DONCASTER KHIDMAH

SAFEGUARDING CHILDREN & VULNERABLE ADULTS' POLICY

Purpose
To inform staff/sessional tutors and volunteers of their responsibilities when working with children and vulnerable adults

Responsibility to Update: The Directors **Date of Approval:** November 2026

Date of Review: October 2027

This policy is written in accordance with:

- The Children Act 1989 states the legal definition of a child is "a person under the age of 18"
- The Department of health defines a vulnerable adult as 'a person aged 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'

In the interests of good practice Doncaster Khidmah CIC follow a clear policy and associated practices to guide work with under-18s and vulnerable adults.

Principles

Doncaster Khidmah CIC recognises the importance of creating a safe environment for any young person under the age of 18. These policies and procedures are based on the following principles:

- The welfare of young people and vulnerable adults is of primary concern.
- All young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to safeguarding from abuse.

It is everyone's responsibility to report any concerns about abuse to the Designated Safeguarding Officer, and the responsibility of the Social Services Department and the Police to conduct, where appropriate a joint investigation.

- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately
- All personal data will be processed in accordance with the requirements of the Data Protection Act 2020.

Definition of Abuse

Abuse is any behaviour towards a person that deliberately or unknowingly causes harm, endangers life or violates their rights. Abuse may be:

- Physical
- Sexual
- Psychological – repeatedly being made to feel unhappy, humiliated, afraid or devalued by others
- Financial or material – stealing or denying access to money or possessions
- Neglect
- Discriminatory – abuse motivated by discriminatory attitudes towards race, religion, gender, disability or cultural background

Responsibility

All staff/sessional tutors and volunteers are required to take shared responsibility for the safeguarding and safety of any young people and vulnerable adults.
All staff/sessional tutor and volunteers are in a position of trust; in particular those who teach, support, guide or in any way interact with clients, young people and vulnerable adults.
The managerial responsibility for any programme or activity rests with the individual who is directing or organising the activity. This person is expected to:

- Ensure that the activity is planned, organised and delivered in accordance with the Safeguarding Children and Vulnerable Adults Policy
- Arrange the checking, training, induction and guidance for all staff and volunteers
- Inform the Designated Safeguarding Officer and complete the appropriate documentation.
- Complete a health and safety risk assessment.

The Directors have the responsibility for the overseeing of Doncaster Khidmah CIC Safeguarding Children and Vulnerable Adults Policy.

All staff/sessional tutors are in a position of trust in particular those who teach, support, guide or in any way interact with clients, children and vulnerable adults. It is incumbent on all staff/sessional tutors to be aware of this and to act accordingly at all times.

Doncaster Khidmah CIC will check the suitability of staff/sessional tutors and volunteers working directly with children and young people and is committed to ensuring that all such staff/sessional tutors have a satisfactory enhanced check (DBS).

A 'satisfactory' check is defined as having no criminal convictions (including cautions, reprimands and final warnings) relevant to the post. All staff/sessional tutor or volunteer

must report any subsequent criminal convictions to the Directors. Failure to do so will result in disciplinary action being taken.

Creating & Maintaining a Safe & Caring Environment

Definition of a Safe and Caring Environment is one:

- In which the health, safety and welfare of young people and vulnerable adults has been assessed and catered for.
- In which staff/sessional tutors and volunteers are aware of the possibility of abuse and take measures to prevent that possibility.
- Where staff/volunteers take reasonable and practical precautions to avoid any suspicions of abuse being brought against them.
- Where there is a sound and known reporting system for any incident.

Child Safeguarding Procedures

Where under-18s are concerned, there are statutory responsibilities for any organisation to follow regarding the safety of young people.

Doncaster Khidmah CIC has a policy where incidents are reported to the Directors as the designated officers. All staff/sessional tutors or volunteers must contact the Directors if they have any cause to believe a young person or vulnerable adult covered by this policy is in any way at risk. The Directors will follow the relevant procedures.

Records will be kept of all such incidents and their outcomes and held by the Directors in accordance with the Data Protection Act. All staff /sessional tutors and volunteers should be aware that in accordance with statutory requirements where child safeguarding issues are involved, it is not possible to offer confidentiality to a person under 18 as any disclosures must be reported.

Vulnerable Adults

Where possible Doncaster Khidmah CIC will identify vulnerable adults and ensure that there are appropriate support measures in place. This is most likely to be when the client clearly has mental health difficulties or a disability that puts them into the legal definition of 'vulnerable'.

Any member of staff/sessional tutor or volunteer with concerns regarding an adult client whom they believe or know to be vulnerable must contact the Directors at their earliest convenience.

Role of the Directors

The role and responsibilities are:

- To receive information about events that are planned in the delivery of Doncaster Khidmah CIC that may involve young people or vulnerable adults and plans that indicate how safeguarding will be covered.
- To receive information from any staff, sessional tutors, volunteers, children, parents or carers who have child safeguarding concerns and record it.
- Assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate.
- Consult initially with a statutory child safeguarding agency to test out any doubts or uncertainty.
- Make a formal referral to a statutory child safeguarding agency or the police.
- Record statements from any member of staff who feels that a young person has indulged in inappropriate behaviour or made sexually suggestive comments or approaches.

