

**Wilmslow Guild**

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Principal  
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**Charity No.** 1151387  
**Company No.** 8331345

## **Safeguarding** Policy and Procedures

### **1. Safeguarding is everyone's responsibility**

- 1.1 Wilmslow Guild is committed to safeguarding the welfare of children, young people and adults who visit our premises and participate in our programme of activities.
- 1.2 The programme of educational and social activities does not include the provision of any professional services to vulnerable adults.

### **2. The definition of safeguarding – children and young people**

- 2.1 In relation to children and young people, Wilmslow Guild adopts the definition used in the Children Act 2004<sup>1</sup> and the Department for Education (DfE) guidance document: *Working Together to Safeguard Children 2013* (paragraph 2),<sup>2</sup> which define safeguarding and promoting children and young people's welfare as:
  - a) protecting children from maltreatment
  - b) preventing impairment of children's health or development
  - c) ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and
  - d) taking action to enable all children to have the best outcomes.
- 2.2 The above statutory guidance defines child protection as part of safeguarding and promoting welfare. Child protection is the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

### **3. The definition of safeguarding – vulnerable adults**

- 3.1 The legal and policy basis for responding to concerns regarding the safeguarding and welfare of vulnerable adults is different from that of children and young people under 18. *Working Together to Safeguard Children 2013* only applies to children and young people until they reach the age of 18. Any incidents or concerns relating to a young person of 18 years and over, even if still at school, are not covered by Local Safeguarding Children Boards or their procedures.
- 3.2 Government guidance in relation to adults is contained in the document '*No Secrets*' and the previous *Protection of Vulnerable Adults* (POVA) guidance

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<sup>1</sup> The Children Act 2004: [www.legislation.gov.uk/ukpga/2004/31/part/2/crossheading/general](http://www.legislation.gov.uk/ukpga/2004/31/part/2/crossheading/general)

<sup>2</sup> Working together to safeguard children, DfE, 2013; [www.gov.uk/government/publications/working-together-to-safeguard-children](http://www.gov.uk/government/publications/working-together-to-safeguard-children)

(now *Adult's List* guidance).<sup>3</sup> Good practice guidance is also available through the Association of Directors of Social Services (ADSS) publication – *Safeguarding Adults: A national framework of standards for good practice and outcomes in adult protection work*.<sup>4</sup>

- 3.3 However, it is important to be aware that following amendments to the Safeguarding Vulnerable Groups Act 2006, by the Protection of Freedoms Act 2012, adults are no longer deemed vulnerable because of their personal attributes, characteristics or abilities. An adult is considered 'vulnerable' if they receive a health, personal or social care service from a professional. Personal services would include, for example, help with financial matters, feeding, washing or dressing.
- 3.4 In this policy, the term 'vulnerable adults' is used for any persons over the age of 18 who meet the statutory definition in paragraph 3.3 above.

#### **4. The definition of abuse of vulnerable adults**

- 4.1 The definition of abuse of adults is contained in 'No Secrets' (para 2.5). Abuse is a violation of an individual's human and civil rights by another person or persons. Abuse may consist of single or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Within this context abuse can take the form of:

- a) physical abuse – including hitting, pushing, kicking, misuse of restraint or inappropriate sanctions
- b) sexual abuse – including sexual assault or acts to which the adult did not, or could not, consent
- c) psychological abuse – including emotional abuse, threats, deprivation of contact, humiliation, intimidation, coercion, verbal abuse, isolation or withdrawal from services
- d) financial or material abuse – including exploitation and pressure in connection to wills, property, inheritance or financial transactions  
neglect or acts of omission – including ignoring medical or physical care needs, withholding of medication or adequate nutrition and failure to provide access to appropriate health, social care or educational services  
discriminatory abuse – including racist, sexist and other forms of harassment.

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<sup>3</sup> *No Secrets: guidance on protecting vulnerable adults in care*, Department of Health, 2010: [www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care](http://www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care)

<sup>4</sup> *Safeguarding adults: a national framework of standards for good practice and outcomes in adult protection work*, Association of Directors of Social Services, 2005: <http://lx.iriss.org.uk/content/safeguarding-adults-national-framework-standards-good-practice-and-outcomes-adult-protection>

## **5 Wilmslow Guild Activities**

- 5.1 Wilmslow Guild offers a programme of educational and social activities for adults.
- 5.2 Wilmslow Guild employs staff (paid and unpaid) and has self-employed teachers at its premises to provide and support the programme of activities.
- 5.3 The programme of educational and social activities does not include the provision of: activities for children or young people or any professional services to vulnerable adults as described in paragraph 3.3.

