff and volunteers through supervision, support and training if appropriate.
- Listen to and respect the views of vulnerable adults.
- Ensure that staff and volunteers are encouraged to be involved in the work of the organisation and have access to all safeguarding guidelines and procedures.
- Endeavour to keep up-to-date with local, regional and national developments relating to the welfare and protection of vulnerable adults.
- Review the policy and procedures regularly.

6. Definition of a vulnerable adult

- A) The Company recognises the definition of vulnerable adults according to The Law Commission (1995):

A vulnerable adult; someone who is in need of community care services by reason of mental or other disability, age, illness or personal circumstances, and who is or may be unable to take full care of himself or herself or unable to protect himself or herself against significant harm or serious exploitation.

7. Safeguarding vulnerable adults

- A) The Company's approach to safeguarding vulnerable adults addresses a person's need to be physically and psychologically safe, especially where concerns of possible abuse have been raised.
- B) The Company recognises that it is the duty of everyone that works with vulnerable adults to act to promote their welfare and protect them from harm. We aim to cultivate the following practices:
- Develop a culture of professional curiosity.
 - Tackle issues before things reach crisis point.
 - Be honest and open with individuals from the start.
 - Ensure our recording systems are up-to-date and include all relevant information.
 - When in doubt, always seek advice and support.
- C) The Company has a clear policy and procedure in place for safeguarding vulnerable adults, offers all volunteers and employees support and encourages information sharing.
- D) Should an employee or volunteer have concerns regarding a vulnerable adult, they should immediately discuss the concern with the Safeguarding Vulnerable Adults



Lead and record the concern in writing. The Safeguarding Vulnerable Adults Lead will offer advice on the relevant protection agencies and authorities.

- E) The named Safeguarding Vulnerable Adults Lead for The Real Junk Food Project Central CIC is **Jake Sallaway-Costello**.
- F) The importance of regular training for all staff and volunteers is recognised. Anyone joining the Company will be made familiar with the procedures during their induction period.

8. Recognising abuse of vulnerable adults

A) A vulnerable adult may be someone suffering a long-term mental or physical illness, or experiencing one or more long-term debilitating circumstances. Those with an ongoing or recent history of self-inflicted abuse such as drugs or alcohol are also vulnerable. All vulnerable adults involved with the Company will be treated with dignity and respect and will be encouraged to express their feelings and preferences. Any accidents, concerns or complaints will be taken seriously and will be dealt with promptly and efficiently.

B) Definition of Abuse

- Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse is when a person or persons have caused harm, or may be likely to do so, to the physical, verbal, sexual, emotional, financial or material well-being of a vulnerable person. Harm may be caused by direct acts, or by failure to provide adequate care. It may be systematic and repeated, or may consist of a single incident.
- It is common for a vulnerable adult to be experiencing more than one type of abuse at the same time. Any act of abuse may also constitute a criminal act. It is important to understand that the following signs of abuse are indicators that abuse may be occurring. Behaviour and injuries of the sort listed below may be present for other reasons.

C) Recognising abuse

- Physical abuse: Cuts, burns, bruises and scratches. Injuries that do not match the explanation given for them. Injuries and wounds in concealed places. Injuries in protected areas e.g. underarms. Untreated injuries. Under or over use of medication.
- Psychological abuse: The victim may feel or appear depressed, withdrawn, frightened, agitated, anxious or aggressive. The person feels or seems isolated. There is an unexpected or unexplained change in behavior.
- Financial abuse: Lack of money for basic necessities, such as food, heating or clothes, despite an adequate income. Reluctance on the part of family, friends or



the person controlling funds to apply for food, clothes or furniture.
Disappearance of possessions, bank statements or other documents.

- Sexual abuse: Pain, itching or injury in the anal, genital or abdominal area. Torn, stained or bloody underclothing. Bite marks and bruises on breasts, neck or face. Sexually transmitted infections or recurrent bouts of cystitis. Difficulty in sitting and walking due to discomfort in genital area.
- Neglect: Deterioration in appearance or personal hygiene. Unhygienic and unsafe home environment. Rashes, sores and ulcers and unexplained weight loss. Inadequate food, drink or medical care. Lack of social stimulation.

9. Procedure for safeguarding children and young people

1. All volunteers and employees have a responsibility to act where they suspect abuse may be taking place, or an allegation of abuse has been made. Doing nothing is not an option. The procedure for safeguarding children and young people must be followed in accordance with the Safeguarding Policy.
2. If a concern emerges which is clearly urgent, if their services are required you must contact the emergency services (999) immediately. If the concern is ongoing, non-urgent and no emergency is presented, emergency services need not be contacted.
3. Within the limits of your relationship with the alleged victim, their mental capacity, and the complexities of the situation, discuss your concerns with the alleged victim and the options available to them and seek their consent for steps you believe to be necessary. Explain that you will need to discuss your concerns with the designated coordinator within your organisation. If consent has not been given it may be deemed appropriate to go against the alleged victim's wishes where they or others are at risk of serious harm.
4. The safeguarding concern should be escalated to the Board of Directors, who will designate an individual, usually a Co-director, to respond to the concern.
5. You should write a report as quickly as possible after talking to the designated coordinator while the information is still fresh in your mind. This report should cover the what, where, when, why and any wishes of the client. If noting what a client has expressed to you, use their exact words whenever possible. Your report should be passed onto the designated individual responsible for responding to the concern as quickly as possible.
6. If the alleged abuser is a volunteer or any other person associated with the Company, then they should not be informed that an allegation has been made until the police have been advised of the situation and confirmed their course of action. The police will advise the Board of Directors of the obligations of the Company. During this conversation, the police will be informed that the alleged perpetrator will be suspended from duty immediately following the telephone call.



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7. Where the alleged abuser is not associated with the company, steps must be taken to ensure the immediate safety of the child or young person and all other children or young people felt to be at risk.
8. Volunteers and employees must ensure that anything relating to the suspicion or allegation should not be touched or altered in any way. The vulnerable adult should be advised and encouraged not to wash. The police should be advised immediately if the child or young person wishes to do so.
9. Volunteers and employees are reminded that, after reporting the concern to the appropriate person or the Board of Directors, they must not discuss the matter with any other volunteer or employee within the company, as this could jeopardise any investigation. Any breach of confidentiality, in accordance with the Confidentiality Policy, is a disciplinary offence, in accordance with the Disciplinary and Grievance Policy. Volunteers are reminded that press enquiries should be referred to the Board of Directors.
10. Following any proven investigation of an allegation of abuse or suspected abuse against a volunteer or employee, they will be subject to the formal disciplinary procedure, in accordance with the Disciplinary and Grievance Policy.
11. At all stages of this procedure accurate reports must be recorded (including dates and times) of telephone conversations, meetings attended, action taken and outcomes, and any other relevant information.
12. At the conclusion of all investigations a meeting will be held between the person under investigation and the Board of Directors, to formally notify closure of the investigation, to consider lessons learned for the future, and to allow everyone the opportunity to discuss feelings if this is appropriate.

10. Monitoring and review

- A) This policy will be issued to all employees and volunteers. Any monitoring information collected will be used to monitor the effectiveness of the Safeguarding Policy. Information will be processed in accordance with the General Data Protection Regulations, as outlined in the Company's Privacy Statement.
- B) The Safeguarding Policy will be reviewed six months from the date of approval. The next review of this policy shall be conducted and approved no later than **Wednesday 29th of May 2019.**

11. Approval

Version 4 of the Safeguarding Policy was reviewed and approved by the Board of Directors on **Wednesday 21st of November 2018.**