

## Safeguarding People Policy

### Diverse Cymru Policy Aims and Objectives

Diverse Cymru is committed to ensuring and providing equality of opportunity for all. We work in a diverse society and believe that no-one should suffer disadvantage or discrimination by reason of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or caring responsibilities.

We are committed to developing an organisational culture that values people from all sections of society and the contribution that everyone can make. We will act positively to ensure equality of opportunity and to promote diversity in all aspects of our work, ensuring that these objectives are fundamental to all our activities and underpin our policies, procedures and operating practices.

### Introduction

Diverse Cymru has a duty through our members, management, staff and volunteers to protect people who they come into contact with from abuse.

- a. The person with lead responsibility for safeguarding within the organisation is the Chief Operating Officer of Diverse Cymru.
- b. All staff and volunteers are made aware of this policy and the process for reporting concerns as set out in section 4 below.
- c. Additional guidance in terms of information sharing and communication is set out in Appendices.

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

## Contents

- 1 The Statutory basis of the Safeguarding People Policy
- 2 Wales Safeguarding Procedures
  - Adults definitions of harm
  - Children and Young People definitions of harm
- 3 Recognition of harm
- 4 Acting on concerns
  - What do you do?
  - Seeking Medical Attention
  - Managing a disclosure
  - Consent
  - Preparing to Discuss Concerns about a Child with the Local Authority Duty and Assessment Team
  - Questions Local Authority Duty and Assessment Team may ask
  - Responsibilities
  - Confidentiality
  - Contacts
- 5 Appendix 1 – Information Sharing
- 6 Appendix 2 – Third Party / Effective Communication
- 7 Appendix 3 – Recruitment and Selection
- 8 Appendix 4 – Risk Assessment

### **1 The Statutory basis of the Safeguarding People Policy**

The work of staff in child and adult protection is governed by a number of statutory frameworks, circulars and guides to good practice. **The Social Services and Wellbeing**

---

2 | Page

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

**(Wales) Act 2014 (SSWBAAct)** has brought the principles of child protection and adult protection together to give them equal importance.

<p><b>Adults Pathway</b> Adult at Risk is defined as an adult who: a) is experiencing or is at risk of abuse or neglect; b) has needs for care and support (whether or not the local authority is meeting any of those needs); and c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it. The term ‘at risk’ allows for an early intervention, the aim being to protect people who need it and help to prevent abuse or neglect. It places a duty upon Local Authority partner organisations such as Police, health boards and probation to inform the local authority if it suspects that an adult is at risk. Local authorities have a new power to make enquiries if it has reasonable cause to believe an adult is at risk. If required an ‘Adult Protection and Support Order’ (APSO) can be used in exceptional circumstances to ensure a proper assessment takes place.</p>	<p><b>Children’s Pathway</b> a Child at Risk is defined as a child who: a) is experiencing or is at risk of abuse, neglect or other kinds of harm; and b) has needs for care and support (whether or not the local authority is meeting any of those needs). It places a duty upon relevant local authority partners to inform the local authority if it suspects that a child is at risk. When a child has been reported as at risk the follow up action by the local authority will be the same as that required by section 47 of the Children Act 1989. Underpinned by:</p> <p>All Wales Child Protection Procedures (WAG 2020)</p> <p>The Framework for the Assessment of Children in Need and their Families (DfH 2000)</p> <p>Working Together to Safeguard Children – (WAG 2004)</p> <p>UN Convention on the Rights of the Child</p>
---	---

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

2 The [Wales Safeguarding Procedures](#) outline policies for safeguarding children and those for adults at risk of abuse and neglect (and are available on a simple phone app).

1. A person is considered an ‘adult at risk’ if they are experiencing (or they are at risk of experiencing) abuse or neglect, are unable to protect themselves and have care and support needs (it doesn’t matter if the Local Authority is currently meeting these needs or not). For adults, the SSWBAct defines ‘abuse’ as physical, sexual, psychological, emotional or financial abuse (and includes abuse taking place in any setting, whether a private home, an institution or any other place) Examples of abuse and neglect include:

