



Safeguarding advice for Volunteers

Policy and Procedure
Children & Adults

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

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse
- Domestic abuse
- Financial or material abuse

May occur in any personal or professional relationship

Abusive behaviour

- Discriminatory abuse
- Institutional abuse
- Modern slavery, trafficking
- Child exploitation, Female genital mutilation, forced marriage



What might you 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 or observe signs of harm having taken place
- 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

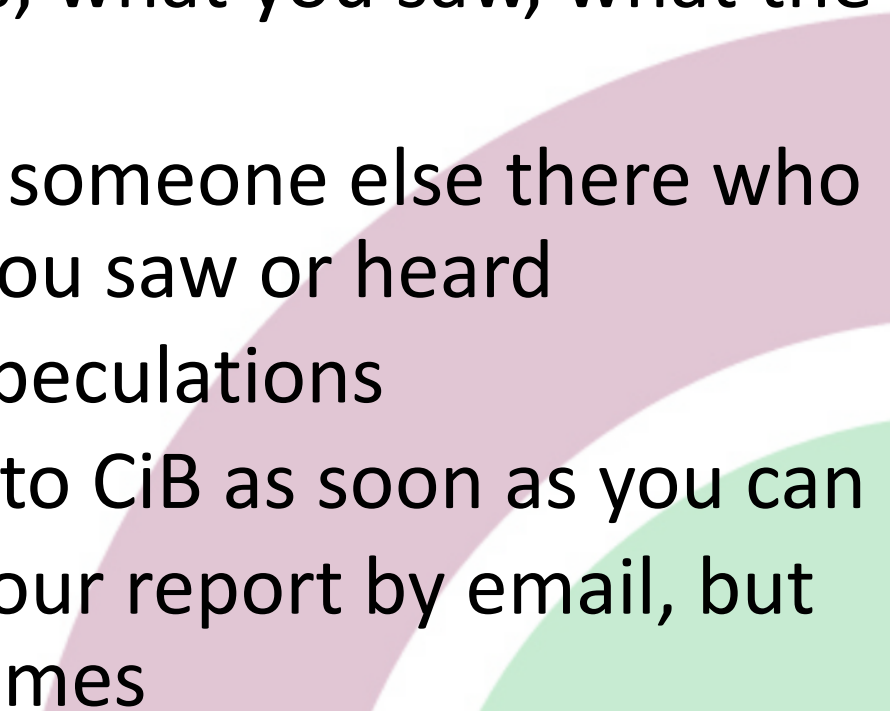
- **REPORT**
- **RECORD**
- **REFER**

This procedure applies to both adult and child safeguarding

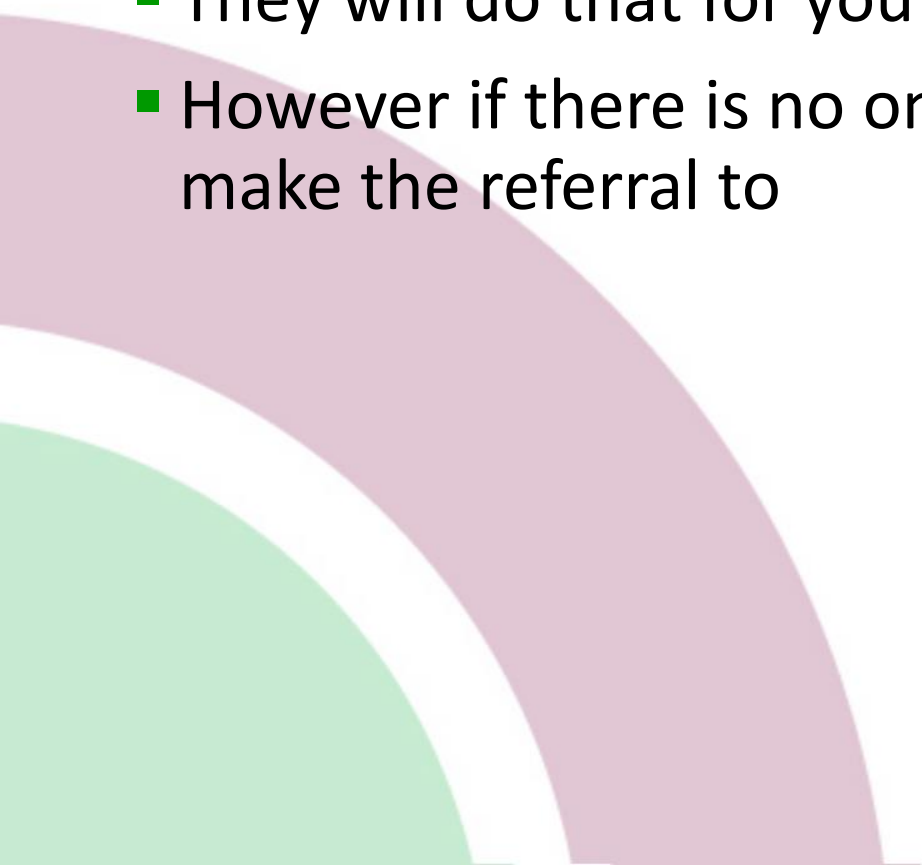
Report

- You must pass on what you have seen or heard
- Immediately or as soon as possible
- Tell your link staff member or 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 your report to CiB as soon as you can
 - If possible send your report by email, but use initials not names
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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
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Refer

Bedford Borough Council

Children Tel: 01234 718700

Adults Tel:01234 276222

Central Bedfordshire Council

Children Tel: 0300 300 8585

Adults Tel: 0300 300 8122

What happens next?

- 🕒 Read both the Child Safeguarding Policy and Procedures and the Adult Safeguarding Policy and Procedures.
- 🕒 Discuss issues with Carol if required
- 🕒 Sign the Adult and Child declaration forms at the end of the policy and procedures documents to confirm you have read and understood the policy and will implement these in your work
- 🕒 Return your signed declarations to Carol