**Repair Cafe Sherborne**

**Safeguarding of Children and Vulnerable Adults Policy**

1. **Our organisation, objectives and activities**

Repair Cafe Sherborne hosts events at which volunteers repair broken items or give advice to members of the public or ‘visitors’. The visitor watches the repair, often picking up skills or confidence to attempt similar repairs themselves. More volunteers welcome visitors, help them with the administrative process or organise the distribution of jobs to their team of repairers. Repair Café Sherborne take place monthly on the 3rd Saturday. Our aim is to bring broken items back into use, saving them from being thrown away or recycled, and to encourage repair and re-use.

All volunteers must be over 18. The term ‘volunteer’ includes our Committee members.

If children attend our events they must be accompanied by an adult.

For all activities that we undertake we need to be aware of our safeguarding responsibilities.

1. **The principles and guidance**

This policy applies to all volunteers and visitors to Repair Cafe Sherborne or any person with whom we interact.

The legislation and guidance relevant to safeguarding and promoting the welfare of children and adults at risk includes the following:

[Safeguarding Vulnerable Groups Act 2006](https://www.legislation.gov.uk/ukpga/2006/47/contents) and the [Protection of Freedoms Act 2012](https://www.legislation.gov.uk/ukpga/2012/9/contents/enacted)  
[The Protection of Children Act 1999 (P.O.C.A. ‘99)](https://www.legislation.gov.uk/ukpga/1999/14/contents)

[The Children and Social Work Act (2017)](https://www.legislation.gov.uk/ukpga/2017/16/contents/enacted)

[The Children Act 2004](https://www.legislation.gov.uk/ukpga/2004/31/contents)

[Working together to safeguard children (2015)](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)

[No Secrets (2000)](https://www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care)

[The Crime and Disorder Act (1998)](https://www.legislation.gov.uk/ukpga/1998/37/contents)

[The Health and Social Care Act (2008)](https://www.legislation.gov.uk/ukpga/2008/14/contents) and the [Care Act (2014)](https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted)

[Children and Young Persons Act 2008](https://www.legislation.gov.uk/ukpga/2008/23/contents)

[Sexual Offences Act 2003](https://www.legislation.gov.uk/ukpga/2003/42/contents)

[The Mental Capacity Act 2005](https://www.gov.uk/government/collections/mental-capacity-act-making-decisions)

[Human Rights Act 1998](https://www.legislation.gov.uk/ukpga/1998/42/contents) & similar legislation which extends to protecting vulnerable adults

The principles of [Child abuse concerns: guide for practitioners](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2) also underpin this document.

The Protection of Children Act (P.O.C.A.) 1999 covers children less than 16 years of age and young people aged 16-18 years as well. For clarity throughout this and associated documents, both groups are referred to as children.

P.O.C.A. covers sexual, emotional and physical abuse of children as well as neglect of children and failing to ensure the safety of a child.

This safeguarding policy relates to the safeguarding of children and young people under 18 years, and vulnerable adults.

A vulnerable adult is a person who is or may be in need of community care services by reason of mental or other disability, age or illness.

**3.** **Our commitment**

We need to be aware of safeguarding considerations at our events and external activities. Both our volunteers and our visitors have the right to be kept safe from harm, regardless of gender, ethnicity, level of ability, sexual orientation or religion.

Repair Cafe Sherborne will take all allegations of abusive behaviour and/ or practice in all forms seriously and will respond to such allegations promptly.

The Committee members (elected volunteers) are all members of our Safeguarding Team and they are expected to discharge their duties and responsibilities in respect of this policy and towards both volunteers and the public in a clear and transparent way. The Safeguarding Lead committee member is currently xxxxxxxx.

This policy will be reviewed at least annually to ensure its relevance and currency.

1. **Action**

Repair Cafe Sherborne does not regularly run activities that are specifically for young people. As stated in our Volunteer Sign-up form, children are allowed only with the supervision of a parent/ carer.

With that in mind, care must be taken to promote and protect the safety of children and vulnerable adults. In order to ensure that our volunteers are not put in a position in which they could be accused of wrong-doing we insist that they do not place themselves alone with vulnerable adults or children at any time.

Should an allegation of abusive behaviour be made by or against any of its Committee members, volunteers or visitors then Repair Cafe Sherborne will treat the allegation as a possible criminal activity and may report it to the appropriate local authority.

We shall ensure that **future recruits** are informed of our Safeguarding obligations at their interview.

The **Volunteer Sign-up Form** captures the volunteer’s agreement ongoing to our policy through their signature.

The **Volunteer Policy** draws attention to our Safeguarding policy.

