

# Wymondham Community Outreach Project CIO

## Safeguarding Policy

*'It is vital that our safeguarding practices and standards are placed at the heart of all we do.'*

**Wymondham Community Outreach Project is committed to providing a safe, statutory compliant and compassionate environment for all who seek support from us or who volunteer with us.**

### **Important Safeguarding Terms.**

#### **Vulnerable adult.**

A person who is, or may be in need, of community care services by reason of mental or other disability, age or illness.

A person who is unable to take care of him/herself, or is assessed to be unable to protect him/herself against harm or exploitation.

In all WCOP operations, we acknowledge that vulnerable adults are entitled to privacy and respect; that they be treated with dignity and that they have the right to lead an independent life and to be enabled to do so.

Furthermore, vulnerable adults are entitled be able to choose how they lead their lives, benefit from the protection of the law and have their rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age, religion or cultural background.

#### **Child:**

A person under 18 years old.

## **POLICY STATEMENT**

The Wymondham Community Outreach Project CIO trustees, Management Team and volunteers seek to restore wellbeing and dignity to all who turn to us for help.

The physical, psychological and economic safety of individuals and families are paramount to WCOP. We constantly work to create an organised, safe and inclusive environment for all.

We seek to ensure that all our volunteers are aware of what is required from them under our vulnerable adult and child protection policy as we strive to meet best practice safeguarding standards.

It is the responsibility of all volunteers to mitigate the physical, sexual, financial or emotional abuse and neglect of vulnerable adults and children.

We commit ourselves to co-operate fully with the appropriate statutory services when they are conducting official investigation into physical, financial, emotional or sexual abuse and neglect of vulnerable adults, children or young people.

It is vital that our safeguarding practices and standards are placed at the heart of all we do.

All staff and volunteers are made aware of our safeguarding policy as part of their induction programme.

Amendments and reminders of best practice safeguarding ways of working will be brought to the attention of all team members regularly.

### **Implementation**

To fulfil the WCOP Volunteers' Contract it is necessary that all volunteers and trustees:

Understand and prevent situations where abuse can take place. For example: avoiding one-to-one unsupervised meetings, avoid sharing personal contact information.

WCOP volunteers should always act to prevent situations where the abuse of vulnerable adults and children might occur such as carrying out duties with vulnerable adults or children in private, secluded areas.

Putting into action safeguarding practices will strengthen our safe working environment.

## **WCOP Team Leaders and volunteers will, at all times:**

- Ensure that there is adequate supervision for all adults and children.
- Ensure that adults or children (and their parents or carers) working with WCOP are aware of who they can talk to if they have concerns-

**WCOP Safeguarding Leads: Jo Francis / Arnie McConnell  
([safeguarding@wymondhamcommunityoutreach.org](mailto:safeguarding@wymondhamcommunityoutreach.org))**

All WCOP volunteers and trustees will receive a copy of WCOP's Safeguarding Policy and any subsequent revisions.

The names and contact details of WCOP Safeguarding Officers will be visible when we are operating.

WCOP volunteers will ensure that children (visitors or DoE volunteers) are never left unsupervised.

The WCOP Session Lead will ensure that adults (volunteers or visitors) are not left alone with a child or vulnerable adult where there is little or no opportunity of the activity being observed by others. This instance of good practice protects both the child/ vulnerable adult and the adult volunteer.

- WCOP volunteers understand and accept that all best practices related to safeguarding protects everyone- visitors to WCOP and WCOP volunteers.

Any areas of safeguarding concern/ incidents should be reported to the designated WCOP team member. Reports will be followed up through our referral agencies- South Norfolk District Council Safeguarding Team or Norfolk Police.

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WCOP trustees will ensure that the Safeguarding Lead and all volunteers are given the appropriate and most up-to-date training from the DBS

Team at CBR Solutions, Norfolk Police or South Norfolk District Council Safeguarding Team to ensure that complaints are managed in an appropriate and effective manner- as defined by Safeguarding legislation and training.

## **Designated person and their role**

WCOP has a designated Safeguarding Lead (Steph Kutesko) who is responsible for dealing with any concerns about the protection of vulnerable adults or children. Details of the designated person can be obtained from our website at: [wymondhamcommunityoutreach.org](http://wymondhamcommunityoutreach.org)

WCOP also has secondary Safeguarding Officers who are responsible for dealing with any related concerns in the event that the designated person is unavailable or an allegation of abuse has been made about him/her. Details of these officers can be obtained on our website: [wymondhamcommunityoutreach.org](http://wymondhamcommunityoutreach.org)

## **Managing a complaint.**

In accordance with Safeguarding training, the designated WCOP Safeguarding officer will make notes in a safe place and securely keep confidential records of all disclosures and allegations and seek advice from the Safeguarding Team at South Norfolk District Council or Norfolk Police.

WCOP volunteers must ensure that their recording of facts, incidents, assessments, referrals, and case discussions are accurate, legible, dated, factual and signed.

Where relevant, supporting evidence should be retained in a safe place and clearly labelled. These records must be stored in an individual file and stored securely in a manner that safeguards the individual's right to privacy and security.

These records (excluding third party statements) will be available to the individual who made a complaint on request.

Where appropriate the records may be used as evidence in internal disciplinary proceedings or in civil or criminal prosecutions.

## **Whistleblowing Policy.**

Staff and volunteers are must take action when suspicious that abuse is occurring– irrespective of who the perpetrator is. WCOP trustees and WCOP Safeguarding Officers will always respond in a fair and transparent manner when dealing with allegations of abuse.

It is important to note that all volunteers have a legal responsibility to report any occurrences or suspicions of abuse. WCOP volunteers who report abuse are protected by the Public Interest Disclosure Act 1998.

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July 2024