

Child Protection and Vulnerable Adults Policy



Dalmuir Park Housing Association can provide this document on request, in different languages and formats, including Braille and audio formats.

<i>Purpose of the policy:</i>	This policy sets the framework for our operational protection procedures and the safeguarding roles and responsibilities for employees.
<i>Guidance used for developing the policy:</i>	West Dunbartonshire HSCP's "Good practice guidance in Adult Protection for providers of support and care services." Getting it right for every child (GIRFEC)
<i>Policy complies with the following Regulatory Standards:</i>	Scottish Social Service Council (SSSC) 3.2 Use established processes and procedures to report allegations of harm and challenge and report exploitation and dangerous, abusive, or discriminatory behavior or practice. Health and Social Care Standards My support, my life:
<i>Policy is linked to the following DPHA policies:</i>	Equality & Human Rights Policy Stress Management Policy GDPR Policy Complaints Policy Disciplinary Policy Notifiable Events Policy
<i>Date Policy last reviewed:</i>	19 November 2024
<i>Date revised policy approved by the Board of Management (or PRWG if delegated):</i>	19 November 2024
<i>Date policy is next due to be revised:</i>	November 2027
<i>Equality Impact Assessment carried out for policy?</i>	Yes
<i>Publish revised policy published on the website?</i>	No

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1. INTRODUCTION

- 1.1 Dalmuir Park Housing Association (DPHA) is committed to ensuring that staff are aware of their responsibility for safeguarding and promoting the welfare of children, and vulnerable adults. DPHA recognises its responsibility to take all reasonable steps to promote safe practice and to protect children and vulnerable adults from harm, abuse, and exploitation. DPHA acknowledges its duty to act appropriately to all allegations, reports, and suspicions of abuse.
- 1.2 Through the implementation of this policy, DPHA aims to do everything it can to protect children and vulnerable adults, and to ensure that all concerns for the welfare of a child or vulnerable adult are reported to the appropriate authorities.
- 1.3 DPHA will liaise and refer concerns to the Duty Social work Department within West Dunbartonshire Health and Social Care Partnership (HSCP), all staff are aware of the link between this policy and HSCP policy.

2. COMMITMENT

- 2.1 In line with our recruitment and selection procedures we will ensure that individuals, who are employed by DPHA in a paid or voluntary capacity, are fit for the post they are appointed to. All post holders will be required to have a Protection of Vulnerable Groups Scheme Check (PVG) undertaken as a condition of employment, at DPHA expense. PVG updates will be requested every 3 years.
- 2.2 Where posts are subject to registration with a body such as the Scottish Social Services Council (SSSC) an appropriate check will be undertaken to ensure that registration is in place and the person is not disbarred from working with children or vulnerable.
- 2.3 DPHA will ensure through yearly training that all staff are aware of their responsibility to protect children, and vulnerable adults. The training will include this policy and highlight the need to report child/adult protection issues or concerns.
- 2.4 Protection of Children (Scotland) Act 2003 and this policy define the child will be anyone under the age of 18.
- 2.5 The Adult Support and Protection (Scotland) Act 2007 seeks to protect and benefit adults at risk of being harmed and describes adults at risk as being persons (aged 16 or over) who are:
 - a) Unable to safeguard their own well-being, property, rights, or other interests.

- b) Are at risk of harm, and because they are affected by disability, mental disorder, illness or physical weakness, are more vulnerable to being harmed than adults who are not so affected.
 - c) Another person's conduct is causing (or likely to cause) the adult to be harmed.
 - d) The adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.
- 2.6 In the work we do, staff will promote the rights of children and adults to be listened to and taken seriously so that an individual is able to express their views, thoughts, and concerns.
- 2.7 Concerns about child protection and conduct towards adults at risk will be referred to HSCP duty social worker in line with DPHA procedures.

3. CHILD PROTECTION AND ADULT AT RISK PROCEDURES

- 3.1 If a child or adult makes a disclosure of abuse, or a member of staff receive information that a child or adult may be at risk, the following action will be taken.
- 3.2 Show that you take the child/adult seriously and listen to what they are saying, reassure them that they can trust you, that they are safe and that you will pass on this information to people who will be able to support them.
- 3.3 Staff **must not**, in any case promise to keep the situation a secret as information relating to protection cases must be referred to DPHA's named person (as under noted) who will refer the matter to HSCP duty social worker. However, the information provided by the child/adult should only be shared with those who need to know.
- 3.4 **Do not**, ask the child/adult questions to obtain more information or investigate the concerns. Only ask the child/adult at questions to clarify what they said.
- 3.5 Any member of staff who has a concern or received information on an individual's safety and well-being, must immediately inform the designated named persons, Care Manager, Housing Support Assistant or DOSCG Project Co-ordinator. If any of the named persons detailed are not available, the member of staff should directly contact HSCP duty social worker.
- 3.6 The named persons should contact HSCP duty social worker, to advise them of the concern for the child/adult at risks or any disclosure that has been made.
- 3.7 All facts, incidents, assessments, and discussions related to the suspicions should be recorded clearly and accurately on a Support and Protection Referral Form (AP1) immediately. Opinions and conjecture should be avoided, and an attempt made to capture only facts. Such

reports should be kept securely under Data Protection Act 1998/ General Data Protection Regulation 2018. Completed (AP1'S) then e-mailed to the relevant service. (see appendix 1).