- Neglect’ means a failure to meet a person’s basic, emotional, social or psychological needs, which is likely to result in an impairment of the person’s well-being.
- physical abuse - hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions
- sexual abuse - rape and sexual assault or sexual acts to which the vulnerable adult has not or could not consent and/ or was pressured into consenting
- psychological abuse - threats of harm or abandonment, coercive control, humiliation, verbal abuse, or racial abuse, isolation or withdrawal from services or supportive networks (coercive control is an act or pattern of acts of assault, threats, humiliation, intimidation or other abuse that is used to harm, punish or frighten the victim)
- neglect - failure to access medical care or services, negligence in the face of risk taking, failure to give prescribed medication, failure to assist in personal hygiene or the provision of food, shelter, clothing, emotional neglect
- financial abuse’ includes - Having money or other property stolen, being defrauded, being put under pressure in relation to money or other property, having money or other property misused.
- If a Local Authority suspects that an adult is at risk, it must investigate it in order to decide what action should be taken. Any action to be taken must be recorded in the

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

person's Care and Support Plan If the Local Authority suspects that an adult is at risk, It must make inquiries within seven working days.

Safeguarding children is defined for the purposes of this policy and guidance as: part of safeguarding and promoting welfare and is underpinned by the Children Act 1989. Children include 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.

Safeguarding refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm to:

- protect children from maltreatment;
- prevent impairment of children's health or development;
- ensure that children are growing up in circumstances consistent with the provision of safe and effective care; and
- take action to enable all children to have the best life chances.

The procedures define harm as physical abuse, emotional abuse, neglect, and sexual abuse as maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual abuse**

Sexual abuse includes forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy due to maternal substance abuse. Neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

This is not an exhaustive list and it must be recognised that it is not the role of staff / volunteers to make an assessment of whether children or young people have suffered

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

harm. However, you have a responsibility to be aware and alert to signs that all is not well with a child or young person. Not all concerns about children or young people relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what you know about the child and its circumstances.

Staff/volunteers and the child protection co-ordinator have a duty to report any concerns about harm in accordance with the Local Safeguarding Children Board, Guidelines and Procedures.

### 3. Recognition of harm

The harm or possible harm may come to your attention in a number of possible ways:

- Information given by the child or adult, his/ her friends, a family member or close associate.
- The citizen’s behaviour may become different from the usual, be significantly different from the behaviour of their peers, be bizarre or unusual or may involve ‘acting out’ a harmful situation in play.
- An injury which arouses suspicion because;
  - It does not make sense when compared with the explanation given.
  - The explanations differ depending on who is giving them (e.g., differing explanations from the parent or carer).
  - The person appears anxious and evasive when asked about the injury.
- Suspicion being raised when a number of factors occur over time, for example, the child fails to progress and thrive in contrast to his/her peers.
- Contact with individuals who pose a ‘risk to children’ (‘Guidance on Offences Against Children’, Home Office Circular 16/2005). This replaces the term ‘Schedule One Offender’ and relates to an individual that that has been identified as presenting a risk or potential risk of harm to children.

#### Historical abuse

There may be occasions when an adult will disclose abuse (either sexual or physical) which occurred in the past, during their childhood. This information needs to be treated in exactly the same way as a disclosure or suspicion of current child abuse. The

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

reason for this is that the abuser may still represent a risk to children now.

#### **4. Acting on Concerns - What do you do?**

As someone in a caring role as well as a citizen, when abuse is disclosed or observed, you should take the following action:

Inform whoever has disclosed the information that it cannot be kept confidential and will have to be passed on to appropriate agencies.

Inform your line manager about the disclosure within 24 hours. S/he needs to treat it as top priority and seek advice urgently. You might also consider keeping an accurate and contemporary record for future reference.

Your Line Manager will report and discuss the information with the relevant authority.

Line manager/worker to ensure that the “discloser” is kept informed about what will happen next, so they can be reassured about what to expect.

#### **Seeking Medical Attention**

If a child or adult has a physical injury and there are concerns about abuse and if medical attention is required then your Line Manager should immediately notify the Chief Operating Officer. In urgent cases, your Line Manager may call the Ambulance Service and should this be necessary, then the designated Social Worker or the Local Authority Duty and Assessment Team should be advised of this but it should be made clear that you will not be able to accompany the child or adult to hospital. Any safeguarding concerns should be shared with the Ambulance staff/ Medical and Nursing staff in order that they can appropriately assess and treat the child or adult, and share relevant information.

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020



## Managing a disclosure

- Listen to what the person has to say with an open mind.
- Do not ask probing or leading questions designed to get them to reveal more.
- Never stop a child or adult who is freely recalling significant events.
- Make note of the discussion, taking care to record the timing, setting and people present, as well as what was said.
- Do not ask them to write a statement.
- Never promise that what they have told you can be kept secret. Explain that you have responsibility to report what they have said to someone else.
- The designated lead for safeguarding within your organisation must be informed immediately.

