

# Beach Access North East



# Safeguarding Children and Vulnerable Adults Policy

2019

# Policy

Beach Access North East provides all terrain wheelchairs, matting and associated aides for use on beaches, recreational venues and beauty spots to enable equal access for people of all ages with a physical limitation. Children can only participate in our activities if accompanied by a parent, carer or appropriate adult.

## Statement of Intent

Beach Access North East values and encourages the involvement of people who may be vulnerable. Through our Safeguarding Children and Vulnerable Adults Policy we are committed to promoting their well-being and enjoyment and protecting their health, safety and general welfare while in the company of our volunteers.

Vulnerable people may be involved with Beach Access North East either as parents or carers or as beneficiaries of our services. In promoting this policy we are keen to take reasonable steps to:

- Provide a welcoming, secure and comfortable environment for the benefit of vulnerable people;
- Keep them safe from harm while participating in our activities;
- Comply with relevant statutory requirements;
- Support and protect the interests of volunteers who have contact with, or access to vulnerable people.

## Children and vulnerable people affected

In this policy where either 'children', 'young people' or 'vulnerable people' are mentioned all three are usually intended

In law a child is anyone under the age of 18.

A vulnerable adult is anyone aged 18 or over 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. They also need, or may be in need of, extra support because they are elderly and frail or have a physical or sensory impairment, learning disability or have a mental health problem.

**It should be recognised that people who are vulnerable are able to cope in many situations, so sensitivity and common sense should be exercised.**

## Guiding principles

In welcoming and working with people who are vulnerable Beach Access North East aims to:

- 1) Provide a friendly welcome for them and promote their general welfare;
- 2) Recognise their rights as individuals and treat them with dignity and respect;
- 3) Plan activities involving vulnerable people with care to minimise risks to their health and safety;

- 4) Raise awareness of the dangers to which vulnerable people may be susceptible;
- 5) Develop appropriate procedures for responding to accidents, incidents and alleged or suspected harm.
- 6) Promote good practice amongst all volunteers in relation to safeguarding vulnerable people

## **Guidelines**

### **Welfare paramount**

The fundamental principle, both in law and good practice, is that whenever the interests of a vulnerable person are involved, their welfare must always be paramount. Beach Access North East recognises this and all volunteers should seek to implement this principle.

### **People as individuals**

Beach Access North East recognises the need to be aware of each person's needs and capabilities when working with service users.

Where practical, time should be taken to get to know each person individually in order to make his or her experience with Beach Access North East more rewarding.

### **Disclosure and Barring Service checks (DBS)**

All volunteers who have substantial contact with vulnerable people must be DBS checked. Other volunteers who may be working with vulnerable people must never be left unsupervised.

### **Planning and supervision**

In all of Beach Access North East's activities appropriate planning and supervision needs to be observed to reduce the risk of harm.

- Activities involving vulnerable people should be carefully planned to ensure the maximum protection is provided at all times;

## Code of conduct

The following is a quick reference guide to appropriate behaviour when working with those who may be vulnerable.

### Volunteers **should**:

- Remember they are a role model and provide an example for those they work with to follow;
- Bear in mind that some actions, no matter how well-intentioned, may be easily misinterpreted and so leave all parties vulnerable;
- Be alert to any potential harm of inappropriate behaviour by people who are vulnerable themselves
- Provide access for vulnerable people to discuss any concerns they may have;
- Speak to their colleagues if they have concerns about an individual's safety.

### Volunteers **should not**:

- Arrange to see vulnerable people in circumstances unconnected with their work;
- Be left alone for substantial periods of time with anyone who is vulnerable.
- Permit abusive behaviour by others or engage in it themselves (eg ridiculing and bullying);
- Show favouritism to, or become too closely associated with an individual. Nor should they get drawn into inappropriate behaviour
- Allow or engage in suggestive remarks, gestures or touching of a kind which could be misunderstood;;
- Do anything which might undermine Beach Access North East's good reputation for providing a safe environment;
- Hesitate to share concerns on any of these matters with the appropriate Beach Access North East representative.

## Raising awareness of dangers

### Types of harm

- **Physical** – where vulnerable people receive physical hurt or injury;
- **Neglect** – where adults fail to care for vulnerable people and to protect them from danger, seriously impairing their health, well-being or development;
- **Emotional** – where vulnerable people are harmed by a constant lack of love and affection or intimidated by threats or taunts;
- **Sexual** – where vulnerable people are encouraged or forced to observe or participate in any form of sexual activity by adults or children. This also includes the use of sexualised language.
- **Financial** – where an individual's funds or resources are being inappropriately used by a third person. This includes withholding money or inappropriate use of a person's money or property.

