

{Charity Logo Here}

{Charity Name}

## CHILDREN AND VULNERABLE ADULT SAFEGUARDING POLICY & PROCEDURE

Version Number			
Date Approved			
Approved by			
Signed		Position	

### Amendment Log

Version Number	Date	Detail of amendments	Amended by
1.0			

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## 1. Introduction

- 1.1. *[Charity Name]* is dedicated to protecting the welfare and dignity of our beneficiaries, including children and adults. We consider safeguarding as one of our top priorities and we are committed to ensuring that all those who come into contact with our organization, directly or indirectly, are protected from any form of abuse or harm. To achieve this, we have put in place the following safeguarding policy.
- 1.2. The purpose of this safeguarding policy is to ensure that our charity is committed to the safety and protection of all our beneficiaries, staff, and volunteers from harm and abuse. As a charity, it is our responsibility to create a safe and inclusive environment where everyone can feel respected, valued, and free from harm.
- 1.3. We recognise that safeguarding is not only a legal and regulatory requirement as laid out in the St Helena Charities Ordinance, 2005 but also an ethical and moral obligation. Ensuring safeguarding best practices are implemented helps us to safeguard children and vulnerable adults who may rely on our support and build trust with the individuals we serve, our staff, volunteers, and stakeholders.

## 2. Scope

- 2.1. This safeguarding policy applies to everyone connected with our charity, including but not limited to beneficiaries, staff, volunteers, board members/trustees, contractors, suppliers, and partners. Moreover, we ensure that this policy is implemented across all our activities, projects, and services that we provide.
- 2.2. This policy outlines our commitment to safeguarding, our process for reporting safeguarding concerns, and actions taken to prevent harm and abuse. Also, it provides clear guidelines for all individuals associated with us to follow in safeguarding our beneficiaries.
- 2.3. We recognise that safeguarding is a collaborative effort, and everyone associated with us must play their part in achieving this goal. We commit to providing adequate training, supervision, and support to our staff, volunteers, and board members/trustees to enable them to meet their safeguarding responsibilities.
- 2.4. Furthermore, we will review and update this policy annually to ensure it remains up-to-date with current legal requirements and best practices. We will also ensure that everyone associated with us is aware of this policy and encouraged to contribute to its success.

- 2.5. Overall, this policy is a testament to our ongoing commitment to safeguarding and promoting the welfare of our beneficiaries and everyone associated with our charity.

### **3. Roles and Responsibilities**

- 3.1. All staff members, volunteers, and board members have a responsibility to protect the welfare, safety, and dignity of the children and adults our charity works with. Specific roles and responsibilities at different levels of the organization are outlined below:

#### **3.2. Board Members/Trustees**

- Ensuring that safeguarding is a priority in the strategic plan
- Monitoring and reviewing the safeguarding policy
- Nominated person for safeguarding

#### **3.3. Management Team**

- Ensuring that all members of staff and volunteers are aware of the safeguarding policy and procedures
- Ensuring that the policy is implemented and complied with
- Ensuring that all safeguarding incidents are reported and recorded
- Ensuring that all staff and volunteers receive regular training on safeguarding

#### **3.4. Staff Members and Volunteers**

- Reporting any safeguarding concerns to the designated safeguarding lead or the appropriate authority
- Completing appropriate training in safeguarding
- Implementing the safeguarding policy and procedures
- Protecting the confidentiality of the child or adult

### **4. Mandatory Training**

- 4.1. All staff members and volunteers are required to complete St Helena specific safeguarding training every five years.

- 4.2. [Charity Name] will keep a record of all training attendances by its board members, staff, and volunteers.