## **6 Children attending Wilmslow Guild Activities**

- 6.1 Children may only attend a Wilmslow Guild activity with the prior consent of the Principal. If the Principal grants consents for a child to attend an activity the child must be accompanied and supervised at all times by a parent or guardian or chaperone registered with the local authority.

## **7 Disclosure and Barring Service Checks**

Wilmslow Guild does not employ anyone in the types of employment, paid or unpaid, listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and or included in the Police Act 1997 (Criminal Records) regulations. Therefore, Wilmslow Guild is not entitled to request criminal record checks from the Disclosure and Barring Service for its staff or self-employed teachers.

## **8 Designated Safeguarding Lead**

- 8.1 The Principal is the Designated Safeguarding Lead and has the legal responsibility for: dealing with safeguarding issues, providing advice and support to staff and self-employed teachers; liaising with the local authority; and working with a range of other agencies.

### 8.2 Areas of responsibility:

*Policy and procedure:*

- a) Publish and promote Wilmslow Guild's safeguarding policy and procedures by ensuring all staff and self-employed teachers have access to and understand them
- b) Induct new members of staff and self-employed teachers with regard to Wilmslow Guild's safeguarding policies and procedures
- c) Ensure Wilmslow Guild's safeguarding policy is updated and reviewed annually
- d) Ensure that all staff and self-employed teachers report safeguarding issues or suspect behaviour

*Reporting concerns:*

- e) Recognise how to identify safeguarding concerns and when to make a referral

- f) Respond appropriately to disclosures or concerns relating to the well-being of a child, young person or adult
- g) Refer allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information
- h) Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are stored securely

*Multi Agency working:*

- i) Ensure that all who are victims of abuse are supported appropriately and sensitively
- j) Attend and contribute effectively to all necessary meetings; including those taking place out of normal working hours.
- k) Liaise and coordinate with colleagues and outside organisations
- l) Ensure that actions resulting from meetings are SMART (Specific, Measurable, Attainable, Relevant and Timely) and that they are carried out in a co-ordinated way; making the difference which was anticipated

*Training:*

- m) Ensure all staff and self-employed teachers have safeguarding induction and updates so that they are able to recognise and report any concerns immediately
- n) Attend relevant training as necessary to reinforce and enhance safeguarding knowledge and practice
- o) A record of training will be kept by Wilmslow Guild. Everyone who attends the training must sign the register to confirm that they have attended and will abide by the policy.

*Knowledge and skills:*

- p) Act as a source of support, advice and expertise within Wilmslow Guild
- q) Act with integrity; maintaining confidentiality at all times

## **9 Preventing radicalisation and recruitment by terrorist organisations.**

### 9.1 Wilmslow Guild is committed to:

- a) safeguarding all participants from radicalisation and or recruitment by terrorist organisations,
- b) preventing the use of its premises for the purposes of radicalisation and or recruitment by terrorist organisations,
- c) adhering to the advice given by the Association of Chief Police Officers [www.npcc.police.uk/documents/TAM/2013/2013-05-tam-prevent-school-college-advice.pdf](http://www.npcc.police.uk/documents/TAM/2013/2013-05-tam-prevent-school-college-advice.pdf) and
- d) adhering the advice given by Cheshire Constabulary [www.cheshire.police.uk/advice-and-support/terrorism-and-major-incidents/prevent-and-channel-guidance-for-partner-agencies](http://www.cheshire.police.uk/advice-and-support/terrorism-and-major-incidents/prevent-and-channel-guidance-for-partner-agencies)

## 10 Safeguarding Practice and Procedures

- 10.1 If any member of staff (paid or unpaid) or self-employed teacher have concerns about the care, wellbeing or behaviour of anyone attending Wilmslow Guild or a Wilmslow Guild activity must report it to the Principal as soon as possible.
- 10.2 All concerns reported to the Principal will be reported to the relevant agency.
- 10.3 If anyone wants of reports a concern regarding the Principal it should be reported to the Chairman of the Board of Trustees.
- 10.4 Anyone may report a concern directly to the Police and or Cheshire East Council.

## 11 Contacts

- 10.1 Cheshire East Council  
(8:30am to 5pm Monday to Thursday and 8:30 am to 4:30pm Friday)

To report **concerns about a child**: telephone **0300 123 5012**

To report **concerns about an adult**: telephone **0300 125 5010**

Out of hours service children and adults telephone **0300 123 5022**

(at all other times including bank holidays)

- 10.2 Cheshire Constabulary      in an **emergency**      telephone **999**  
   In a **non-emergency**      telephone **101**