

CHILD AND VULNERABLE ADULT SAFEGUARDING POLICY AND PROCEDURES

Transition Bro Gwaun believes that every person involved in its activities has a right to feel safe and protected from any practice that could result in them being physically, sexually or psychologically damaged. We will take action if we have any suspicions about a child, young person or vulnerable adult being treated inappropriately or abused.

These procedures will be made available to all TBG trustees, core group members and staff, and to volunteers who will be working on TBG projects where they will be regularly in contact with children or vulnerable adults

SAFE WORKING PRACTICES

TBG expects that children, young people and vulnerable adults will be given volunteering opportunities that are rewarding and fulfilling and that they are always treated fairly and with respect.

It is essential that all those who work with children, young people and vulnerable adults should be alert to the possibility of their abuse from within TBG as well as from the wider community. Abuse can be physical, sexual, emotional or neglect and in the case of vulnerable adults, financial exploitation.

When projects are being developed which will involve TBG personnel having regular contact with children, young people and vulnerable adults, TBG Trustees will ensure that DBS checks are carried out and in place, safeguarding training is provided for key staff and all staff and volunteers involved with the project are aware of procedures should a concern arise.

DEALING WITH KNOWLEDGE OR SUSPICION OF ABUSE

If you, as a volunteer or staff member, have knowledge, concerns or suspicions that a child, young person or vulnerable adult is being harmed or is at risk of significant harm, you must share your concerns with the TBG Project Leader or a TBG Trustee to agree what action is needed. If it is decided that there is a valid concern, a referral should be made to the appropriate agencies – see below. A record should be made of what action is taken – this must be retained and kept confidentially.

If you are in doubt, you should refer to social services. You can share your uncertainties when you speak to the duty social worker.

DEALING WITH DIRECT ALLEGATIONS OF ABUSE

When an allegation of abuse is made to you directly by a child, young person or vulnerable adult, you must explain to them, subject to their age and understanding, that you have a duty to pass the information to the Social Services Department or Police. You cannot give pledges of confidentiality. Subject to their level of understanding, the child, young person or vulnerable adult should be told what action is to be taken, and kept informed.

All discussions with the person alleging abuse should, so far as is possible, adhere to the following principles:-

- Listen to them rather than questioning them.
- Never stop them freely recalling significant events.
- Make a contemporaneous note of the discussion with the date, time and setting

MAKING A REFERRAL

Referrals should be made to Pembrokeshire County Council Social Service as follows:

Concerns about a child or young person

- During Office Hours: Assessment Team – Tel: 01437 776444
- Email: ccat@pembrokeshire.gov.uk
- Outside of Office Hours: Emergency Duty Team – Tel: 0300 333 2222

Concerns about a vulnerable adult

- During Office Hours: Duty Team – Tel: 01437 776056.
- Email: adult.protection.team@pembrokeshire.gov.uk.
- Outside of Office Hours: Emergency Duty Team – Tel: 0300 333 2222.

In all cases of emergency dial 999 and contact the police (and the ambulance service if the person involved is in need of urgent medical assistance)

CONFIDENTIALITY

All information about suspected or actual abuse should remain confidential both within TBG and in its communications with other organisations.

Approved by: TBG Core Group	Date Approved: 2009	Reviewed: Reviewed October 2016 Reviewed and revised May 2024
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