



Plateful Cafe

Safeguarding Policy

Date last reviewed: 13/1/2023

Date for Review: 13/1/2024

Policy Aims

This policy aims to:

- Provide protection for the children, young people and vulnerable adults who receive Plateful Cafe's services, including the children of adult members or users.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.
- To provide staff and volunteers with the overarching principles that guide our approach to child and adult protection;

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

In terms of adults

- The Care Act 2014
- Mental Capacity Act (MCA) 2005

Policy Statement

Plateful Cafe is committed to providing a safe and secure environment that respects and protects children, vulnerable adults, staff and volunteers.



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We are committed to promoting a climate where children and vulnerable adults feel confident about sharing any concerns that they may have about their own safety or the well being of others. We affirm that all children and vulnerable adults have a right to be given equal chance and to be treated with respect regardless of their age, gender, ethnic origin, culture, religious belief, language, disability or sexual identity.

We recognise that some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Plateful Cafe..

We will seek to safeguard children, young people and vulnerable adults by:

- Valuing them, listening to and respecting them
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about child protection and good practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision, support and training.

How might I find out about abuse/suspected abuse?

- A child/adult may tell you about something that has upset or harmed them or another child/adult
- A child/adult might show signs of physical injury or neglect for which there is no satisfactory explanation
- A child's/adult's behaviour may suggest they are being abused
- Witnessing worrying behaviour from one child/adult to another
- The behaviour of one of the workers towards a child/adult may worry you or make you feel uncomfortable



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Section 1 Safeguarding Children

What to do if you suspect that abuse may have occurred/be occurring

1. Follow the Safeguarding Procedure outlined below.
2. Consider if there is any *immediate* danger to you or the child/vulnerable adult. If necessary, contact the police. If there are injuries to deal with ensure these are managed in line with first aid procedures.
3. If there is any danger to the child or vulnerable adult you must report the concerns immediately to the designated safeguarding officer. The role of the designated person is to:
 - Receive and record information from anyone who has concerns
 - Assess the information promptly and carefully
 - Inform the relevant statutory safeguarding department
 - Make a formal referral when required to the statutory agency or the police

The designated person has been nominated by Plateful Cafe to refer allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of Plateful Cafe's Manager, the matter should be brought to the attention of a board member.

Suspicions will remain confidential and will not be discussed with anyone other than those nominated above.

It is the right of any individual to make direct referrals to child protection agencies. If for any reason you believe that the nominated persons have not responded appropriately to your concerns, then you should contact child protection agencies directly.

Designated Safeguarding Officers

Lead Safeguarding officer – Iolanda Chirico

London Borough of Lewisham – Safeguarding Children: 020 7138 1446 (office hours) / 020 8314 6000 (out of hours)

Training

All voluntary members of staff are required to attend an annual safeguarding training session.

Further Policies

Other relevant policies and procedures that should be read in conjunction with this:

- Recruitment
- Accident
- Complaints and Whistle blowing



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- Anti-Bullying
- Photography and Filming consent

We are committed to reviewing our policy and good practice annually

All staff and volunteers at Plateful Cafe are responsible for the well-being of the children. However, safeguarding is as much about protecting children as protecting yourself from false accusations. It is important to avoid being in a situation where you put yourself at risk of being accused of child abuse or other unprofessional conduct. Maintaining boundaries and involving other adults when a potentially compromising situation arises is key. Do not give your phone number to any of the children, make friends with them on Facebook or other social sites, or agree to work as a private tutor if asked.

General Procedure



Section 1 Safeguarding Adults

The safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or is at risk of, abuse or neglect
- is unable to protect themselves from either the risk of, or the experience of, abuse or neglect, as a result of those care and support needs

Adults who fulfil this criteria are 'adults at risk'.

People can have a need for care and support for a variety of reasons – for example they may have a learning disability, a physical disability, a chronic health condition or have a mental health issue. Such conditions may bring with them additional vulnerabilities, however having care and support needs does not mean that people are automatically adults at risk and need safeguarding.

Types of abuse suffered by adults identified in the Care Act 2014 are:

- Physical
- Sexual
- Psychological/Emotional/Mental
- Financial and material
- Neglect and act of omission
- Discriminatory
- Organisational
- Modern Day Slavery



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- Domestic Violence
- Self-Neglect – including hoarding

Other types of harm that adults may experience include:

- Cyber Bullying
- Forced Marriage
- Female Genital Mutilation
- Mate Crime
- Radicalisation

What to do if you have concerns about an adult member

Organisation members, staff and volunteers are not expected to be an expert in recognition of a safeguarding concern; however, all adults working, volunteering and participating have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, abuse or bullying. They should also respond to any indication of abuse that may be occurring outside of the organisation setting.

This does not mean that it is your responsibility to decide if a situation is poor practice, abuse or bullying, but it is your responsibility to report your concerns to the lead safeguarding officer.

London Borough of Lewisham – Safeguarding Vulnerable Adults: 020 8314 7766 (office hours) / 020 8314 6000 (out of hours)



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What to do if you have a concern about an adult



If there is an immediate risk and you need to ensure the immediate safety or medical welfare of an adult



Call 999 or 101 for an ambulance or the police

Give them the full details of your concerns. They will log them/ask you to log them and follow your organisation's safeguarding procedures in conjunction with local Multi Agency Safeguarding Adults Policy and Procedures.

If there is not an immediate risk



Where possible discuss your concerns with the adult. Inform that you will have to share them with the relevant safeguarding officer – Rainbow Club or other services.



If there is no one available from within your club then contact the Local Authority Safeguarding Adults Team for advice (see previous page).



If the decision is to make a safeguarding referral to the Local Authority, the adult's consent should be sought wherever possible. However if they remain at risk or others are at risk of harm you will need to report it without their consent if necessary.⁴



Remember

It is not your duty to investigate concerns about an adult but don't ignore them – talk to the adult if possible and get in touch with someone within your organisation or the local authority for advice