**Existing volunteers** will be informed by email and also at the Volunteer Talk that precedes each of our events at the next 2 or 3 live events after the publication of this policy and occasionally thereafter.

An exercise will be undertaken to capture their **agreement in writing** to abide by this policy.

Our **visitors** will be informed of this Safeguarding Policy by means of a laminated sign on display at each repair event, which identifies our Safeguarding Team and signposts to the Repair Cafe Sherborne Safeguarding Policy on our **website.**

A **paper copy** of this policy should also be available at each Repair event.

1. **Code of behaviour**

**Volunteers should:**

Put the welfare of a child or vulnerable adult as a high priority.

Maintain appropriate boundaries and relationships when working with children or vulnerable adults.

Avoid working in isolation with a child or vulnerable adult.

Take action if they have concerns about a child’s or vulnerable adult’s welfare.

Ensure that physical intervention is only ever used as a last resort e.g. when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

Such events should be reported to a member of the Safeguarding Team (committee member), recorded and signed. Should another volunteer(/s) have witnessed the event the also are required to record and sign the form.

Challenge sensitively inappropriate behaviour from a child or vulnerable adult. If this is focussed on you, seek support from the safeguarding team and involve your colleagues who are in the vicinity.

**NON- ACTION IS UNACCEPTABLE**

**Volunteers should not:**

Dismiss an allegation of any sort of abuse relating to a child’s welfare.

Delay the reporting of an allegation.

Spend excessive time with one vulnerable adult or child.

Engage in flirting, innuendo or make suggestive terms or gestures, or indicate favouritism for a child or vulnerable adult.

1. **Guidance Note**

**What happens if:**

**A – You suspect a child/ vulnerable adult is at risk**

1. Report your suspicions to the safeguarding lead or if unavailable to another committee member (the safeguarding team) and ensure the facts as you know them are recorded.

2. A member of the committee should ensure the child/ vulnerable adults’ safety.

3. If necessary, the committee member should contact the local protection authorities (or local police) and report the details to them. Do not make any investigations yourself.

**B - A child/ vulnerable adult discloses abusive behaviour**

Report the disclosure to a committee member as in Section A above. The committee member will:

1. Inform the individual (i.e. the person potentially at risk) at the earliest opportunity that you cannot guarantee confidentiality. Explain what this means and ensure they understand this.

2. Listen to what they say without prejudice and accept what they say without judgement.

3. Use only OPEN questions when it is necessary to ask a question e.g. would you tell me what happened?

4. Tell the individual what has happened is not their fault.

5. Consider what steps might be necessary to ensure the individual’s safety.

**C – If you receive an allegation about another person**

Report the allegation to a committee member as in Section A above. The committee member will:

1. Record the facts as given.

2. Take reasonable to ensure the safety of the person who are making the complaint at that time.

**D – If you are accused of an abusive action**

1. Make notes of all your actions/ contacts with the child or vulnerable adult in question as soon as possible after the allegation is presented to you.

2. Ensure you are no longer working with the child or vulnerable adult making the allegation.

3. Follow the steps in A above.

4. Consider seeking professional and legal advice.

5. Accept that colleagues will be expected not to contact you whilst an investigation is underway. They will be as concerned about the situation as you are.

1. **Designated lead**

**A volunteer is concerned that there is a safeguarding issue**

The Safeguarding Officers are responsible for ensuring the policies and procedures are up to date and are being implemented correctly.

**The Safeguarding Officers should report concerns to:**

**Dorset Children’s Advice and Duty Service: 01305 228558**

**Adults: 01305 221015**

*NB. It is not the role of the Chair or committee members to decide if abuse has taken place. This is the task of the social services department who have the legal responsibility to investigate.*

**They report concerns ASAP to Safeguarding Officer:**

1. **Chair**
2. **Vice Chair**
3. **Secretary**
4. **Treasurer**

**Safeguarding Officer investigates following policies and procedures**

**Child or vulnerable adult is deemed to be at risk**

**Report to relevant Authority**

The Safeguarding Team are responsible for ensuring the policies and procedures are up to date and are being implemented correctly.

**The Safeguarding Team should report concerns to:**

**Dorset Children’s Advice and Duty Service: 01305 228558**

**Adults: 01305 221016 Police 999**

*NB. It is not the role of the committee members to decide if abuse has taken place. This is the task of the social services department who have the legal responsibility to investigate.*

1. **Policy and guidance review**

It is the responsibility of the Safeguarding Lead to ensure this policy is reviewed annually by the committee and amended if appropriate. This policy may be amended, adapted or revised without prior notice to comply with the current legislation. All alterations must be ratified at the next available committee meeting.

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