**Vulnerable Adult & Child Protection Policy**

Safeguarding Officers are:

1.James Carson-Kerrigan

2.SOPHIE GOFFIN

The organisation is committed to safeguarding the rights ,well-being and safety of children

And vulnerable adults who come into contact with the organisation This policy outlines the

Steps we will take to ensure that vulnerable adults and children are protected. It

Will be reviewed on an annual basis by the Safeguarding Officers and Directors.

**Definitions (for this document)**

Safeguarding is defined as:

 protecting from maltreatment

 preventing impairment of health or development

 ensuring children are growing up in circumstances consistent with the provision of

Safe and effective care.

**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; 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

1.

Vulnerable adults are entitled to: privacy; be treated with dignity; lead an independent life and

To be enabled to do so; be able to choose how they lead their lives; the protection of the law;

Have their rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability,

age, religion or cultural background.

Child:

Describes a person aged 0-1 7years old.

Types of abuse

-Physical abuse

is an act of another party involving contact intended to cause feelings

Of physical pain, injury ,or other physical suffering or bodily harm.

-Sexual abuse

is forcing undesired sexual behaviour by one person onto another.

-Emotional abuse

Is any kind of abuse that is emotional rather than physical in nature. It can

Include anything from verbal abuse and constant criticism to more subtle tactics, such as

intimidation, manipulation, and refusal to ever be pleased.

-Neglect

is the ongoing failure to meet a person’s basic needs

-Financial abuse

Is the misuse of a person's money, property or assets through theft or fraud.

-Spiritual abuse

Takes place when leaders to whom people look for guidance and spiritual Nurture use their positions of authority to manipulate, control, and dominate.

**Policy Statement**

At Hillingdon Television, we want to restore dignity and revive hope to people from all

Walks of life. We are concerned with individuals and their circumstances and actively

Encourage an inclusive environment throughout all of our projects and activities.

We seek to ensure that all our team members are aware of what is required from them

Under the vulnerable adult and child protection policy and make sure that it is practised at

All times.

It Is the responsibility of each one of us to play our part in preventing the physical, sexual,

spiritual, 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 investigations into the abuse and neglect of vulnerable adults,

Children or young people (by an adult or young person).

This statement is to be brought to the attention of all staff and volunteers when they join,

Also every year when the policy is rechecked. As part of their induction programme. Any

Amendments will be brought to the attention of all team members. The statement will be

available at all locations in which the organisation operates and all team members will be

Asked to sign to say they have read it.

**Implementation**

The organisation shall:

Plan its work so as to minimise situations where the abuse of vulnerable adults and

Children might occur.

Although the number of people who actively seek to abuse vulnerable adults and children is

Very small, the organisation can reduce opportunities for abuse in various ways.

We will, for instance:

-Ensure that there is adequate supervision for all vulnerable adults and children.

-Ensure that any vulnerable adult or child working with Hillingdon Television is

Aware of who they can talk to if they have concerns.

-Ensure that all staff and volunteers know where the nearest telephone is in case of emergencies and that phones are clearly labelled with directions for how to make external calls.

-Arrange that an adult is not left alone with a child where there is little or no

Opportunity of the activity being observed by others. This good practice can be of as

Much benefit to the adult as to the child.

-Make sure the Safeguarding Officers receive correct and up-to-date training.

- Ensure that the Local Authority is informed of any safeguarding allegations, incidents

Or concerns.

-Ensure that the RELEVENT AUTHORITY is informed of any suspicions, allegations and

Incidents of abuse or mistreatment of vulnerable beneficiaries

IT Would be appropriate to inform the Hillingdon Television Director/PR team about any

Allegations, incidents or concerns where there is a risk of negative publicity occurring

As a result.

-Ensure the Disclosure and Barring Service is informed if the Directors have dismissed or

Ceased using an employee or volunteer because they think they have harmed or posed

A risk of harm to a child or vulnerable adult.

- Ensure staff and volunteers who may come into contact with a vulnerable adult or

Child at Hillingdon Television are suitably trained, including understanding

What to do in the event that a disclosure of abuse is made.

- Encourage a culture of transparency, ensuring that volunteers and staff feel able and

Empowered to report any suspicious or concerning behaviour. Volunteers should be aware that wherever they are located when volunteering for the organisation, this means that any allegations or concerns of abuse must be reported to the Designated Safeguarding Officers.

However, there may be times when the Safeguarding Officers deem it

Necessary and appropriate to share information with the Safeguarding Officers of other organisations to prevent harm to another. The Safeguarding Officers will ensure they have the contact information of the relevant data controllers and will keep a record of information shared for 5 years.

**Safeguarding Officers and the Safeguarding policies.**

Designated officers and their roles

Hillingdon Television has Designated Safeguarding Officers (DSO) who are

Responsible for dealing with any concerns about the protection of vulnerable adults or

children.

The Safeguarding Officers will never be related to each other.

The Safeguarding Officers will be available for vulnerable adults and children, as well as

Staff and volunteers, to speak with should they feel the need to talk with someone about

An incident which has happened either within or outside of the organisation. Particularly if they feel that a child or vulnerable adult has been physically, sexually, spiritually, financially or emotionally abused or neglected by an adult or another young person.

