

FRIENDS OF PARC CEFN ONN



Vulnerable Persons Policy

1. Statement of Intent

Friends of Parc Cefn Onn is committed to promoting the welfare of children, young people, and vulnerable adults who are involved with the activities of the Friends Group and protecting them from harm. This Policy aims to ensure that they are not abused and that working practices minimise the risk of such abuse. This policy should be used in conjunction with the **Equal Opportunities Policy**. When Cardiff Council staff are present all work falls under the **Council's Vulnerable Persons Policy**.

- **Children and young people**

A person under the age of 18, as defined in the Children Order 1998 (who must be accompanied by a responsible adult if taking part in Friends activities)

- **Vulnerable Adults**

A Vulnerable Adult is a person aged 18 or over, who is or may be in need of community care services by reason of mental or other disability, age or illness and who is, or may be unable to take care of him or herself or unable to protect him or herself against significant harm. (Must be accompanied by a carer/ responsible adult if taking part in Friends activities.)

2. Objectives

The Council representative and Friends of Parc Cefn Onn will ensure that all volunteers involved in the Group's activities are aware of their responsibilities to help identify, report and, where possible, prevent any abuse of children and/or vulnerable adults with whom they come in contact. Abuse can include: physical, financial, material, sexual, psychological, discriminatory, emotional abuse and neglect. Abuse can take place in any setting, public or private, and can be perpetrated by anyone.

3. Implementation

Prior to activities taking place the lead organiser (usually the Council representative) will, through evaluation of the activity and individuals taking part and discussions with others involved, endeavour to:

- Identify the risk factors;
- Decide how serious or likely they are to occur;
- Introduce methods of control, reduction, and removal of the risks as far as reasonably practicable.

During activities taking place the lead organiser (usually the Council representative) will endeavour to:

- Undertake both person and work centred supervision;
- Determine that children & vulnerable adults are adequately supervised by their parents/ guardians/ carers;

- Challenge poor and unsafe behaviour;
- Listen, record and report all concerns, disclosures and allegations in an empathetic, prompt and secure manner.

Following activities the lead organiser (usually the Council representative) will:

- Report any instances, allegations, or suspicions of abuse, to the Chairman and Vice Chairman of the Committee;
- These will be noted at the next Friends Committee meeting (confidentially) and the Chairman and Vice Chairman of the Committee will report the allegations of the alleged abuse to the Local Authority Social Services or Police if appropriate.
- Friends volunteers will NOT investigate instances of abuse as this is the role of other statutory agencies e.g. Social Services, Police, and NSPCC.

Confidentiality and information sharing

The approach to confidential information is the same whether any proposed disclosure of information is internal or with other parties:

- Confidentiality is crucial to all our work and relationships and should be adhered to except that the welfare of vulnerable persons is paramount and takes precedence over it.
- Do not keep concerns relating to potential abuse of vulnerable persons to yourself.
- The sub-committee clarifying potential abuse must decide whether the circumstances justify disclosure.
- Safeguarding and promoting the welfare of a child or vulnerable adult must always be the overriding consideration.

4. Monitoring and Reviewing

The Executive Committee shall review the effectiveness of the policy on an annual basis and overall content at least every 3 years.

5. Complaint procedure

The first line of complaint will normally be an informal chat with the Secretary. If necessary, unresolved concerns can be directed to any Executive Committee member, either verbally or in writing. The Committee shall consider such concerns, and resolutions shall be communicated back to the claimant in writing and other appropriate format.

Approved by Executive Committee: April 2012

Next review date: April 2015