

The Cheesy Waffles Project Safeguarding for Children & Vulnerable Adults and Staff and Volunteers

This policy applies to all staff including managers, the board of trustees, paid staff, volunteers or anyone working on behalf of The Cheesy Waffles Project (CIO).

‘The Cheesy Waffles Project is dedicated to safeguarding children and vulnerable adults and will ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and vulnerable adults’

Cheesy Waffles Project Staff:

All Members of Staff and Volunteers have

- An Enhanced DBS
- Level 1 Safeguarding Certificate

All Trustees have

- A DBS
- Level 1 Safeguarding Certificate

2 Senior Members of Staff have

- Level 2 Safeguarding Certificate

Staff complete relevant training and ensure it is kept up to date:

- Child Protection
- Safeguarding Children
- Safeguarding Vulnerable Adults
- Data Protection
- Autism Awareness Levels 1, 2 or 3
- Basic Makaton
- Information Handling Awareness
- Dealing with Conflict and Aggression
- Children's and Young People's Development in Health and Social Care Settings
- Awareness of Child Abuse and Neglect Core version
- Safeguarding Children from Abuse by Sexual Exploitation
- Risk Assessment in Safeguarding
- Emergency First Aid at Work
- Level 1, 2 or 3 Youth Worker qualified

- Mental Health Training
- Framework for the Assessment of Children and their Families
- Special Educational Needs Level 3
- SEN Teaching Certificate
- SEN Support Worker
- Food Hygiene
- Playworker Training
- GDPR Training
- Administering Medication
- CACHE Level 2 Certificate in Understanding Specific Learning Difficulties

Every Child Matters

The Children Act 2004 sets out in statute the five outcomes that are seen as key to children and young people's wellbeing:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic wellbeing

Youth Work settings have a significant role in promoting these five outcomes as part of their every-day safeguarding work with young people.

Life at Home

The Framework for Assessment triangle summarises every aspect of a child's life under three headings:

- Child's developmental needs (How I grow and develop)
- Parenting capacity (What I need from people that look after me)
- Family and environmental factors (My wider world)

This structure is mirrored in the Single Assessment Framework Early Help assessment



Aspects from all three domains combine in home life and staff should be mindful of these connections as they work with young people and their parents/carers.

Staff are made aware in training of the 'toxic four' issues in home life that could have an impact on the way children are parented (Munroe, 2010). The Government research into Serious Case Reviews and this reveals that the presence of one or more of the following issues could have a detrimental impact on parenting of children in that household:

Domestic abuse (violence)

Substance misuse (alcohol and or drugs)

Adult mental health

Learning Disabilities



Neglect is the largest category for children being on the Child Protection list (nationally and in Durham). There is Neglect Practice Guidance produced by the LSCB (Local Safeguarding Children's Board) on the website containing factors and can elevate and reduce risk.

How can we ensure that staff and volunteers are safeguarded when working with children and vulnerable adults in a building, a session, an activity, an off-site visit, on a residential?

We Can if we -----

- (1) All have a D.B.S. Certificate
- (2) All have relevant safeguarding children and vulnerable adult training and know the procedures as well as all other Policies and how to implement them.
- (3) Understand our responsibilities and take responsibility for our own actions and behaviour.
- (4) Be aware that behaviour in our personal lives may impact upon our work with children and vulnerable adults as well as the behaviour and actions of our partners (or other family members).
- (5) Be mindful that clothing should be worn that is appropriate to our role and is not likely to be viewed as offensive or revealing.
- (6) We are vigilant in maintaining privacy and avoid placing ourselves in vulnerable situations. Keep professional boundaries, refrain from asking children and vulnerable adults to undertake personable jobs / tasks or receive personal or inappropriate gifts which must be declared.
- (7) Only work or meet children and vulnerable adults in a work setting and not in a personal social setting or communicate in any other way other than agreed protocol. (Web sites, Phone, Internet).
- (8) Are aware that even well-intentioned physical contact may be misconstrued by the child / vulnerable adult or by anyone observing.
- (9) Always inform and record any incidents to the line manager or to parents as soon as possible.
- (10) Avoid meeting with children / vulnerable adults on a "one to one" situation or in secluded areas, also use the transport policy of ***staff car usage, lone workers car awareness*** when transporting children / vulnerable adults.
- (11) Are clear as to what way photographs are to be taken and ensure that parental permission is given.

(12) Ensure that parental consent is given for the administration of medication and know which named individuals are responsible for First Aid.

How can we ensure that children and vulnerable adults are safeguarded while on a Residential? (any venue)

We Can if we -----

- (1) Make sure that the site of where the residential is to be held is either checked beforehand with a site visit or is contacted to discuss site assessment. A Hazard Risk Assessment taken, Health & Safety information is received from any other agency / organisation, and insurance is checked.
- (2) Check that the ratio of staff & volunteers meets the required standard.
- (3) Ensure all activities are Hazard Risked and that staff have the experience and qualifications are relevant.
- (4) Ensure the Offsite Visit System for safety is used and implemented.
- (5) Ensure that transport is planned and checked, ensure that people are fit to drive, have details of the journey, have proper and appropriate insurance cover for passengers.
- (6) Ensure that when overnight supervision is required we
 - Do not put staff and volunteers in vulnerable situations.
 - i.e. Do not share a bed or bedroom with a child / vulnerable adult unless in a Dormitory situation.
- (7) Ensure that staff, volunteers, line manager and especially parents are clear about sleeping arrangements well before the residential.
- (8) Ensure that gender are in appropriate places and staff are male and female.
- (9) Health & Safety requires all staff and volunteers to be aware of their whereabouts while on the residential at all times.

