



# **Safeguarding Children, Young People & Vulnerable Adults Policy**

**DATE: 30<sup>TH</sup> SEPTEMBER 2018**

**ISSUED BY: Jane Sales, Head of Safeguarding**

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## 1. Introduction

Marine Society and Sea Cadets (MSSC) is a charity that works with children, young people, volunteers<sup>1</sup> and seafarers across the youth and maritime sector. Our employees and volunteers provide support to enhance the personal and professional development of these individuals so they can pursue their chosen careers and interests through cadet activities, distance learning opportunities and ships libraries.

## 2. Policy aim

This policy applies to staff and volunteers who work for or on behalf of MSSC. It reaffirms the responsibilities of Senior Management to ensure that all adults who work for or on behalf of MSSC are fully aware of the need to act in ways which promote and enhance the welfare and safety of children, young people and vulnerable adults.

## 3. Policy Statement

‘At Marine Society and Sea Cadets (MSSC) we recognise our responsibilities to ensure that in line with our duty of care we safeguard and protect the children & young people and vulnerable adults with whom we work, doing all we can to promote their safety, health, well-being and happiness. We continually strive to be a respected and trusted organisation where everyone feels safe to participate in all our activities and our cadets and adults understand their right to be-protected from all forms of harm.’

## 4. Legal Framework

Each UK nation is responsible for its own policies and laws. These cover most aspects of safeguarding and child protection, please refer to Appendix 1 for more details. Although safeguarding systems in each nation may differ in some detail, they are all based on similar principles and the related statutory guidance stipulates what each organisation should do to ensure the wellbeing and safety of children, young people and vulnerable adults.

This policy is in line with the legal requirements and statutory guidance<sup>2</sup> of England, Northern Ireland, Scotland and Wales. MSSC supports the principles outlined in relevant legislation and believes that safeguarding children, young people and vulnerable adults is everyone’s business.

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<sup>1</sup> The term ‘volunteers’ applies to parent helpers, unit assist, parent supporters and any other adult who works with or on behalf of MSSC in a voluntary capacity.

<sup>2</sup> Working Together to Safeguard Children 2015 (England), National Guidance for Child Protection in Scotland (2014), Co-operating to Safeguard Children and Young People in Northern Ireland 2016, Working Together to Safeguard People: Volumes 1- 4 (Wales).

## 5. Key Terms

The term '**Safeguarding**' refers to the actions taken by adults to promote the safety and welfare of children, young people and vulnerable adults to protect them from harm.

'**Children**' refers to all cadets up to the age of 18 years. Whilst in the term **young person** is also used, should be understood to mean any child who has not yet reached their 18<sup>th</sup> birthday<sup>3</sup>.

**Adults at risk' or vulnerable adult'** refers to a person aged over 18 years, or aged over 16 in Scotland, who is in receipt of, or may be in need of, support or care services by reason of learning or physical disability, age or illness and /or who may be unable to take care of themselves, against exploitation or harm.

**Duty of care** - All adults who work or volunteer for, or on behalf of, the MSSC are accountable for the way in which they exercise authority, manage risk and use resources. The duty of care applies to all employees and volunteers and requires them to always act in the best interest of children, young people and vulnerable adults taking, appropriate steps to ensure they are protected from harm or abuse whenever they are in a position to do so.

## 6. Charity arrangements and responsibilities

MSSC has appropriate arrangements in place that reflect the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults. These are:

- a clear line of accountability
- clear management oversight – the Chief Executive Officer (CEO) is responsible for ensuring effective safeguarding arrangements are in place. The CEO and Senior Management Team (SMT) are supported by the Head of Safeguarding who holds the lead responsibility within the organisation.
- a culture in which children, young people and vulnerable adults are respected, listened to and their views and wishes are taken into account
- arrangements which clearly set out the processes for sharing information when necessary with other professionals who hold statutory responsibilities for safeguarding children, young people and vulnerable adults
- trained and knowledgeable staff within the organisation who can offer professional advice, guidance, support and coaching to volunteers, employees and other professionals
- appropriate supervision and support for staff working with children, young people and vulnerable adults
- robust procedures and practice guidance for everyone who works for or volunteers for on behalf of the MSSC
- access to independent professional safeguarding advice and audit when required

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<sup>3</sup> 16 years for young people in Scotland

## **7. Underpinning Values**

MSSC aims to provide a safe, responsive and supportive environment for everyone with whom we are in contact. Our stated values of loyalty, respect, discipline, commitment, honesty and integrity provide a basis for all of our safeguarding work which ensures that the safety and welfare of everyone in our organisation is our first priority.

## **8. Procedures and practice**

MSSC has clearly defined procedures for identifying what constitutes safe practice and what action must be taken when there are safeguarding concerns about actual or suspected incidents or abuse.