Common sense should be relied upon to recognise the warning signs. However, it is essential to rely on facts rather than opinions and not jump to conclusions.

## Responding to accidents, incidents and harm

### Responding to accidents / incidents

In the event of an accident to an individual, first-aid should be administered, preferably by a trained first-aider and the situation managed to ensure the welfare of the individual and the safety of others. The emergency services should be called for where appropriate.

All accidents must be recorded in our accident book. Where appropriate the circumstances to the accident should be investigated to establish the cause and to identify what remedial action should be taken to minimise the possibility of a recurrence.

### Responding to alleged or suspected harm

If a vulnerable person wants to talk about harm, it is essential that the volunteer:

- Listens carefully to what the person says, keeping a calm attitude
- Lets them know that to help them someone else must be told;
- Reassures them that they are not to blame;
- Is aware that they may have been threatened;
- Does not push them for information;
- Reassures them that they are right to talk about it and what they say is accepted;
- Lets them know what will happen next and undertakes to let them know the outcome.

### Dealing with alleged or suspected harm

If a person who may be vulnerable has talked about harm, or harm is suspected, the volunteer **must** do two things:

1. **Write down accurately what the person has said using the proforma for recording disclosures or signs of abuse witnessed**
2. **Notify the appropriate Beach Access North East representative, giving them the completed proforma/written information.**

It is vitally important that the volunteer notifies the appropriate Beach Access North East representative, so that they can then inform and liaise with the relevant authorities where appropriate

Where a nominated representative is unavailable, and the vulnerable person is in imminent danger, the volunteer should contact the relevant authorities themselves. They should then inform the representative as soon as possible on their return.

Dealing with incidents of harm is difficult for any individual so volunteers **should not:**

- Act alone;
- Start to investigate; or
- Make any assumptions about the persons involved.

## **Dealing with alleged or suspected harm involving Beach Access North East volunteers**

Where it is suspected that a Beach Access North East volunteer may be involved in the abuse, the appropriate Beach Access North East representative should be informed as soon as possible. Any volunteer involved in any allegations of abuse should be immediately removed from access to vulnerable people, but be assured that no presumptions have been made and that the allegation will be fully investigated by the relevant authorities.

If gross misconduct is reasonably suspected, it may be appropriate to ask them not to attend any activities while the matter is under investigation. Once the relevant authorities enquiry has concluded, the Beach Access North East Management Committee should decide what further action is appropriate.

### **Confidentiality and sensitivity**

When dealing with personal and emotive details of this nature, confidentiality must be maintained at all times since the allegations or suspicions may prove to be unfounded. Notes and records should be kept in a secure place and shared only with those who need to know about the incident or allegation.

A sensitive approach should be taken with the accused to explain why an investigation has to take place and to reassure them that the matter will be handled discreetly and even-handedly by Beach Access North East.

No assumptions of guilt should be made unless and until an actual conviction has been obtained in the proceedings. The nominated Beach Access North East representative will maintain impartial contact during this process.

### **Reporting Suspected Abuse to the Authorities**

It is not the responsibility of Beach Access North East to investigate any allegations of abuse, only to ensure that the appropriate agencies are informed.

Beach Access North East nominated representative is responsible for alerting the duty officer at Childrens Services.

Childrens Services Emergency Duty Team      0845 600 5252

Police      01661 872555

The Beach Access North East representative is Caroline Corfield contact: 07970902796

**This policy was discussed and adopted at a meeting held on 7/03/17, edited on 30/06/19, 16/12/20**

**Beach Access North East**  
**Pro forma for recording disclosures or signs of abuse witnessed**

**To be completed by person receiving disclosure or witnessing signs of abuse.**

Name of person disclosing or displaying signs of abuse:

---

Date and time disclosure received / signs of abuse witnessed:

Day	Month	Year	Time
			: am/pm

Is the person disclosing...

Male   Female

What is their date of birth? (if known):

Day	Month	Year	

What is their address? (if known):

---



---

Please detail what the person said (word for word) or signs of abuse witnessed:

---



---



---



---



---



---



---



---



---

Other observations / comments:

---



---

Name of person completing this form:

---

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**To be completed by nominated BEACH ACCESS NORTH EAST representative.**

Name of representative: \_\_\_\_\_

Date and time form received:

Day	Month	Year	Time
			: am/pm

Action taken and date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



