

# Uganda Croydon Catholic Community (UCCC); Safeguarding Children & Vulnerable Adults Policy

## 1 Policy Statement:

UCCC works directly with children and vulnerable adults on a range of its programmes and has a responsibility to promote the wellbeing and safety of all people it meets. UCCC believes that it is always unacceptable for a person to experience abuse or neglect of any kind. UCCC commits to practice that protects children and vulnerable adults from harm and recognises its duty to ensure that appropriate action is taken where a child or vulnerable person is experiencing harm or is at risk of harm.

### Definitions:

According to the Children Act 1989, a 'child' is anyone who has not yet reached their 18th birthday. It also includes unborn children.

Adults aged 18 and over have the potential to be vulnerable (either temporarily or permanently) for a variety of reasons and in different situations. An adult may be vulnerable if he/she:

- Has a learning or physical disability
- Has a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs
- Has a reduction in physical or mental capacity
- Is detained in custody
- Is receiving community services because of age, health, or disability
- Is living in sheltered or residential care home
- Is unable, for any other reason, to protect himself/herself against significant harm or exploitation.

### Equality statement:

Some children and vulnerable people have an increased risk of abuse, and additional barriers can exist for some of them with respect to recognising or disclosing it. UCCC is committed to anti-discriminatory practice and recognise children and vulnerable people's diverse circumstances. UCCC is committed to ensuring that all children and vulnerable people have the same protection, regardless of any barriers they may face.

### Special consideration is given to children and vulnerable adults who:

- Have special educational needs or disabilities
- Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Children who are asylum seekers
- The elderly

### Categories of abuse:

Children and vulnerable adults can experience abuse in several ways, including:

- Abuse of trust
- Child sexual exploitation
- Child Trafficking
- Discriminatory abuse
- Domestic violence or abuse
- Emotional Abuse
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Grooming
- Harmful sexual behaviour
- Modern slavery
- Neglect
- Online abuse
- Organisational or institutional abuse
- Physical Abuse
- Psychological or emotional abuse

- Radicalisation of children or vulnerable adults
- Self-neglect
- Sexual Abuse

These categories can overlap, and an abused child or adult often suffers more than one type of abuse. Disabled children, young people and adults are particularly vulnerable to abuse in any form. Where concerns are raised about a child or adult who has communication difficulties, appropriate support, interpreting services and communication aids must be secured.

**We recognise that:**

- The welfare of the child/young person and vulnerable adults is paramount
- All children, and vulnerable adults regardless of age, disability, gender, racial heritage, belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's and vulnerable adults' welfare.

**The purpose of the policy:**

- To provide protection for the children, young people and vulnerable adults who attend or participate in the UCCC events and services.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child, young person or vulnerable adult may be experiencing, or is at risk of harm.
- To outline principles, attitudes, expectations and ways of working that recognise that safeguarding is everybody's business and that the safety and well-being of those in vulnerable circumstances are at the forefront of our work at UCCC
- To ensure that all staff, volunteers and members are made aware of their statutory responsibilities with respect to safeguarding and are properly trained in recognising and reporting safeguarding issues.

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of the UCCC.

**We will seek to safeguard children, young people, and vulnerable adults by:**

- a. Valuing them, listening to, and respecting them
- b. Adopting child protection and safeguarding vulnerable adults' guidelines through procedures and a code of conduct for members, staff and volunteers
- c. Recruiting staff and volunteers safely, ensuring all necessary checks are made
- d. Sharing information about child protection and safeguarding, good practice with children, parents, members, staff, and volunteers
- e. Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- f. Providing effective management for members, staff and volunteers through supervision, support, and training.

We are also committed to reviewing our policy and good practice annually.

**2 Procedures for Referral**

2.1 All action is taken in line with the following legislation/guidance and we comply with this guidance and the procedures set out by the Croydon local safeguarding children board.

- a. London Safeguarding and Child Protection Shared Procedures, 2016
- b. The Department for Education's statutory guidance, Keeping Children Safe in Education September 2018 and Working Together to Safeguard Children July 2018
- c. The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children

- d. Female Genital Mutilation (FGM) is illegal in England and Wales under the Female Genital Mutilation Act 2003. It is a form of child abuse and violence against women.
- e. Statutory guidance on FGM, which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- f. The Rehabilitation of Offenders Act 1974, which outlines when people with criminal convictions can work with children
- g. Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, which defines what 'regulated activity' is in relation to children
- h. Statutory guidance on the Prevent duty, which explains duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
- i. The Childcare (Disqualification) Regulations 2009 and Childcare Act 2006, which set out who is disqualified from working with children

## **2 Procedures for Referral**

2.2 Any member of staff or volunteer who receives a disclosure of abuse or suspects that abuse may have occurred must report it immediately to the designated person for child protection (the UCCC Trustee Board member Emmanuel Lubega) or if unavailable to the deputy designated person (the UCCC Trustee Betty Kyohairwe). In the absence of either of the above, the matter should be brought to the attention of the most senior Trustee Board member Beatrice Nabulya.