Reporting & Monitoring Procedures

All members of staff/sessional tutor and volunteers working closely with children and vulnerable adults have to be alert to possibilities of abuse and any concerns about the behaviour of any adult with respect to that client should be reported to the Directors who will decide what further action to take.

- It is the duty of staff/sessional tutors and volunteers to inform only, not to investigate – this is the role of the Police and Social Services.
- If staff/sessional tutor or volunteer in the course of their work at Doncaster Khidmah CIC, have a safeguarding issue brought to their notice, this must be treated as a priority over all other work.
- Guidance about a specific incident may be obtained from the Directors.
- An oral, and then written report should be provided to the Directors who will keep a confidential record of any such incidents.

Allegations of Abuse or Inappropriate Behaviour

Allegations involving a representative of Doncaster Khidmah CIC and a person under-18 or a vulnerable adult should be reported to the Directors. If the allegation is against either of these Directors, the allegation should be reported to one of the other Directors. Consideration will be given as to whether the situation falls within the definition of abuse (see definitions above).

Training

In accordance with good practice Doncaster Khidmah CIC will ensure that the Directors/staff/sessional tutors and volunteers who are likely to be in regular contact with under-18s and vulnerable adults receive appropriate training.

The following topics must be covered:

- Health and safety issues
- Handling a disclosure
- Reporting an allegation
- Confidentiality
- Code of Practice and Code of Behaviour

The Directors will also provide information to raise awareness to ensure that everyone delivering services on behalf of Doncaster Khidmah CIC understand what to do if a client covered by this policy discloses abuse or any other safeguarding issue.

Media Relations

For any Doncaster Khidmah CIC activity involving young people, parents or guardians must be given the opportunity to refuse permission for photographs, videos or other images to be made of their children and for the children to be interviewed by press, broadcasters or other media.

Health & Safety

All users of Doncaster Khidmah CIC services must be made aware of Health and Safety requirements and be prepared to abide by them.

Code of Practice & Code of Behaviour for Young People

The Directors will ensure that both a Code of Practice (appendix A) and a Code of Behaviour (appendix B) is made available for all those delivering services on behalf of the organisation.

Data Safeguarding

It should be noted that although technically a "child", consent is still required from young people in the same way as for an adult with regard to matters of data protection.

Review

This policy and procedures will be monitored and reviewed:

- In accordance with changes in legislation and guidance on the safeguarding of children and vulnerable adults or any changes within the organisation.
- Following any issues or concerns raised about the safeguarding of children or vulnerable adults within the organisation
- In all other circumstances, annually.

DONCASTER KHIDMAH

CODE OF GOOD PRACTICE

FOR STAFF, SESSIONAL TUTORS and VOLUNTEERS

The following guidelines are intended to be a common-sense approach that both reduce opportunities for the abuse of young people and vulnerable adults and help to protect staff, sessional tutors, volunteers and clients from any false allegation.

You SHOULD:

- Treat all young people and vulnerable with respect and respect their right to personal privacy.
- Ensure that, whenever possible, there is more than one adult present during activities or that you are within sight or hearing of others.
- Exercise caution when discussing sensitive issues with children or vulnerable adults.
- Exercise caution in initiating any physical contact with a young person or vulnerable adults.
- Operate within the guidance offered by this code.
- Challenge all unacceptable behaviour and report all allegations or suspicions of abuse.
- Keep parents fully informed of all anticipated activities.

You SHOULD NOT:

- Spend excessive time alone with young people or vulnerable adults away from others.
- Take young people or vulnerable adults to your home.
- Engage in physical or sexually provocative games including horseplay.
- Allow or engage in inappropriate touching of any form.
- Make over-familiar or sexually suggestive comments or approaches to a young person or vulnerable adult even as a 'joke'.
- Enter changing rooms or bedrooms that are assigned to the opposite sex unless there is an emergency.
- Let allegations, over familiar or sexually suggestive comments or approaches made by a young person or vulnerable adult go unchallenged or unrecorded.
- Do things of a personal nature that young people or vulnerable adults can do for themselves.
- Take photographs, videos or other images of a young person without the express permission of their parents/guardians.

DONCASTER KHIDMAH

CODE OF BEHAVIOUR

FOR YOUNG PEOPLE AND VULNERABLE ADULTS

Doncaster Khidmah CIC is an organisation providing services in the community. All people engaging with the organisation, are expected to respect the staff, sessional tutors, volunteers and clients.

The organisation seeks to offer a safe and caring environment in all outreach locations and venues.

In return, you must:

- Respect the rights and dignity of each other and of the staff, sessional tutors and other helpers
- Respect the rules of Doncaster Khidmah CIC which include:
  - Purchase, sale and consumption of alcohol, recreational/non-therapeutic drugs and substances for abuse are forbidden during the participation of any Doncaster Khidmah CIC activity/event.
  - Smoking is banned in all buildings used to deliver Doncaster Khidmah CIC services and is only allowed in designated areas as outlined by the individual venue.
  - All rules and safety/emergency procedures such as fire drills must be followed as outlined by the individual venue.
  - Inappropriate physical intimacy among participants is not permitted.
  - Serious incidents of misbehaviour such as fighting, racial/sexual abuse, damage to property, indecent language and failure to obey instructions will normally lead to expulsion from the activity.

Signature: _____

Print Name: _____

Date: _____