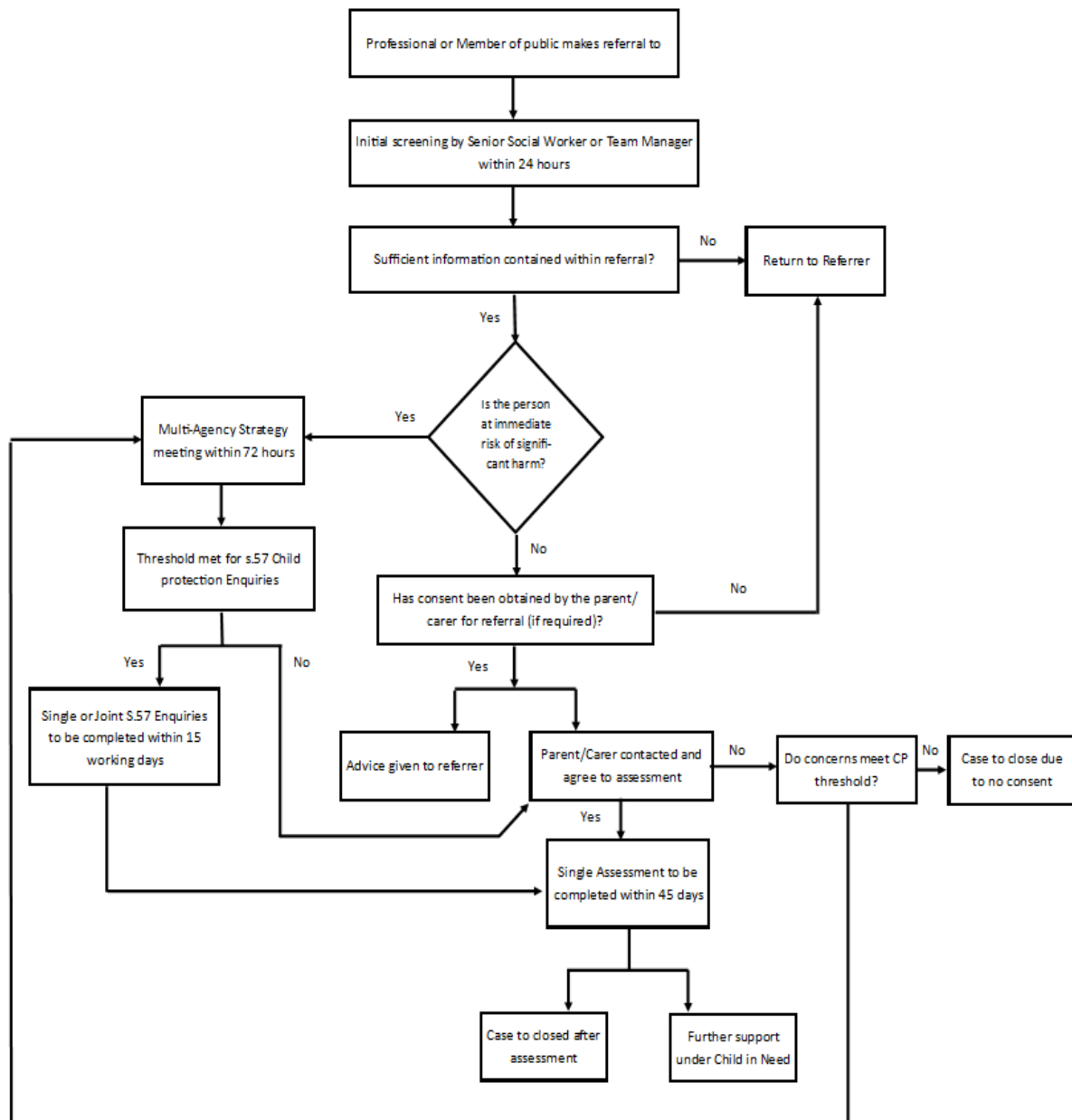
- 4.3. The training should include the following topics:

- Understanding signs and symptoms of abuse
- Reporting concerns – prompted by the UK care act and St Helena Welfare of Children's Ordinance legislation
- Importance of confidentiality
- Managing incidents and reporting procedures

## 5. Reporting Information

### 5.1. **If a child or vulnerable adult is immediate harm, call 999.**

- 5.2. All staff members and volunteers have a responsibility to report any safeguarding concerns. This can be done by reporting to the statutory service on St Helena. The reported case will be documented and shared among key personnel and safeguarding committees to ensure right guidance and actions.
- 5.3. Raising a concern to Children's Services can happen in a number of ways. You can request help yourself by calling the team on Tel: 23312 or completing an email referral as detailed below.
- 5.4. Referrals can also be made by other professionals who are working with the children or family, including schools, Doctors and the Police. If there are concerns that a child is being abused or neglected, anyone can approach the Children's Team or the Police for advice.
- 5.5. Email concerns can be sent to [childrens.services@sainthelena.gov.sh](mailto:childrens.services@sainthelena.gov.sh). Should you have difficulties you can call the team on Tel: 23312 and they will assist you with this.
- 5.6. Should you feel yourself, or an adult you come into contact with, is at risk of harm, or may be in need of additional support for their care needs you can make a referral to the team for assessment.
- 5.7. This can be done by calling Tel: 23172 or by e-mail to [adult.services@sainthelena.gov.sh](mailto:adult.services@sainthelena.gov.sh)
- 5.8. Outside working hours, if you have any immediate concerns then contact the Police on 999, or for less urgent concerns contact them on 22626.
- 5.9. Reports can be made anonymously via telephone to either Children's or Adult's Services or the Police



