

Safeguarding Children & Vulnerable Adults

Our Commitment

Caritas Recruitment believes that it is never acceptable for a child or vulnerable person to experience abuse or harm of any kind and recognises its responsibility to safeguard and promote the welfare of all children, young people and vulnerable adults by a commitment to a practice that protects them.

Caritas Recruitment is fully committed to providing an environment that is free from abuse and harm. We will actively promote a free and safe culture within all of its working environments by: identifying and communicating the roles and responsibilities within the organisation for safeguarding; having clear audited procedures in place; training all staff in safeguarding procedures and by allocating sufficient resources to safeguarding; applying a zero tolerance to any form of abuse and harm.

Principles

- ✓ The welfare of children and vulnerable adults is paramount
- ✓ All children and vulnerable adults (whatever their background and culture, maternity or pregnancy status, age, disability, gender, racial origin, religious belief, sexual orientation and/or gender identity) have the right to participate in society in an environment which is safe and free from violence, fear, abuse, bullying and discrimination
- ✓ All children and vulnerable adults have the right to be protected from harm, exploitation and abuse and to be provided with safe environments to live and play
- ✓ Caritas Recruitment is responsible for establishing appropriate policies and procedures to ensure that work activities promote the safety and wellbeing of children and vulnerable adults, e.g. safe recruitment policies, safe working practice.

Definitions

Child (Children) - Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection. **(As defined by HM Government, Working together to safeguard Children)**

Vulnerable Adults - A person is a vulnerable adult if they are 18 and over, and; —

- (a) he is in residential accommodation,
- (b) he is in sheltered housing,
- (c) he receives domiciliary care,
- (d) he receives any form of health care,
- (e) he is detained in lawful custody,
- (f) he is by virtue of an order of a court under supervision by a person exercising functions for the purposes of Part 1 of the Criminal Justice and Court Services Act 2000 (c. 43),
- (g) he receives a welfare service of a prescribed description,
- (h) he receives any service or participates in any activity provided specifically for persons who fall within subsection (9),
- (i) payments are made to him (or to another on his behalf) in pursuance of arrangements under section 57 of the Health and Social Care Act 2001 (c. 15), or
- (j) he requires assistance in the conduct of his own affairs.

(Safeguarding and Vulnerable Groups Act 2006)



Purpose

This policy demonstrates how Caritas Recruitment will meet its legal obligations and reassure members of the public, service users, employees and people working on our behalf:

- ✓ What they can expect Caritas Recruitment to do to protect and safeguard children and vulnerable adults
- ✓ To provide staff with guidance on the procedures that they should adopt in the event that they suspect a child or vulnerable adult may be experiencing, or be at risk of harm
- ✓ To voice any concerns they may have through an established procedure
- ✓ That there is an effective recording and monitoring system in place
- ✓ That employees, volunteers and contracted service providers receive the appropriate training.

Safeguarding Procedures and Implementation

This policy is embedded though out organisation, demonstrated by our work procedures and supported by our compliance process.

We will ensure:

1. Caritas Recruitment recruitment procedures must be followed in the appointment of all staff, in accordance with other relevant policies including Equal Opportunities.
2. No new member of staff shall be allowed to work with children or vulnerable adults until they have been fully vetted as per the Core 8 Compliance Requirements.
3. As part of all staff inductions, new employees shall be shown the Safeguarding Children & Vulnerable Adults policy. Those staff to which the policy applies will be asked to complete a Vulnerable Person Risk Assessment. All children and vulnerable adults will also be provided with a copy of the policy.
4. All children and vulnerable adults who are directly involved with Caritas Recruitment employees and representatives will be provided with a nominated point of contact through which any concerns may be voiced and addressed.
5. All aspects of the Core 8 Compliance requirements are monitored frequently

(Policies and guidance to read in conjunction with this policy: Core 8 Compliance Requirements, Equal Opportunities Policy)



Reporting

Any incident or alleged incident of abuse, regardless of the nature or severity, must be reported immediately to the nominated point of contact. If this default action is deemed inappropriate at the time of the incident, it should be reported at the earliest opportunity. If this is not possible, concerns should be reported directly to the CEO, Debbie Smith.

In all instances, incidents reported should be carefully recorded and passed onto the designated Safeguarding Person who will be able to put in place preventative measures to ensure that no further abuse may continue. The incident shall then be investigated and actions put in place to resolve the issue and prevent any future occurrence if necessary.

Recording

Any recording of an alleged incident must be completed in the precise words of the complainant, should use accurate quotation and, where appropriate, include factual observations about the emotional and physical state of the concerned person. This information must be stored securely, in line with Data Protection and confidentiality and should only be available to those persons who require access in order to take action to resolve a complaint. Only the Managing Director and nominated Safeguarding Person may take a decision to take the complaint further, after a thorough investigation, to the Safeguarding Authority.

Debbie Smith

CEO