

Dementia Support East Sussex

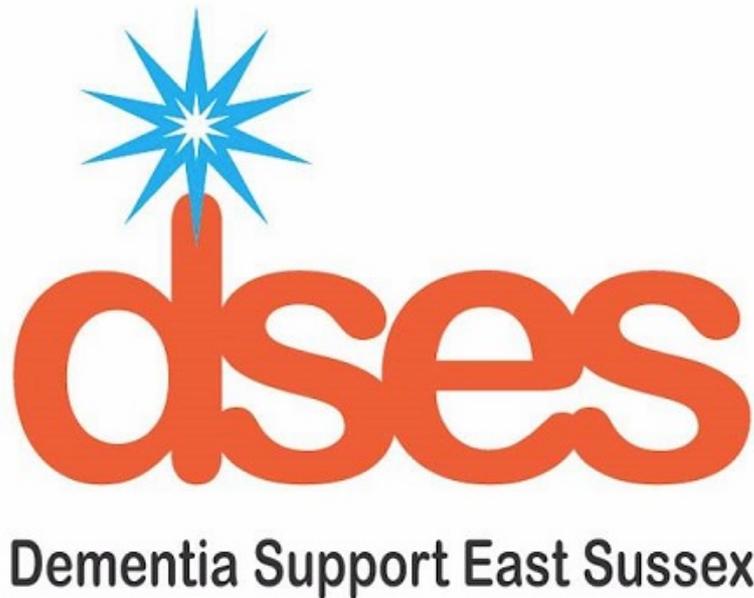
CHILD AND VULNERABLE ADULT PROTECTION POLICY

Dementia Support East Sussex has a professional duty to provide children and vulnerable adults with appropriate safety and protection. As the welfare of the child or vulnerable adult is paramount, we are committed to providing a safe environment so that children and vulnerable adults may participate in sessions in secure surroundings. Additionally, we promote ethical behaviour, providing children and vulnerable adults with a sense of being valued. On this basis, we aim to ensure safe recruitment practices are always followed, ensuring that new tutors are DBS checked, and to establish the suitability of personnel to work with children and vulnerable adults.

It is ultimately the responsibility of the Principal, Suzanne Procter, to ensure that this policy is published and accessible to all tutors and volunteers.

In order to provide safety, protection and security to vulnerable adults throughout our sessions, we will adhere to our child and vulnerable adult protection policy:

- 1) the welfare of the child/vulnerable adult is paramount
- 2) all children/vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- 3) raise awareness of child/vulnerable adult protection issues and promote good practise



- 4) conduct risk assessments to minimise potential hazards to children/vulnerable adults welfare by confirming with the care staff at each session who can use our props and instruments
- 5) all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- 6) the rights, wishes and feelings of children/vulnerable adults and their carers are respected and listened to

Dementia Support East Sussex Child and Vulnerable Adult Protection Policy aims to ensure that the actions of any person in the context of the work carried out by Dementia Support East Sussex are transparent and promote the welfare of all children/vulnerable adults associated with the organisation. The Policy provides guidance on appropriate standards, including reducing any opportunities for abuse, harm or bullying, behaviour towards vulnerable adults, professional boundaries, ethical behaviour, acceptable and unacceptable relationships, how to avoid or better manage difficult situations and how to report suspicions, allegations or incidents.

- All staff and volunteers working with children/vulnerable adults must be trained in, and follow, the Dementia Support East Sussex Child/ Vulnerable Adult Protection Policy
- The Policy is publicly available on the website www.dementiasupport.me.uk and provided to all tutors and volunteers
- All Dementia Support East Sussex staff and volunteers have a duty to report any suspicions, allegations or incidents of abuse to the Principal.



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- Tutors and volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred and should therefore just record the details as accurately as possible and immediately refer any suspicions, allegations or incidents to Dementia Support East Sussex Principal in the first instance, who will consider the information and decide upon the next steps.

Policy statement

Dementia Support East Sussex has a duty of care to safeguard all children and vulnerable adults involved in Dementia Support East Sussex sessions from harm. All children and people have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Dementia Support East Sussex will ensure the safety and protection of all children and vulnerable adults involved in Dementia Support East Sussex sessions through adherence to the Dementia Support East Sussex Child and Vulnerable Adults Protection guidelines adopted by Dementia Support East Sussex and described below.

