

**Downright Perfect (1200893)**  
**Safeguarding Policy & Procedures**  
**Concerning Children, Young People & Adults at Risk**

### **1. Introduction**

Downright Perfect believes that every child and adult deserves to be safe and secure. We will ensure that our activities are safe for our volunteers and users. Unfortunately people may pose a risk to children or adults at risk and may wish to harm them. Also accidents can happen unless steps are taken to minimise them. Therefore safeguarding children, young people and adults is everybody's business.

Downright Perfect has put in place safeguards to protect those who volunteer for us and our users including children, young people and adults at risk. Downright Perfect has also put in place safeguards to avoid putting their volunteers in positions where harm might be alleged, and to ensure that all volunteers know exactly what to do should harm be suspected. Downright Perfect believes it is important to not only protect the vulnerable from harm but to actively promote the welfare of children, young people and adults at risk - not just to protect, but to safeguard. Therefore we also have a responsibility to take action if we know, or suspect, that a child or adult at risk is at risk of harm.

### **2. Definitions**

- **Volunteer** is defined as any person carrying out duties or acting on behalf of the charity and includes trustees.
- **A child/young person** is defined as anyone under 25.
- **An adult at risk** is defined in the 'No Secrets' government report as a person over 18 "who may be in need of community care services by reason of mental or other disability, age or illness; and who is unable to protect him or herself against significant harm or exploitation."

### **3. Downright Perfect Values for Safeguarding Children, Young People and Adults at Risk**

- All users including children, young people and adults at risk have the right to a friendly, secure, caring and safe environment whilst with Downright Perfect.
- The needs of the child/adult at risk are paramount and should underpin all safeguarding work, working to the policy and procedures agreed by the Pan-Dorset Safeguarding Children Partnership and the Dorset or Bournemouth, Christchurch and Poole Safeguarding Adults Board.
- All people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- The children and adults at risk who Downright Perfect works with may be additionally vulnerable to harm. They may have additional communication needs, may not understand that what is happening to them is abuse, may not understand what constitutes abuse or that they are able to report it.
- The primary duty of volunteers, whatever their nominated role, and organisations contracted by Downright Perfect is to protect children, young people and adults at risk from significant harm.
- It is not Downright Perfect's responsibility to investigate suspected abuse but to report concerns to the local contacts (see Section 8).
- Responsibility for safeguarding children, young people and adults at risk must be shared as they can only be protected effectively when all the relevant agencies and individuals accept responsibility and co-operate with one another.
- Downright Perfect has a responsibility to inform children and young people, and adults at risk, and their parents and/or carers as appropriate, of its duty to follow up any safeguarding concerns and report suspected cases of harm when disclosed or observed.

#### **4.1 Preventing Opportunities for Harm**

Downright Perfect aims to:

- Ensure we practice safe recruitment in checking the suitability of appropriate volunteers to work with children, young people and adults at risk. Including the use of criminal record checks (DBS) where permitted to do so which will be repeated every 3 years.
- Ensure that our activities are safe for those who volunteer for us and those who use our services
- Provide appropriate safeguarding training to our volunteers
- Develop and then implement procedures for identifying and reporting cases, or suspected cases of harm
- Make our Safeguarding Policy available
- Designate an individual/s to be the person/s with whom safeguarding concerns are discussed initially

## 4.2. Safer Practice

- In the ordinary course of providing Downright Perfect's services, there should be no reason for volunteers to be alone with a child or adult at risk. Volunteers should seek to avoid any such situations but, in the event that it is necessary for a volunteer to be alone with a child or adult at risk, they must alert others to the reason.
- Volunteers must not use inappropriate language or behaviour.
- Volunteers must be aware that the children and adults at risk who we work with are potentially additionally vulnerable to harm.
- Any concerns of harm or disclosure will be acted on **IMMEDIATELY**.
- All allegations of abuse against a volunteer, however minor, are reported to the Nominated Safeguarding Officer and the procedure to be followed will be in line with the Pan-Dorset Safeguarding Children Partnership Bournemouth or the Bournemouth, Christchurch and Poole Safeguarding Adults Board.
- Safeguarding also means reducing the risk of injury. Therefore we will carry out appropriate risk assessments before undertaking events/activities. This will include balancing the danger of injury against the benefits for participants.
- When undertaking events/activities we will arrange for appropriate first aid cover and other health and safety measures e.g. fire fighting.

## 5. Types of Harm

There are various forms of harm that can be evidenced by physical and behavioral indicators:

- Physical Harm (injury, markings, bruising which would not be caused by normal knocks or scrapes)
- Neglect
- Emotional Harm
- Sexual Harm
- Financial and Material Harm
- Discriminatory Harm
- Radicalisation

Further information is available from [Pan-Dorset Safeguarding Children Partnership](#) or [Bournemouth, Christchurch and Poole Safeguarding Adults Board](#) and [www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse](http://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse)

## 6. How to Report Suspected Harm

Those working for Downright Perfect may suspect someone is being harmed, or is in danger of being harmed, by observing their appearance and/or behaviour or be told directly (i.e. a disclosure). If anyone involved with Downright Perfect has a suspicion or receives a disclosure then they **MUST** act.