## Consent

You should seek to discuss any concerns with the family (including the child where appropriate) and where possible seek their agreement to making referrals to the Local Authority Duty and Assessment Team. This should only be done where such discussion and agreement seeking will not place the child or adult at an increased risk of significant harm.

It should be noted that parents, carers or the child or adult may not agree to information being shared, but this should not prevent referrals where safeguarding concerns persist. The reasons for dispensing with consent from the parents, carer or child should be clearly recorded and communicated with the Local Authority Duty and Assessment Team.

In cases where an allegation has been made against a family member living in the same household and it is your view that discussing the matter with the parent would place them at risk of harm, or where discussing it may place a member of staff / volunteer at risk, consent does not have to be sought prior to the referral being made.

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

## Assessment

An 'Assessment' is the purposeful gathering and analysis of available information from which to draw conclusions. In the context of safeguarding, an assessment should underpin professional judgements to inform and agree the level and type of intervention that is most appropriate for vulnerable person who may have been harmed. To be comprehensive, the assessment considers both past and present in order to identify future risks. Good systematic assessment establishes what may have happened, how this affects the immediate and future safety of the child or young person, places this in a context, and informs what needs to be done. There is no definitive, fail-safe method of predicting risk of harm to children and young people.

## Involvement of Agencies:

In all cases that require an assessment of risk, more than one (and probably several) agencies should be involved in the process. It is imperative that all agencies involved with the child or adult and their parents/carers contribute to the sharing of information. This allows a holistic picture to be developed. When services operate in a joined up way, where all the needs and circumstances of the child are considered, the impact and longer term are considerably improved. While some professionals may not define their core role as a 'safeguarding' one (i.e. DC staff), their information and involvement may be crucial in identifying and managing present and future risks.

More specifically, Diverse Cymru will work in collaboration with Local Safeguarding Boards to ensure compliance with procedures and processes that will help to ensure that allegations of abuse are reported and / or dealt with expeditiously.

## Management

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

As well as contributing to the assessment of risk, relevant agencies are expected to undertake tasks in the ongoing management of identified risks to the child and adults. Continuous assessment of risk is an essential component of risk management.

## **Intervention**

Any intervention considered necessary to improve the child or adult’s circumstances to better protect them must always be proportionate i.e. action will be inappropriate if it is not proportionate to the presenting evidence. In other words, actions must relate directly to individual risks and be designed to directly minimise or remove them. All this must be set out in a systematic way that is achievable, accountable and accessible.

## **Involving children, young people and adults**

The assessment of risk to children, young people or adults must, as far as possible, incorporate their views of the risks that they face and their understanding of what is expected to counter these. Professionals and agencies must consider the right way to capture their views in the event, for instance, that they do not want to attend formal mechanisms to manage risks, however, it is important that their wishes and concerns are routinely considered with them throughout professional involvement.

All or any activities that Diverse Cymru staff engage in that involve citizens shall be subject to a risk assessment process which shall include safeguarding risk assessments and a risk assessment protocol set out in Appendix 3.

## **Helping to prepare your Chief Operating Officer to discuss your concerns about a child with the Local Authority Duty and Assessment Team:**

To enable your Chief Operating Officer to raise your concerns, try to sort out in your mind why you are worried, is it based on:

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

- What you have seen;
- What you have heard from others;
- What has been said to you directly.

**Try to be as clear as you can about why you are worried and what you need to do next:**

- This is what I have done;
- What more do I need to do?
- Are there any other vulnerable people in the family?
- Is the person in immediate danger?

**The Duty /Social Worker will seek to clarify:**

- The nature of the concerns;
- How and why they have arisen;
- What appear to be the needs of the child, adult and family; and
- What involvement they currently have or have had with the child, adult and / or family.