4. DEBRIEFING SESSION

- 4.1 The focus of debriefing session is to provide the opportunity for employees, affected by the incident, the opportunity to understand what happened, address any concerns they might have and to try and normalise what has happened at an early stage before it causes ongoing trauma to the affected employee. Further support will be outlined in our Stress Management Policy.

5. CHILD SEXUAL EXPLOTATION DEFINITION (CSE)

- 5.1 The sexual exploitation of children and young people are often hidden. In practice, it might involve children and young people being coerced, manipulated, forced, or deceived into performing and/or others performing on them, sexual activities in exchange for receiving some form of material goods or things, such as food, accommodation, drugs, alcohol, cigarettes, gifts, affection.
- 5.2 Sexual exploitation can occur using technology and without the children's immediate recognition. Victims rarely directly disclose abuse, not recognising that they have been exploited and may believe they are in an 'adult relationship' with their abuser, due to the sophisticated grooming process and power imbalance involved.
- 5.3 Where staff have concerns over the welfare of a child and suspect Child Exploitation, they must follow Child Protection and Adults at Risk Procedures aforementioned.

6. MISSING CHILDREN AND VULNERABLE ADULTS

- 6.1 The links between going missing, sexual exploitation, homelessness and abuse are widely recognised. Children and young people who go missing, are particularly at risk, sleeping rough or with strangers experiencing sexual exploitation or serious violence while missing.
- 6.2 When vulnerable individuals go missing, DPHA will assist the Police and/or HSCP however possible. We must support the process by sharing relevant information and support the search for a child or vulnerable adult reported as missing and follow Child Protection and Adults at Risk Procedures aforementioned.

7. CARE INSPECTORATE NOTIFICATION

- 7.1 As a registered service, DPHA is expected to notify the Care Inspectorate immediately of any serious incident within the service, including any allegation of harm to a child/adult. The Care Inspectorate has a duty to investigate complaints and to ensure compliance with registration requirements. Where complaints involve protection concerns there will be discussion between HSCP and the Care Inspectorate about how an investigation will proceed. These notifications will also be reported to DPHA Board.

8. DISCIPLINARY PROCEDURES

- 8.1 If the referral to HSCP relates to the actions of a member of staff, the designated named person will liaise closely with HSCP duty social worker.
- 8.2 Any disciplinary action that is required, DPHA Disciplinary Policy will be implemented. Measures will be taken to ensure disciplinary action does not impinge on any criminal proceedings that may require to be investigated in line with interagency protection procedures.

9. EQUALITY AND HUMAN RIGHTS

We are committed to promoting an environment of respect, understanding, encouraging diversity and eliminating discrimination by providing equality of opportunity for all. This is reflected in our Equality and Human Rights Policy.

10. COMPLAINTS

Although we are committed to providing high levels of service, we accept that there may be occasions where you may not be satisfied with the service you have received from us. We value all complaints and use this information to help us improve our services. Our Complaints Policy describes our complaints procedure and how to make a complaint.

11. DATA PROTECTION

We will treat your personal data in line with our obligations under the current data protection regulations and our Data Protection Policy. Information regarding how your data will be used and the basis for processing your data is provided in our Customer Fair Processing Notice.

12. POLICY REVIEW

This policy will be reviewed on a three-yearly basis unless any changes are required before this.



West Dunbartonshire
Health & Social Care
Partnership

Support and Protection Referral Form (AP1)

Adult's Name:																	
Adult's address:																	
Adults date of birth:																	
Name of person making the referral:																	
Job title:																	
Organisation name /Member of public:																	
Address and phone Number:																	
What harm do you believe the person is at risk of? <i>(Please tick 1 or more)</i>	<table> <tr> <td>Physical</td> <td><input type="checkbox"/></td> <td>Neglect</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Emotional</td> <td><input type="checkbox"/></td> <td>Self-harm</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Financial</td> <td><input type="checkbox"/></td> <td>Self-neglect</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sexual</td> <td><input type="checkbox"/></td> <td>Other</td> <td><input type="checkbox"/></td> </tr> </table>	Physical	<input type="checkbox"/>	Neglect	<input type="checkbox"/>	Emotional	<input type="checkbox"/>	Self-harm	<input type="checkbox"/>	Financial	<input type="checkbox"/>	Self-neglect	<input type="checkbox"/>	Sexual	<input type="checkbox"/>	Other	<input type="checkbox"/>
Physical	<input type="checkbox"/>	Neglect	<input type="checkbox"/>														
Emotional	<input type="checkbox"/>	Self-harm	<input type="checkbox"/>														
Financial	<input type="checkbox"/>	Self-neglect	<input type="checkbox"/>														
Sexual	<input type="checkbox"/>	Other	<input type="checkbox"/>														
Please give details of your concerns:																	
Does the person know you are making this referral?																	
Have you attached an incidnet form? <i>(If you work for an organisation that provides care/support)</i>																	
Any other information you wish to provide:																	
Signature:																	
Date:																	

Guidance:

All protection referrals should be made by telephone to the appropriate social work team. Where the person has no allocated worker or the worker's name is unknown the referral should be made by phone to the relevant office below:

Clydebank Area-	01389 811760
Dumbarton Area-	01389776499
Out of Hours-	0141 305 6930
Children and family's service-	0141 562 8800 or 0141 562 8888
Glasgow and Partners Social Work Emergency out of hours-	0300 343 1505

wadult@west-dunbarton.gov.uk

www.west-dunbarton.gov.uk/health-social-care/children/children-at-risk/