

The Berwick & District Cancer Support Group
SAFEGUARDING: PROTECTION OF CHILDREN & ADULTS AT RISK POLICY

The Designated Safeguarding Officer as of 6th April 2022 is Nicola Warren, committee volunteer

Received Designated Person Training 6th April 2022 and certificate 6th April 2022

Introduction

The purpose of this policy is to identify procedures, roles and responsibilities for ensuring that staff, volunteers and trustees working for The Berwick & District Cancer Support Group deal with safeguarding in relation to the protection of children & adults at risk appropriately and promptly.

The Berwick & District Cancer Support Group was founded in 1992 and our main service is to provide free transport to any cancer sufferer to all major hospitals in our area e.g. Wansbeck, Newcastle, Borders General and Edinburgh for cancer related appointments. The group is entirely made up of volunteers and we rely on the help and support of everyone in the community. Passengers under 18 must ensure a parent or guardian accompanies them on all journeys.

Context

For the purpose of this procedure a child is a person under the age of 18 and an adult at risk is a person aged 18 years or over, who is less able to protect themselves than others and may have difficulty making their wishes and feelings known.

Definition of abuse

Abuse is a violation of an individual's human and civil rights by any other person or persons.

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or it may occur when a vulnerable person is persuaded to enter into financial or sexual transactions to which they have not consented.

Abuse can occur in any relationship and it may result in significant harm to, or exploitation of, the person subjected to it.

The main types of abuse are:

- **Physical abuse**- including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- **Sexual abuse**- including rape and sexual assault or sexual acts to which the adult has not consented, or could not consent or was pressured into consenting. In terms of children the age of consent is 16, any sexual act with a child is abuse.
- **Psychological abuse**- including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial or material abuse**- including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect and acts of omission**- including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Discriminatory abuse**- including racist, sexist, that based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment.

The role of staff, volunteers and trustees

All staff, volunteers and trustees working on behalf of The Berwick & District Cancer Support Group have a duty to promote the welfare and safety of children and adults at risk.

Staff, volunteers and trustees may receive disclosures of abuse and observe children and adults at risk. The policy will enable staff/volunteers to make informed and confident responses to specific protection issues.

Volunteer Drivers

The Berwick & District Cancer Support Group wishes to provide a helpful and sympathetic service to our users. We therefore expect all our volunteers to be friendly, courteous, helpful and to behave in a responsible manner at all times as laid out in the Code of Conduct. Consideration of this will form part of the selection process.

All applicants to our organisation will:

- Complete an application form.
- Proof of valid Driving Licence
- Provide Names of two suitable referees - references will always be taken up prior to confirmation of an appointment.
- Be subject to a DBS check, where appropriate.
- Applicants will also be interviewed.

This policy was adopted on 2nd June 2022 and will be reviewed on 7th April 2023

All volunteers will be issued with a volunteer manual containing appropriate information on relevant policies and guidelines

Volunteers are aware they can discuss any concerns they have regarding a passenger in confidence with the designated person for safeguarding

All volunteers will be made aware of this safeguarding policy.

Procedure in the event of a disclosure

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information.

This should include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the child or adult who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

Any concern to be reported as soon as possible to the named Safeguarding officer, who will advise and liaise as necessary.

Promises of confidentiality should not be given as this may conflict with the need to ensure the safety and welfare of the individual.

Any incidents should be reported to Northumberland County Council as soon as possible through the Onecall number.

Onecall number 01670 536 400

In an emergency, i.e. if someone's safety is under immediate threat, dial 999 and then report to safeguarding officer.

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It is important to remember that it is not the responsibility of the person who encounters a case of alleged abuse to make a decision as to whether the abuse has occurred.

Confidentiality

Child and adult at risk protection raises issues of confidentiality, which should be clearly understood.

Staff, volunteers and trustees have a professional responsibility to share relevant information about the protection of children & adults at risk with other professionals, particularly investigative agencies and social services.

This policy was adopted on 2nd June 2022 and will be reviewed on 7th April 2023

All personal information regarding a child or adult at risk will be kept confidential. All written records will be kept in a secure area for a specific time as identified in data protection guidelines.

Where possible, consent should be obtained before sharing personal information. The safety and welfare of the individual is the priority therefore in some circumstances obtaining consent may not be possible.

Role of Designated Safeguarding Officer

The role of the Designated Safeguarding Officer is to deal with all instances involving child and adult protection that arises within The Berwick & District Cancer Support Group and they will respond to all protection concerns and enquiries. The designated safeguarding officer is Nicola Warren and any concerns or suspicions should be reported to them in the first instance. In their absence or if the allegation involves the Designated Safeguarding Officer concerns should be reported to another committee member.

Andrew Smith chair@berwickcancersupport.co.uk

Gillian Mitchell vicechair@berwickcancersupport.co.uk

Shona McClymont secretary@berwickcancersupport.co.uk

David Cowan treasurer@berwickcancersupport.co.uk

Other relevant policies

Volunteer policy

DBS policy

Drivers Guide

Policy adopted 7th April 2022 - To be reviewed at each AGM

Training in Safeguarding to be carried out by the Safeguarding Officer every 3 years.