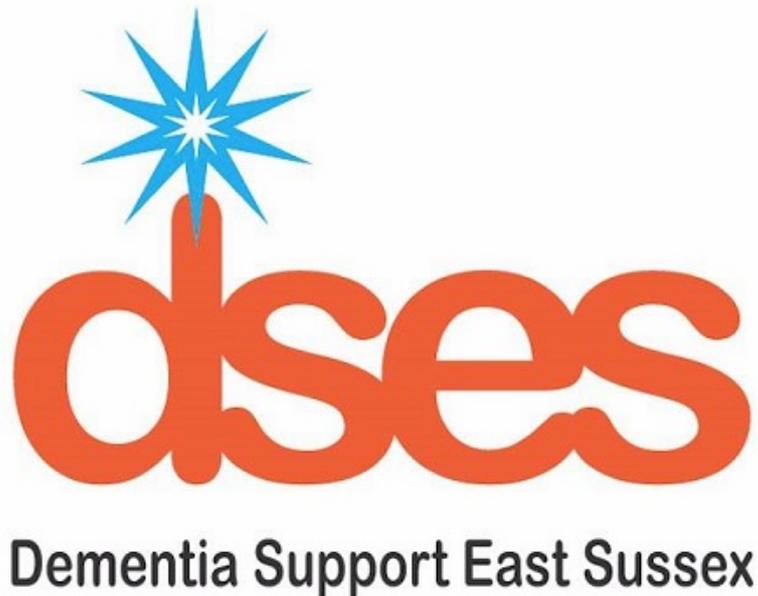
Zero-tolerance statement

Dementia Support East Sussex maintains a zero-tolerance policy for the sexual abuse of children or vulnerable adults by Dementia Support East Sussex tutors and volunteers and participants in their care. Anyone found guilty of such an offence will be subject to immediate dismissal and prosecution within the law of the relevant jurisdiction.

Definitions

A child is defined as a person under the age of 18 (The Children Act 1989).

A vulnerable adult is defined as a person 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.

Policy aims

The aim of the Dementia Support East Sussex Child and Vulnerable Adult Protection Policy is to promote good practice:

- providing children and vulnerable adults with appropriate safety and protection whilst in Dementia Support East Sussex sessions
- allow and helping all tutors and volunteers to make informed and confident responses to specific child and vulnerable adults protection issues.

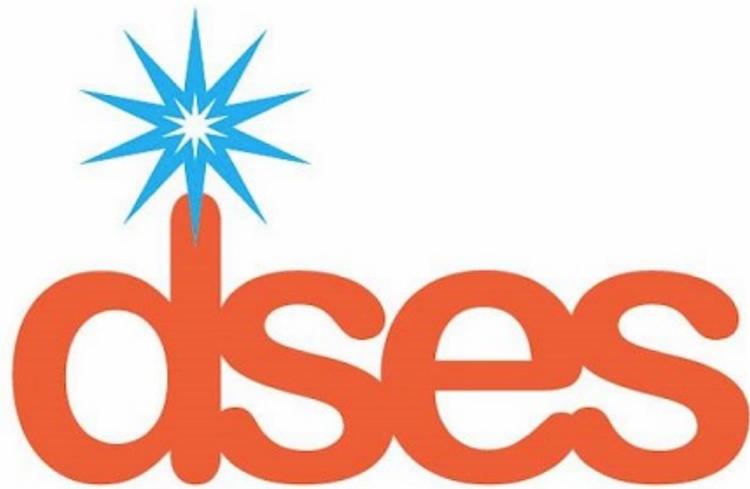
Promoting good practice

Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the care home, day care centre and volunteer environment. Some individuals will actively seek employment or voluntary work with children and vulnerable adults in order to harm them. A staff member or volunteer may have regular contact with children and vulnerable adults and be an important link in identifying cases where they need

All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child or vulnerable adult enters a Dementia Support East Sussex session having been subjected to abuse outside the session environment, the activities can play a crucial role in improving the person's self-esteem. In such instances, if past abuse is reported, Dementia Support East Sussex must work with the care home/day care centre to ensure the required local support is received.



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Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote welfare and reduce the possibility of harm and abuse. The following are common sense examples of how to create a positive culture and climate.

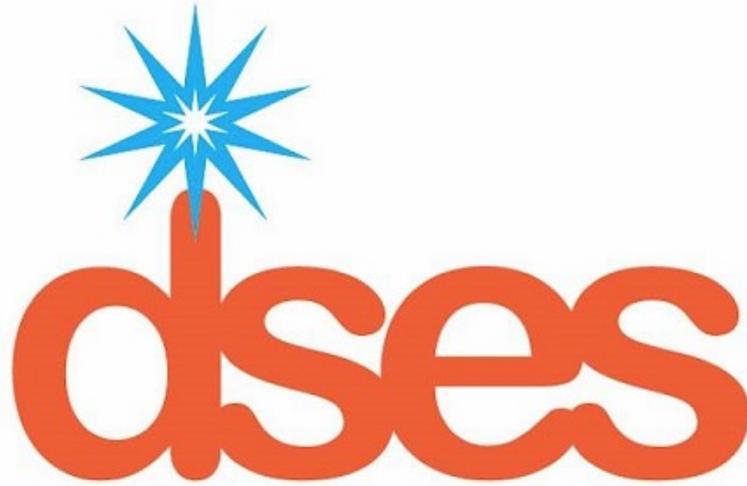
Good practice means:

