



# Safeguarding for Volunteers

Carers in Bedfordshire Child Protection Policy and Procedure  
Carers in Bedfordshire Adult Safeguarding Policy and Procedure

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# Adult and Child Safeguarding - everybody's responsibility

- ▶ Carers in Bedfordshire has a zero tolerance of abuse of children and abuse of adults
- ▶ We are all responsible for knowing and implementing both the adult and child safeguarding policies and procedures
- ▶ You will be asked to sign a declaration that you have read and understood these policies

## **Which children and adults does our policy cover?**

Service users of CiB - carers, those for whom they care and other people connected with the organisation

# What is child abuse?

- ▶ Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm
- ▶ Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm
- ▶ Children may be abused in a family, institution or community setting by those known to them, or more rarely by a stranger

# What is adult abuse?

- ▶ Abuse is behaviour towards a person that either deliberately or unknowingly, causes them harm or endangers their life or their human or civil rights.
- ▶ Abuse may happen to carers or the people they care for.
- ▶ Abuse can happen anywhere, be passive or active, isolated or repeated.

# Abusive behaviour - may occur in any personal or professional relationship

- ▶ Neglect
- ▶ Physical abuse
- ▶ Sexual abuse
- ▶ Emotional abuse
- ▶ Domestic abuse
- ▶ Financial or material abuse
- ▶ Discriminatory abuse
- ▶ Modern slavery, trafficking
- ▶ Child exploitation, Female genital mutilation, forced marriage

# What might I notice?

- ▶ Bruises or marks
- ▶ Being fearful
- ▶ Changes in behaviour
- ▶ Constant hunger
- ▶ Poor hygiene
- ▶ Inappropriate touching
- ▶ Sexualised behaviour in children
- ▶ Threats, intimidation
- ▶ Running out of money

# How might abuse come to our notice?

- ▶ Direct disclosure - the child or adult may tell you
- ▶ A carer, a family member or a member of the public may tell you
- ▶ Direct observation - you may witness abusive behaviour

If you hear about or observe abuse **it is not your role to decide whether abuse has occurred or to investigate.**

This is a task for the child or adult protection agencies.

# Your responsibility

- ▶ All volunteers have a responsibility to follow the safeguarding procedure in the event of an incident, disclosure or concern
  - ▶ REPORT
  - ▶ RECORD
  - ▶ REFER

This procedure applies to both adult and child safeguarding



# REPORT

- ▶ You must pass on what you have seen or heard
- ▶ Immediately; as soon as possible
- ▶ Tell you link staff member
- ▶ Or tell the member of staff you are volunteering with
- ▶ Or tell Carol, your Volunteer Coordinator
- ▶ Or just ring into the office and talk to any member of staff
- ▶ Tell them you are a CiB volunteer
- ▶ Tell them you have a safeguarding concern to report

# RECORD

- ▶ Write down what you have seen or heard
- ▶ Describe the facts; what you saw, what the person said
- ▶ Note if there was someone else there who witnessed what you saw or heard
- ▶ Not opinions or speculations
- ▶ Send you report to CiB as soon as you can - if possible by email

# REFER

- ▶ Staff at CiB will decide whether to refer the concern to the local authority
- ▶ They will do that for you
  
- ▶ However if there is no one available, you should make the referral to

Bedford Borough Council

Children :Tel 01234 718700

Adults : Tel 01234 276222

Central Bedfordshire Council

Children : 0300 300 8585

Adults : Tel 0300 300 8122

# What happens next?

- ▶ Read both the Child Protection Policy and Procedures and the Adult Safeguarding Policy and Procedures
- ▶ Discuss issues with Carol if required
- ▶ Sign the Adult and Child declaration forms to confirm you have read and understood the policy and will implement these in your work

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Return these to Carol by Friday 28<sup>th</sup> October 2016