2.3 The designated person should immediately inform Children Services or Adult safeguarding Referral Team by telephone. (Contact details on the last page)

If there is an emergency situation to call 999 and ask for the Police.

2.4 The telephone referral to the Children Services Referral Team or Adult Safeguarding Team will be confirmed in writing using the external referral form, within a maximum of 48 hours, preferably 24 hours, (the sooner the better), with a copy to the designated person for child protection. Essential information will include child/young person's/vulnerable adult's name, address, date of birth, family composition, and reason for referral, name of person receiving the referral and any advice given. This written confirmation must be signed and dated by the referrer.

2.5 Confidentiality must be maintained and information relating to individual children and young people/vulnerable adults/families shared with staff on a strictly need to know basis.

## **3 Alleged Abuse by Staff, Managers, Volunteers or Trustees**

3.1 When an allegation is made against a member of staff or volunteer, then the allegation must be passed to your designated person for child protection or adult safeguarding, or their deputy, or, if the allegation concerns them both, direct to the Local Authority Designated

3.2 UCCC designated person for child protection and adult safeguarding should contact one of the Local Authority designated officers for consultation

The designated officer contacted will record a note of the consultation and will advise on the appropriate action that needs to be taken.

## **4 Record Keeping**

4.1 Any member of staff or volunteer receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed.

4.2 All hand-written records will be retained, even if they are subsequently typed up in a more formal report.

4.3 Written records of concerns about children and vulnerable adults should be kept, even where there is no need to make a referral immediately.

4.4 All records relating to child protection and adult safeguarding concerns will be kept in a secure place and will remain confidential.

## **5 Parental/carers Involvement**

5.0 This organisation is committed to helping parents/carers understand its responsibility for the welfare of all children, young people, and vulnerable adults.

5.1 Parents/carers and members will be given information about the organisation's child protection procedures.

5.2 Where possible, concerns should be discussed with parents/carers and the designated person should seek agreement to making a referral, unless to do so would place the child/young person/ and vulnerable adult at increased risk of significant harm.

## **6 Training**

6.0 The designated person and his/her deputy must receive training every 2 years in child protection and adult safeguarding. (Training is available from the Croydon Local Safeguarding Board.)

6.1 All staff and volunteers will be made aware of this policy as part of their initial induction process. In addition, they will have access to regular (mandatory) training at least once every 3 years.

## **7 The Role of the Management Group or Governing Body**

7.0 The designated person for child protection will ensure that training is undertaken by the designated team, other staff, volunteers and governors; the number of child protection and adult safeguarding incidents/cases (without detail or name); and the place of child protection and adult safeguarding issues in planning.

## **8 Reviews**

8.0 This policy will be reviewed on an annual basis and updated accordingly where necessary.

## Further Information

### Local safeguarding contacts:

In all emergency situations call 999 and ask for the Police.

For Urgent Action out of Hours call **0208 726 6400** – this is the for the emergency social work service for urgent child protection matters that cannot wait until the next working day

Email: [childreferrals@croydon.gov.uk](mailto:childreferrals@croydon.gov.uk)

Croydon Safeguarding Children Partnership **Tel:** 0208 604 7275

**Email:** [SafeguardingChildrenBoard@croydon.gov.uk](mailto:SafeguardingChildrenBoard@croydon.gov.uk) <http://croydonlscb.org.uk>

Vulnerable adults: Reporting harm and abuse for urgent cases

**Tel:** 020 8726 6500 ask for the on duty social worker

Within London Borough of Croydon Council you can express concerns of abuse or neglect via the [online form](#) or via email: All concerns go to: [Referral.team2@croydon.gov.uk](mailto:Referral.team2@croydon.gov.uk)

Croydon Council:

Office Hours: Telephone 020 8726 6500 between 8.30 am – 5.00 pm Monday to Friday

### UCCC Contact details:

Nominated child protection lead

Name: Emmanuel Lubega Email: [emmanuel.lubega@yahoo.co.uk](mailto:emmanuel.lubega@yahoo.co.uk)

### Deputy child protection lead(s)

Name(s): Betty Kyohairwe Email: [betkyocadyeeri@yahoo.co.uk](mailto:betkyocadyeeri@yahoo.co.uk)

### Trustee/Senior lead for safeguarding and child protection

Name: Beatrice Nabulya Email: [bnkintu@yahoo.co.uk](mailto:bnkintu@yahoo.co.uk)

This policy statement came into force on .....28/09/2018.....

We are committed to reviewing our policy and good practice **annually**.

This policy statement and accompanying procedures were last reviewed on ..... 27/09/2019.....

Signed: .....*Beatrice Nabulya* .....

[this should be signed by the most senior person with responsibility for safeguarding and child protection in your organisation, for example the safeguarding and child protection lead on your board of trustees].

Date: .....25<sup>th</sup> May 2020 .....