There are procedures in place for taking action when allegations are made against adults who work with or on behalf of children, young people and vulnerable adults although the underpinning principles remain the same. These are outlined in the following documents:

- a) How to safeguard and protect children and young people from harm
- b) How to safeguard and protect vulnerable adults

MSSC has an established Safeguarding Team lead by the Head of Safeguarding. Safeguarding advisors are responsible for ensuring action is taken when safeguarding concerns arise and for ensuring the charity fulfils its statutory duties and develops effective partnerships working with statutory agencies.

The safeguarding team provide information, advice, guidance, coaching and support to employees, volunteers, cadets, parents/guardians/carers on all issues or enquiries relating to safeguarding and cadet welfare.

The Safeguarding Team lead on safeguarding policy and practice development.

## **9. Managing risk**

MSSC operates an effective procedure for assessing and managing risks including those relating to safeguarding children, young people and vulnerable adults. The charity has procedures in place for reporting, recording and reviewing all accidents, and safeguarding incidents which informs practice and risk assessment management protocols.

## **10. Code of conduct**

All adults working in either a paid or voluntary capacity within the MSSC are required to adhere to specific codes of conduct where contact with children, young people and vulnerable adults are concerned.

Such codes of behavior are intended to safeguard the well-being of children, young people and vulnerable adults but they also provide some protection to employees and volunteers whose own vulnerability, in some situations is recognised. These codes are captured in the MSSC Guidance for Safe Practice document, May 2018.

## **11. Records and record keeping**

Well kept records are essential in situations where it is suspected or believed that a child, young person or a vulnerable adult may be at risk of harm.

MSSC has a clear policy on the management of records, managing confidentiality and sharing information. There is an expectation of confidentiality in the recording, use and management of personal information. Management and staff are clear about what information can be shared with relevant people within and outside of the organisation.

All units ensure that effective systems are in place for the recording and maintenance of safeguarding records. These records will be kept in a secure place separate from all other records pertaining to the child/family/adult.

## **12. Recruitment and selection of staff**

The growing awareness of the possibility of abuse by people in positions of trust and the increased understanding of the vulnerability of children, young people and vulnerable adults highlight the need for careful recruitment and selection of employees and volunteers. We take every precaution to ensure sound and thorough vetting procedures for anyone who works with or on behalf of MSSC.

The charity consistently applies a thorough and clearly defined method of recruiting employees, volunteers, sessional, seasonal and contractors in line with best practice. This ensures that all individuals, whatever their role are both competent and safe to work for our organisation.

### **13. A supported workforce**

There are procedures in place for the effective management and supervision of staff when working with children and vulnerable adults in sensitive situations. Newly appointed staff are given an induction into this policy and there are formal and informal opportunities for all adults working in the organisation to develop safeguarding awareness.

### **14. Related documents or policies**

The safeguarding policy is supported by other organisational policies and procedures aimed at promoting safe and ethical work practices.

### **15. Training and communication**

MSSC provide a variety of safeguarding and refresher safeguarding training.

### **16. Policy review**

The safeguarding policy and procedures are subject to regular review to ensure that they are fit for purpose. These reviews take place after all safeguarding concerns and incidents and in line with changes in Charity Commission guidelines.

Effective Date of Policy: 30<sup>th</sup> September 2018

Review Date: 29<sup>th</sup> September 2019

Policy Owner: CEO, Martin Coles

Operational Lead: Jane Sales, Head of Safeguarding

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## **Legislation and Statutory Guidance for Children, Young People and Vulnerable Adults**

### **Children and young people**

England: 'Working Together to Safeguard Children: A guide to interagency working to safeguard and promote the welfare of children', 2015;

Northern Ireland: Co-operating to Safeguard Children and Young People in Northern Ireland Guidance, March 2016.

Wales: Social Services and Well-being (Wales) Act 2014 Violence Against Women Domestic Abuse and Sexual Violence (Wales) Act 2015 Social Services and Well Being (Wales Act 2014).

Scotland: Scottish Government 2014 National Guidance for Child Protection in Scotland for further clarification, as necessary and in accordance with their job role/departmental focus

### **Vulnerable adults**

England: Care Act 2014 defines an adult at risk as any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

Scotland: Protection of Vulnerable Groups (Scotland) Act 2007.

Section 94 of the 2007 Act defines protected adult. A protected adult is an individual aged 16 or over who is provided with (and thus receives) a type of care, health, support or welfare service e.g. individuals affected by: disability, mental disorder, illness or infirmity and is more at risk of being harmed than other adults who are not so affected.

Wales: The Social Services and Wellbeing Act (2014) places adult safeguarding on an equal status as child protection. An "adult at risk", is an adult who is experiencing or is at risk of abuse or neglect, has needs for care and support (whether or not the authority is meeting any of those needs), and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.