



Safeguarding Policy of The Poultry Club of Great Britain

The Poultry Club of Great Britain, registered charity number 298415 is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Members of the PCGB are well-meaning and appropriate in their activity and should not be fearful of working with children, young people and vulnerable adults. This policy is written to ensure this area of work is done in a way to protect both the children, young people and vulnerable adults. As well as the reputation of the PCGB and its General Secretary, the board of trustees, paid staff, volunteers, agency staff, students or anyone working on behalf of the PCGB.

This policy applies to all staff; including the General Secretary, the board of trustees, volunteers, agency staff, students or anyone working on behalf of the PCGB.

The purpose of this policy:

- To protect children, young people and vulnerable adults who are attending or partaking in any event run by the PCGB.
- To provide staff and volunteers with the overreaching principles to our approach to safeguarding.

The PCGB, believes that children, young people and vulnerable adults who attend or partake in any event run by the PCGB should never experience abuse of any kind.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, young people and vulnerable adults.

- Children's Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding young people and vulnerable adults
- Any other relevant documentation

We recognise that:

- Children, young people and vulnerable adults, regardless of age, disability, race, religious belief, sexual orientation or identity, pregnancy/maternity and gender reassignment have the right to equal protection from all types of harm or abuse.
- Some members are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.



- Working in partnership with young people and vulnerable adults, their parents, carers and other agencies is essential in promoting young people and vulnerable adults' welfare.

We will seek to keep young people and vulnerable adults safe by:

- Valuing them, listening to and respecting them.
- Adopting children, young people and vulnerable adult practices through procedures and a code of conduct for General Secretary, the board of trustees, paid staff, volunteers, agency staff, students or anyone working on behalf of the PCGB.
- Developing and implementing an effective policy and related procedures; informing all beneficiaries and parents/carers of the policy and procedures as appropriate.
- Providing effective management for General Secretary, the board of trustees, paid staff, volunteers, agency staff, students or anyone working on behalf of the PCGB, through support and training.
- Committing to safe recruitment, selection and vetting of staff, volunteers, agency staff, students or anyone working on behalf of the PCGB safely, ensuring all necessary checks are made.
- Sharing information about child protection and good practice when working with children, young people and vulnerable adults with the children, young people and vulnerable adults, parents, carers, volunteers and staff.
- Ensuring all concerns and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately. This may require a referral to children's services and in emergencies, the police.
- Sharing and logging, concerns with Designated Safeguarding Officer, who needs to know and involving parents, carers and young people and vulnerable adults appropriately.
- Following whistle-blowing procedures for trustees, staff and volunteers who become aware of practices which may put vulnerable beneficiaries at risk of harm, of which there will be no retribution for reports or allegations made in good faith.

Review

These policies and procedures will be reviewed annually and after any safeguarding incident to ensure compliance with changes in law and equality and diversity legislation.

Adopted: October 2019

Reviewed: October 2019

Signed: *L Carpenter* (Designated Safeguarding Officer PCGB)



Safeguarding Procedures of The Poultry Club of Great Britain

1. Introduction

The PCGB works alongside children, young people and vulnerable adults. These procedures have been designed to ensure the welfare and protection of any person who accesses services provided by The PCGB. The procedures recognise that abuse can be a difficult subject for workers to deal with. The PCGB is committed to the belief that the protection of children and vulnerable adults from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all trustees, committee members, staff and volunteers act appropriately in response to any concern around adult abuse.

2. Preventing abuse

The PCGB is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within The PCGB will be treated with respect.

Therefore this policy needs to be read in conjunction with the following policies:

- Code of Conduct
- Trustee Code of Conduct
- Complaints
- Whistle Blowing
- Trustee Non-Disclosure Agreement
- Disciplinary
- Grievance
- Bullying and Harassment
- Diversity & Inclusion
- Data Protection

The PCGB is committed to safer recruitment policies and practices for paid staff, trustees and volunteers. This may include CRB disclosures for staff and volunteers, ensuring references are taken up and adequate safeguarding training is provided for staff and trustees.

Trustees will be required to provide two references and where appropriate have a Criminal Records Bureau disclosure.

The organisation will work within the current legal framework for reporting staff or volunteers that are abusers.

Information will be available about abuse and the complaints policy and Safeguarding policy statement will be available to members and service users and their carers/families.

3. Recognising the signs and symptoms of abuse

The PCGB is committed to ensuring that all staff, the trustees and volunteers undertake training to gain a basic awareness of signs and symptoms of abuse. The PCGB will ensure that the Designated Safeguarding Officer and other members of staff, trustees and volunteers have access to training around Safeguarding.