- 1) All staff and volunteers must work in an open environment remain visible when working with children and vulnerable adults, eg. avoid private or unobserved situations, whenever practical and possible, and ensure that another adult is present when working in the proximity of children and vulnerable adults.
- 2) Encourage open communications with no secrets.
- 3) Treating all children and vulnerable adults equally, and with respect and dignity.
- 4) Always putting welfare first, before winning or achieving goals.
- 5) Building balanced relationships based on mutual trust which empowers children and vulnerable adults to share in our sessions
- 6) Making Dementia Support East Sussex sessions fun, enjoyable and promoting fairness.
- 7) All sessions must be smoke and alcohol free
- 8) Being an excellent role model - this includes following all local laws, not smoking and drinking alcohol inappropriately in the company of children and vulnerable adults
- 9) Maintaining a safe and appropriate distance (eg. It is not appropriate for tutors or volunteers to have an intimate relationship with a child or a vulnerable adult)
- 10) Ensuring that if any form of manual / physical support is required that you ask the carers to step in and take over.
- 11) If any child or vulnerable adult become very unwell during a session, tutors must make sure the carers attending the session are notified and take over the care of that vulnerable adult/child.

You should never:

- Cause direct physical, including purposely hitting, hurting, or physically assaulting a child or vulnerable adult.
- Cause direct emotional harm, including acting in ways intended to shame, humiliate, belittle or degrade children or vulnerable adults, or otherwise perpetrate any form of emotional harm.
- Use language that could be abusive, offensive or inappropriate.

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- Engage in rough, physical or sexually provocative games.
- Allow or engage in any form of inappropriate touching.
- Reduce a child or vulnerable adult to tears as a form of control.
- Condone or participate in behaviour which is illegal, unsafe or abusive.
- Discriminate against, show differential treatment or favour to the exclusion of others.
- Fail to act upon and record any allegations made by a child or vulnerable adult
- Do things of a personal nature for children or vulnerable adults, that they can do for themselves
- Spend anytime outside specified session hours with a child or vulnerable we work with
- Invite or allow children or vulnerable adult to stay with you at your home unsupervised
- Sexually exploit any child, vulnerable adult or any person
- Non-consensual sexual contact

This list is not exclusive therefore our staff and volunteers should avoid any other activities that may be considered to constitute poor practice.

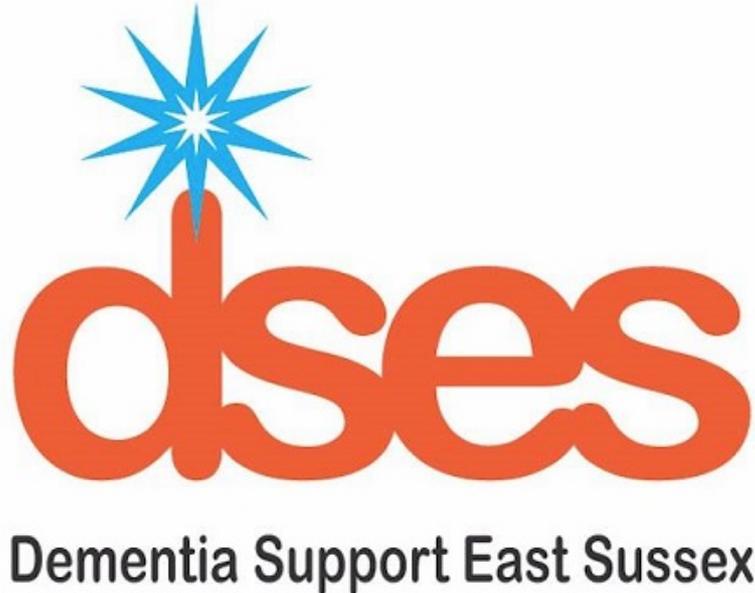
Avoid taking on the responsibility for tasks for which you are not appropriately trained and wherever possible, care home workers and carers are advised to complete the task and work to ensure the task is not required of Dementia Support East Sussex staff and volunteers in the future.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the carers in attendance and as soon as possible to the Principal and record the incident. You should also ensure the care home workers and carers:

- If you accidentally hurt a child or vulnerable adult
- If he/she seems distressed in any manner
- If a child, vulnerable adult or any other person appears to be sexually aroused by your actions

If a child, vulnerable adult or any other person misunderstands or misinterprets something you have done.



Use of photographic/filming equipment

There is evidence that some people have used volunteering as an opportunity to take inappropriate photographs or film footage of children and vulnerable adults in vulnerable positions. All tutors and volunteers should be vigilant and any concerns should be reported to the Principal.

There is no intention to prevent tutors or volunteers from taking photos of sessions as long as full permission has been given from the care home or day care centre.

Care homes and Day Care Centres must be made aware of the reasons for the photographs, the intended use of the photos, and their consent obtained. There should be project guidelines for volunteers and tutors regarding photography of people during a session. All Dementia Support East Sussex photos should be stored and used appropriately.

All suspicions, allegations and incidents should be recorded.

If after consideration, the Principal is concerned, they will refer the allegation to the local social services department.

The Principal should be contacted in the first instance and they will advise as to who needs to know and who should

inform them, normally through liaison with local social services.

Social services will decide who should approach the alleged abuser (or parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).