The first priority for all those working for Downright Perfect (trustees, volunteers, contractors, etc.) should be to ensure the safety and protection of any child or adult at risk. Therefore if there is any concern it is an individual's responsibility to act in a timely manner, if necessary immediately where there is an urgent need for medical treatment or immediate risk of harm.

Where a volunteer suspects a child or adult at risk has or is being harmed they will follow the process below:

1. Person has concerns about a child or adult at risk's welfare. If the child or adult at risk disclosed information you should:

- Stay calm, treat them seriously, offer them support and listen to them but not press for more details
- Explain that you cannot guarantee confidentiality and that you have a duty to report to your line manager (inform parent/carer unless it would increase risk of harm)
- Write down what they tell you using their own words as soon as possible
- Keep any evidence safe
- Do not attempt to discuss this with the person alleged to have caused the harm



2. If the person believes the child or adult at risk is in immediate danger - call the police and /or an ambulance on 999. If not go to 3.



3. Person discusses with Nominated Safeguarding Officer (NSO) as soon as possible and within the same working day and a decision is taken whether to take further action (if the person is unable to discuss with their NSO they should decide whether to take further action). If yes then go to 4.



4. NSO records concerns using as much information as possible such as what was said, what was observed, when, where and who else was there, date, time and place of disclosure/concerns.



5. NSO makes appropriate referral (see **Contacts**) within 24 hours of disclosure or concern raised.



6. Followed up in writing within 48 hours with copy kept in Downright Perfect's Incidents file.

### 7. Whistleblowing

Downright Perfect is dedicated to the highest standards of operation, probity and accountability. In line with this commitment, volunteers and others with serious concerns about any aspect of our work are encouraged to come forward and voice those concerns. In the first instance if you have safeguarding concerns, or want to complain about a lack of action on a safeguarding concern, speak to the Nominated Safeguarding Officer. However, if you have continuing concerns, e.g. your concerns are not acted on, you are encouraged to contact the appropriate authorities (the local safeguarding boards and/or Police). Advice is available from Protect - free confidential advice for people who witnessed wrongdoing in their workplace but are not sure how to raise their concerns (<https://protect-advice.org.uk> 020 3117 2520) and NSPCC National Whistleblowing Advice Line on 0800 028 0285.

### 8. Contacts

Downright Perfect's Nominated Safeguarding Officer: Roseanna Reed, ([roseanna.fp.reed@gmail.com](mailto:roseanna.fp.reed@gmail.com)) this is a personal email address to which other trustees do not have access), [hello@downrightperfect.com](mailto:hello@downrightperfect.com) (this is a shared inbox by all trustees), 07792219250

**For concerns about an immediate risk or harm to a child/young person or adult at risk ring the Police on 999**

#### If the child or adult lives in BCP

If you suspect that a child/young person is being abused or neglected then contact the [BCP First Response Hub](#) to request support, or to report a concern about a child, young person or adult at risk.

Call **01202 123334** from 8.30am to 5.15pm, Monday to Thursday and 8.30am to 4.45pm on a Friday. Or e-mail [childrensfirstresponse@bcpcouncil.gov.uk](mailto:childrensfirstresponse@bcpcouncil.gov.uk)

**Out Of Hours** – 5pm to 9am from Monday to Friday, all day Saturdays and Sundays and all bank holidays, including Christmas Day and New Year's Day: **01202 738256** [ChildrensOOHS@bcpcouncil.gov.uk](mailto:ChildrensOOHS@bcpcouncil.gov.uk)

If you suspect that an adult is being abused or neglected then contact BCP Council

Email: [asc.contactcentre@bcpcouncil.gov.uk](mailto:asc.contactcentre@bcpcouncil.gov.uk)

For Bournemouth, Christchurch and Poole: Telephone **01202 123654**

Or Dorset Police: Tel 101

**Out of Hours Service:** Tel. **0300 1239895** Evenings and weekends, including Bank Holidays

#### If the child or adult lives in the Dorset Council area

If you suspect that a child/young person/adult at risk is being abused or neglected then contact Children's Advice and Duty Service: Professional's Telephone Number: **01305 228558** Daytime service is available Monday to Friday between 8am and 10pm, Saturday and Sunday 9am to 10pm and On-Call Out of Hours Service 24/7. This is a professionals-only number to discuss your concerns, you will no longer complete a referral form. Families and Members of the Public Number: **01305 228866**

If you suspect that an adult is being abused or neglected then contact Dorset Council

- on **01305 221 016** during office hours
- on **01305 858 250** for the Out of Hours Service

## 9. Other organisations that could help

- Pan-Dorset Safeguarding Children Partnership <https://pdscp.co.uk> , West Team: 01305 221196. East Team: 01202 458873
- Keeping children and young people safe in the voluntary and community sector (NSPCC)
- Bournemouth, Christchurch and Poole Safeguarding Adults Board, 01202 794300.
- Dorset Safeguarding Adults Board, 01305 221016
- Ann Craft Trust [www.anncrafttrust.org](http://www.anncrafttrust.org)
- NCVO Safeguarding <https://knowhow.ncvo.org.uk/safeguarding/>

This policy is meant to supplement good judgment, and trustees should respect its spirit as well as its wording.

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Emma Cross  
Chair of Trustees