How can we ensure that children and vulnerable adults are safeguarded while on an off-site visit? (day visit to any venue)

We Can if we -----

- (1) Ensure that staff and volunteer ratio is to the required standard and have the relevant experience.
- (2) Ensure the Offsite Visit System for safety is used and implemented.
- (3) Consider the following when transport is planned.
 - Procedure for a traffic accident.
 - Staff fit to drive?
 - Have planned details of the journey.
 - Bus company details – are they approved?
 - Check appropriate insurance cover.
 - Ensure seatbelts are worn and that a staff member is at the back of the bus.
- (4) Check numbers and safety of users during off site visit throughout the visit and on boarding the transport for home. Be sure there is a safety plan for parents collecting on return.
- (5) Have medical arrangements in place.
- (6) Know who the designated First Aider is, ensure the leader of groups are First Aid qualified and that each group leader carries a First Aid kit.
- (7) Ensure that all staff know the Accident Procedure and how to implement it.
- (8) When writing or speaking to parents about the off-site visit ask them to contact the lead worker if they are not clear about any of the activities who will explain further if necessary.

How can we ensure that children and vulnerable adults are safeguarded while carrying out activities within a session?

(any activity)

We Can if we -----

- (1) Ensure that the experience and qualification of the staff or volunteer member is enough to carry out the activity safely.
- (2) Carry out a Hazard Risk assessment on every activity and be sure that the staff and volunteers have seen and understand it.
- (3) Be sure that the ratio of staff /volunteers is enough to carry out the activity in a safe way.
- (4) Know the background and needs of the children & vulnerable adults to be able to support them with the activities. This information comes from consent forms and direct information from parents and carers.

How can we ensure that children and vulnerable adults are safeguarded in a building where sessions are carried out?

We Can if we -----

- (1) Ensure that all staff & volunteers have a current enhanced D.B.S, certificate.
- (2) Know the layout of the building especially vulnerable areas e.g. toilets, entrances, where children / vulnerable adults could come to harm.
- (3) Have a clear plan of signing in and out of the building and of monitoring users throughout the session. Ensure that staff & volunteers have a plan to monitor these places throughout the session.
- (4) Do a Hazard Risk assessment for kitchen areas where cooking will take place and check that a P.A.T test has been carried out on equipment.
- (5) Carry out a Hazard Risk building check on areas to be used for each activity. Know where the fire door exits are.
- (6) We discuss with the children & vulnerable adults what the emergency procedure is and practise it once a term.
- (7) Ensure our group members are aware of other people who use the building.

How can we ensure that we safeguard children and vulnerable adults from abuse?

We Can if we -----

- (1) Carry out Safeguarding, Child Protection and Vulnerable Adult Training.
- (2) Know and understand what the signs of all types of abuse are.
- (3) Know the procedures for how to respond to a DISCLOSURE and a concern about a child / vulnerable adult.
- (4) Ensure all staff & volunteers have a current D.B.S. Certificate.
- (5) Know the backgrounds (as far as we can) using consent & information forms from parents/guardians and discussing directly with parents & carers of the children / vulnerable adults as an aid to supporting their personal needs and disabilities.

Safeguarding during coronavirus (COVID-19)

The measures implemented by the Government to limit the spread of COVID-19 have changed on a regular basis which has had an impact on the Cheesy Waffles Project. However, we have continued to offer our services and support to our members by implementing a plan of action which allows the project to adapt and change its delivery model as and when required to comply with Government guidelines.

We have continued to provide regular communication to our staff, members and their families which has ensured they feel safe and supported during these unprecedented times.

The project has continued to deliver sessions via Zoom, WhatsApp, at home activities and a reduced number of face-to-face sessions for small targeted groups.

All Staff and Volunteers have completed:

Covid-19 Awareness Training

Introduction to Infection and Prevention Control Training

Staff have received all Covid-19 Vaccines.

This policy should be read alongside our Policies and Procedures on the following, which ensures children and vulnerable adults are safeguarded

- Procedure to respond to Disclosure and Alleged Abuse(internal office document)
- Safeguarding Procedure
- Equal Opportunities Policy
- Health & Safety Policy
- Administering Medication Policy
- Anti-Bullying Policy
- E-Safety Policy
- Data Protection Policy
- Disciplinary Procedure
- Managing Challenging Behaviour
- SEN Policy
- Trustee Recruitment Policy
- Lone Worker Policy
- Transport Policy
- Whistleblowing Policy
- Complaints Procedure
- Covid-19 Health & Safety Policy

These can all be found on our website - <https://www.cwyproject.org.uk/our-policies>

Contact Details:

Cheesy Waffles Project (CIO) Safeguarding Officer / Safeguarding Training

Erika Denholm

Tel: 07808 842 205

Cheesy Waffles Project (CIO) – Recording Abuse

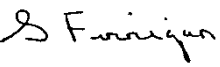
All Cheesy Waffles Project staff and volunteers are responsible for recording any signs or disclosures.

The lead staff worker at the club/activity will be notified.

The Safeguarding Officer will be notified.

The Cheesy Waffles Safeguarding Procedure will be followed.

We are committed to reviewing our policy and good practice annually.
This policy was last reviewed on 19th April 2023

Signed: 

Date: 19th April 2023

Susan Finnigan (Secretary/Trustee)

Signed: 

Date: 19th April 2023

Linda Pennington (Treasurer/Trustee)