



## Safe Guarding Policy

### (Incorporating Children and Vulnerable Adults)

#### 1.0 Introduction:

This document is CTS Projects Ltd Safe Guarding Policy which aims to raise awareness of child protection and vulnerable adult issues when carrying out duties on behalf of the company. In terms of this policy a child is deemed to be anyone who is under the age of 18. A vulnerable adult is any person aged 18 years or over who is, or may be, unable to take care of themselves or who is unable to protect themselves against significant harm or exploitation.

This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable adults namely:

- The Children (Northern Ireland) Order 1995
- Children's Services Co-operation Act (Northern Ireland) 2015
- Safeguarding Board Act (Northern Ireland) 2011
- Safeguarding Vulnerable Groups (Northern Ireland) Order 2007
- Criminal Law Act (Northern Ireland) 1967
- Human Rights Act 1998
- Disability Discrimination Act 1995

Please note that the above list is non-exhaustive.

#### 2.0 Responsibilities:

The Compliance Manager will have the overall responsibility for communicating this policy to personnel. It is the responsibility of all

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members of the organisation to adhere to the Policy. The Board is committed to this policy being enforced across the business.

- 3.0 CTS Projects Ltd does not undertake activities with children/vulnerable adults in the absence of their parents/carers, but may have the opportunity to observe the children's/vulnerable adult's welfare within their family/care setting. Parents/carers remain responsible for their children's/vulnerable adult's welfare throughout all the work undertaken by the organisation.
- 4.0 CTS Projects Ltd are aware that being a young/vulnerable person makes them vulnerable to abuse by adults. The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by the organisation are transparent and safeguard and promote the welfare of all young/vulnerable people.
- 5.0 If any parent/carer or vulnerable adult/child has any concerns about the conduct of any member of the organisation, this should be raised in the first instance with Serena Hylands (designated child and vulnerable adult protection contact).
- 6.0 The principles upon which the Safe Guarding Policy is based:
  - 6.1 The welfare of a child or vulnerable adult will always be paramount.
  - 6.2 The welfare of families will be promoted.
  - 6.3 The rights, wishes and feelings of children, vulnerable adults and their families/carers will be respected and listened to.
  - 6.4 Those people in positions of responsibility within the organisation will work in accordance with the interests of children and vulnerable adults and follow the policy outlined below.
  - 6.5 Those people in positions of responsibility within the organisation will ensure that the same opportunities are available to everyone

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and that all differences between individuals will be treated with respect.

7.0 Immediate action may be necessary at any stage in involvement with children/vulnerable adults and families/carers.

7.1 If emergency medical attention is required this can be secured by calling an ambulance (dial 999).

7.2 If a child/vulnerable adult is in immediate danger the police should be contacted (dial 999). They alone have the power to remove a person immediately if protection is necessary, via Police Protection Order. NSPCC Northern Ireland can also be contacted for advice on 0808 800 5000 in the instance with children.

8.0 Recognition of abuse or neglect of a child/vulnerable adult is caused by inflicting harm, or by failing to act to prevent harm. Children/vulnerable adults may be abused in a family or in an institutional or community setting by those known to them or more rarely by a stranger.

9.0 Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms, of, or deliberately causes ill health to a child/vulnerable adult whom they are looking after. This situation is commonly described using terms such as, fabricated illness by proxy or Munchausen Syndrome by Proxy.

10.0 Emotional abuse is the persistent emotional ill treatment such as to cause severe and persistent adverse effects on the child's/vulnerable adult's emotional development. It may involve conveying that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed. It may involve causing children/vulnerable



adults frequently to feel frightened or in danger, or the exploitation or corruption of the said person. Some level of emotional abuse is involved in all types of ill treatment though it may occur alone.

- 11.0 Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative (eg rape or buggery) or non-penetrative acts. Non-penetrative acts may include non-contact activities, such as involving children/vulnerable adults in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children/vulnerable adults to behave in sexually inappropriate ways.
- 12.0 Neglect is the persistent failure to meet a child's/vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to basic emotional needs.
- 13.0 Individuals within the organisation need to be alert to the potential abuse of children/vulnerable adults both within their families/carers and also from other sources including abuse by members of that organisation.
- 14.0 The organisation should know how to recognise and act upon indicators of abuse or potential abuse involving children/vulnerable adults. There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child/vulnerable adult in accordance with these procedures.



15.0 It is recognised that a child/vulnerable adult may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. If you have any concerns contact the PSNI.

## **16.0 Making a referral**

16.1 A referral can be made by the operatives or the Compliance Manager if the operative has raised the issue to them and involves giving Social Services or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

## **17.0 Confidentiality**

17.1 The organisation should ensure that any records made in relation to a referral should be kept confidentially and in a secure place.

17.2 Information in relation to child/vulnerable adult protection concerns should be shared on a “need to know” basis. However, the sharing of information is vital to child/vulnerable adult protection and, therefore, the issue of confidentiality is secondary to a child’s/vulnerable adult’s need for protection.