## 6. Types of Abuse for Children

- 6.1. Physical abuse: This refers to any non-accidental physical injury or harm caused to a child. It can be in the form of hitting, shaking, burning, or other forms of physical harm.
- 6.2. Emotional abuse: This involves the persistent emotional mistreatment or neglect of a child. It can manifest in various ways, including verbal abuse, belittling, threatening behaviour, and humiliation.

- 6.3. Sexual abuse: This involves the participation or coercion of a child in any sexual activity. It can take the form of inappropriate touching, exposure to pornography, coercion for sexual acts, and sexual assault.
- 6.4. Neglect: This refers to the failure of a parent or caregiver to provide basic necessities such as food, clothing, shelter, and medical care, leading to the child's harm, development, or well-being being compromised.

## **7. Signs of Abuse in Children**

- Unexplained physical injuries such as bruising or burns
- Fear or withdrawal from a particular person or activity
- Aggressive or inappropriate behaviour
- Depression or anxiety
- Poor hygiene or malnutrition
- Inappropriate fears or phobias

## **8. Types of Abuse for Adults**

- 8.1. Physical abuse: This involves the use of physical force to cause harm, injury, or pain to an adult. It can manifest in various forms, such as hitting, pushing, slapping, or kicking.
- 8.2. Emotional abuse: This involves the use of verbal or non-verbal communication to cause emotional or psychological harm to an adult. It can manifest in different forms, such as intimidation, humiliation, threatening behaviour, or isolating someone from their support network.
- 8.3. Sexual abuse: This refers to any act of a sexual nature imposed on an adult without their consent. It can take many forms, such as sexual assault, rape, unwanted touching, or indecent exposure.
- 8.4. Financial abuse: This refers to the misuse or manipulation of an adult's finances or assets, without their consent or knowledge. It can manifest in different forms, such as fraud, theft, or exploitation.
- 8.5. Neglect: This refers to the failure of a caregiver or family member to provide basic necessities such as food, clothing, shelter, and medical care, leading to the adult's harm, development, or well-being being compromised.

## **9. Signs of Abuse in Adults**

- Unexplained physical injuries such as bruises or cuts

- Anxiety or depression
- Withdrawal from normal activities or relationships
- Increased isolation from friends and family
- Signs of fear or depression
- Unexplained financial changes or loss

## **10. More sources of information**

10.1. Additional information on recognising signs of abuse, as well as key documents for St Helena can be found at:

- <https://www.sainthelena.gov.sh/public-services/st-helena-childrens-and-adults-safeguarding-board/>
- <https://www.sainthelena.gov.sh/portfolios/social-care/childrens-services/>
- <https://www.sainthelena.gov.sh/portfolios/social-care/adults-services/>
- <https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people>
- <https://www.nspcc.org.uk/what-is-child-abuse/>
- <https://www.actionforchildren.org.uk/what-we-do/keeping-children-safe/>
- <https://www.ageuk.org.uk/information-advice/care/safeguarding-adults/>

## **11. Relevant Legislation**

11.1. Children

- Welfare of Children Ordinance, 2008
- St Helena Criminal Procedure Ordinance, 1975
- Sexual Offences (Communication with a child) Ordinance, 2022
- Working Together to Safeguard Children and Vulnerable Adults on St Helena

11.2. Vulnerable Adults:

- St Helena Criminal Procedure Ordinance, 1975
- St Helena Drugs (Trafficking Offences) Ordinance, 2003
- St Helena Mental Health and Mental Capacity Ordinance, 2015
- UK Sexual Offences Act, 2003
- UK Human Rights Act 1998: This act protects the rights of individuals, including the right to protection from abuse.