“Abuse is a violation of an individual’s human and civil rights by any other person or persons” (No Secrets: Department of Health, 2000)

Abuse includes:

- physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- discriminatory abuse: including racist, sexist, that based on a person’s disability and other forms of harassment, slurs or similar treatment
- institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centered care or treatment

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may persons in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

4. Designated Safeguarding Officer for safeguarding adults

The PCGB has an appointed individual who is responsible for dealing with any Safeguarding Adults concerns. In their absence, a deputy will be available for members to consult with. The Designated Safeguarding Officer(s) for Safeguarding Adults within The PCGB is/are:

Designated Safeguarding Officer for Safeguarding Adults – Louise Carpenter
Email – louise.carpenter@poultryclub.org
Mobile Number – 07811 746650

Name of deputy person – Jim Young
Email – jim.young@poultryclub.org
Mobile number – 07810 728514

Should either of these named people be unavailable then trustees, staff or volunteers should contact Children’s Services, the police, health services or the NSPCC directly. See below for contact details.

The roles and responsibilities of the Safeguarding Officer(s) are:



- to ensure that all staff including volunteers and trustees are aware of what they should do and who they should go to if they have concerns that a vulnerable person may be experiencing, or has experienced abuse or neglect.
- to ensure that concerns are acted on, clearly recorded and referred to the appropriate body where necessary.
- to follow up any referrals and ensure the issues have been addressed.
- consider any recommendations from the Safeguarding process
- to reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice with regard to confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest.
- to ensure that staff and volunteers working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.
- if appropriate staff or volunteers will be given support and afforded protection if necessary under the Public Interest Disclosure Act 1998: they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and it's outcome

5. Responding to people who have experienced or are experiencing abuse

The PCGB recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff, volunteers and service users safe
- To inform the Designated Safeguarding Officer
- To record what happened in the safeguarding log where safeguarding concerns will be recorded

All situations of abuse or alleged abuse will be discussed with the Designated Safeguarding Officer or their deputy. If a member, a trustee, staff member or volunteer feels unable to raise this concern with the Designated Safeguarding Officer or their deputy then concerns can be raised directly with the police by dialing 999 or to children's services or the appropriate body.

NSPCC Helpline

Phone: 0808 800 5000

NSPCC Whistleblowing Helpline

0800 028 0285



Charity Commission

RSI@charitycommission.gsi.gov.uk

CEOP

www.ceop.police.uk

6. Managing allegation made against member of staff or volunteer

The PCGB will ensure that any allegations made against members or member of staff will be dealt with swiftly.

Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

The Designated Safeguarding Officer will liaise with Children's Services to discuss the best course of action and to ensure that The PCGB's disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

The PCGB has a whistle blowing policy and staff are aware of this policy. Staff will be supported to use this policy.

7. Recording and managing confidential information

The PCGB is committed to maintaining confidentiality wherever possible and information around Safeguarding issues should be shared only with those who need to know.

All allegations/concerns should be recorded in the safeguarding log where safeguarding adults concerns will be recorded. Please refer to the Logging a Concern form. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate. The information that is recorded will be kept secure and will comply with data protection.

8. Disseminating/Reviewing policy and procedures

This Safeguarding Adults Policy and Procedure will be clearly communicated to staff, trustees, volunteers, service users, parents and carers. The Designated Safeguarding Officer will be responsible for ensuring that this is done.

The Safeguarding Adults Policy and Procedures will be reviewed annually by the Governance Committee. The Designated Safeguarding Officer for Safeguarding Adults will be involved in this process and can recommend any changes. The Designated Safeguarding Officer will also ensure that any changes are clearly communicated to staff, trustees and volunteers.



Logging a concern about a child or vulnerable adult’s safety and welfare

Part 1

Name:	Date of Birth:
Date and Time of Incident:	Date and Time (of writing):
Name: Print Signature	
Job Title:	
Note the reason(s) for recording the incident.	
Record the following factually: Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses?	
Professional opinion where relevant (how and why might this have happened)	
Note actions, including names of anyone to whom your information was passed.	
Any other relevant information (distinguish between fact and opinion).	

**Check to make sure your report is clear to someone else reading it.
Please give this form to your Snr Designated Safeguarding Lead**



Part 2 (for use by the Snr Designated Safeguarding Lead (DSL))

Time and date information received by DSL, and from whom.		
Any advice sought by DSL (date, time, name, role, organisation and advice given).		
Action taken (referral to MASH/children's social care/monitoring advice given to appropriate staff/EHAF etc) with reasons. Note time, date, names, who information shared with and when etc.		
Parent/Carer informed Y/N and reasons.		
Outcome Record names of individuals/agencies who have given information regarding outcome of any referral (if made).		
Where can additional information regarding child/incident be found (e.g. pupil file, serious incident book)?		
Should a concern/confidential file be commenced if there is not already one? Why?		
Signed		
Printed Name		