The Safeguarding Officers will treat all concerns with the utmost importance

Where staff or volunteers have a concern about the safety or well-being of a child or vulnerable adult and the Safeguarding Officers are unavailable or acting inappropriately they should contact the DIRECTOR GENERAL should be informed and contact the Police or Social Services.

Recording

The Safeguarding Officers will make notes and keep confidential records of any disclosure

Or concerns they or another staff/team member has and seek advice from the relevant

Social Services Department or the Police if appropriate.

Staff and volunteers must ensure that their recording of disclosures, incidents, assessments,

Referrals and case discussions are all sufficient, accurate, concise, up-to-date, legible, dated,

And factual. When recording details it is important not to jump to conclusions or judge the

Situation and to remember that the role of the safeguarding officer is to refer to appropriate

agencies, not to undertake an investigation. Suspicions should be noted carefully and

backed up with factual evidence if available. Opinions should be kept to a minimum and

backed up by factual evidence. These records must be stored in an individual file and held

securely in a manner that safeguards the individual’s right to privacy and security. These

records are available to authorised individuals on request (not thirdparty information) and

may be used as evidence in disciplinary proceedings or in civil or criminal prosecutions.

Note: once staff and volunteers have passed on their records, they have no right to know

What happens next. They will only receive more information about the case if they are

Required to be part of civil or criminal proceedings e.g.as a witness. Staff and volunteers

Must refrain from talking to other team members or outside persons about the safeguarding

Concern (with the exception of the Safeguarding Officers, the Police or Social Services).

Disclosure of Abuse

Where a member of the organisation receives a disclosure of abuse from

A child or vulnerable adult they must:

1.Ensure they do not promise confidentiality to anyone wishing to share a secret.

This is important in case information needs to be shared with the Safeguarding

Officers or the Police/Social Services if there is immediate threat to life or wellbeing of another.

2. Listen- if the disclosure is particularly complicated and the person is not very young, This may mean asking permission to make notes as the disclosure is made to ensure nothing is missed. The team member hearing the disclosure can ask the child or vulnerable adult to repeat something if it has not been said clearly but must not ask leading questions.

3. Reassure -making a disclosure of abuse can be a frightening process and often the

Child or vulnerable adult is afraid that they won’t be believed. Reassuring them that

They have been brave and that the information will be passed on is vitally important.

4.Record- notes should be made as soon after the disclosure as possible. The notes

Should reflect what the child or vulnerable adult has said in their own words. The

Record should be signed and dated.

5.Report- the record must be passed on to a Safeguarding Officer at the earliest

Possible opportunity and the child or vulnerable adult told what will happen next.

The Safeguarding Officers will ensure that the Directors are informed of any incident,

Concern or allegation of abuse. The Directors must also notify the RELAVANT AUTHORITIES.

Following the gov.uk ‘Serious Incident’ guidelines in the event of an incident, or

Suspected incident, during or resulting from a Hillingdon Television activity.

Where a child or vulnerable adult makes a disclosure of abuse to a member of the

Hillingdon Television team they must never:

1.Trivialise, play down or ignore allegations of abuse’

2.Assume that somebody else will take responsibility for reporting/addressing

Concerns and making referrals’

**Whistleblowing**

Staff and volunteers are encouraged to take action when suspicious that abuse is occurring

No matter what the setting, who the perpetrator is or who the victim is. The

Hillingdon Television team will respect and not penalise those who stand up for anyone who

Is suspected of being abused.

Staff have a responsibility to report any occurrences or suspicions of adult abuse. Staff

Who report abuse are protected by the Public Interest Disclosure Act 1998.

**Use of Image**

The Hillingdon Television team recognises that protecting and upholding the rights of children

And vulnerable adults is of paramount importance and this includes on the internet and other

Promotional materials. The organisation endeavours to present children and

Vulnerable adults in a positive, empowering and dignified manner.

**The following principles will be adhered to:**

1. Images will not be taken without consent from the subject and their

parent/guardian.

1. We will explain to the subject and their parent/guardian how

And where the images will be used and will adhere to this.

1. Images used on social media pages will not be used

On personal social media pages.

NB: External media, television crews and journalists are usually responsible for obtaining

Their own informed consent from clients.

Remember

It is important that everyone in the organisation is aware that the person who first

Encounters a case of alleged or suspected abuse is not responsible for deciding whether or

Not abuse has occurred.

Ask for the professional vulnerable adult and child

Protection agencies following a referral to them of concern about someone.

If a vulnerable adult or child begins making a disclosure of abuse to a team member who

Feels unable to cope with what they are hearing, they should gently halt the conversation

And contact a Safeguarding Officer immediately. If both Safeguarding Officers are

unavailable, the team leader should take over the conversation.

The wellbeing of staff and volunteers is of great importance. If a disclosure has been made

Which has caused upset to the person hearing it, the organisation will endeavour to offer or

Facilitate counselling or support if requested.

Additional points

* Displaying Information

we will ensure that this policy is available at all locations we operate in.

we will change any name and contact details of any safeguarding

officials should the people in these roles change.

This policy and its implementation will be reviewed at least annually and whenever there

Are any legislative changes or amendments to guidance issued by relevant statutory bodies.

Signatures

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE REVIWED \_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_