**Some Questions Local Authority Duty and Assessment Team may ask:**

- Has consent to make the referral been gained? Information regarding carers' knowledge and views on the referral;
- Where consent has not been sought to make a referral what informed your decision making;
- Full names, dates of birth and sex;
- Family address and, where relevant, school/nursery attended;
- Previous addresses;
- Identity of those with Parental Responsibility or the Responsible Person;
- Names and dates of birth of all members of the household (if available)
- Ethnicity, first language and religion;
- Any special needs;
- Any significant recent or past events;

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

- Cause for concern including details of allegations, their sources, timing and location;
- The citizen's current location and emotional and physical condition;
- Whether they need immediate protection;
- Details of any alleged perpetrator (name, date of birth, address, contact with other vulnerable people);
- Referrer's relationship with and knowledge of the person and his or her family;
- Known involvement of other agencies;
- Details of any significant others;
- Whether you have consent for further information sharing / seeking;
- Whether you hold any information about difficulties being experienced by the family/household due to domestic violence, mental illness, substance misuse and/or learning difficulties.

Confidentiality is crucial to all our relationships – **but the welfare of the child and adults in need of care and protection is paramount.** The law does not allow anyone to keep concerns relating to child or adult abuse to themselves. Confidentiality may not be maintained if the withholding of the information will prejudice the welfare of the child or adult.

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

**Some useful telephone numbers:**

Local Authority	Children's Safeguarding	Social Services
Blaenau Gwent	01495 315 700	01495 354680
Bridgend	01656 642 320	01656 642279
Caerphilly	08081 001 727	01443 815 588
Cardiff	02920 536 490	02920 872 000
Carmarthenshire	01267 246 544	01558 825 485
Ceredigion	01545 574 000	01545 574 000
Conwy	01492 575 111	01492 576333
Denbighshire	01824 712 900	01824 712 900
Flintshire	01352 701 000	01352 702 000
Gwynedd	01286 679 926	01248 353 551
Isle of Anglesey	01286 679 926	01248 353 551
Merthyr Tydfil	01685 725034	01685 724500
Monmouthshire	01291 635 669	01600 775 100
Neath Port Talbot	01639 685 717	01639 686 803
Newport	01633 656 656	01633 656 656
Pembrokeshire	01437 776 566	01437 764551
Powys	01597 827 325	01938 551 899
Rhondda Cynon Taff	01443 490400	01443 849944
Torfaen	01495 766 670	01495 762200
Vale of Glamorgan	01446 700 111	01446 700111
Wrexham	01978 292 039	01978 292066

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

## Appendix 1

### Rules of information sharing

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. From the outset be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgements on the facts of the case.
5. Consider safety and well being: Base your information sharing decisions on considerations of the safety and well being of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

7. Keep a record of your decision and the reason for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020



## Appendix 2

### Third Party Communication

#### i. Effective communication

Effective communication requires a culture of listening to and engaging in, dialogue within and across agencies. It is essential that all communication is as accurate and complete as possible and clearly recorded.

Accuracy is key, for without it effective decisions cannot be made and equally, inaccurate accounts can lead to children remaining unsafe, or to the possibility of wrongful actions being taken that effect children and adults

Before contacting another agency, think about why you are doing it, is it to:

#### ii. Signpost to Another Service

The definition to signpost is to indicate direction towards. It is an informal process whereby a professional or a family is shown in the direction of a service.

If someone is signposted to a service it is because accessing the service may enhance the family's quality of life, but there would be no increased risk to the child or young person should the service not be accessed.

No agency is responsible for the monitoring or recording of signposting.

#### iii. Get Advice and Guidance

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

Seeking advice and guidance at any time, making a general query or perhaps consulting with a specialist colleague within Diverse Cymru (or from another agency) may enhance the work that you are doing with a child, young person or family at any stage. It could be that you want further information about services available or that you want some specialist advice or perhaps need to consult about a particular issue or query for instance to ask if making a referral is appropriate.

The name of the child and family should be anonymised at this stage unless agreement to share the information has already been obtained.

It is vital that you record that you have sought information and advice in your own records. The agency you are contacting may not record this information, particularly if the case is not open or active with them. It should be agreed between agencies in this situation as to who records what information.

#### **iv. Facilitate Access to a Service**

If you think that a family may benefit from a service then directing, signposting or facilitating is appropriate. For example, a family approaches your service and asks for some advice about leisure activities in the local area. You give them the information and directions to the nearest open access leisure centre.

#### **v. Refer a Child or Family**

If you think that by not accessing a particular service, a child's situation could deteriorate then referring the matter to the Local Authority Duty and Assessment Team may be appropriate. At the end of the conversation both parties must be clear about the outcome and the next course of action.

#### **i) Professional Differences**

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

Where there are any professional differences about a particular decision, course of action or lack of action you should consult with your Line Manager or in their absence, the Chief Operating Officer about next steps.

## ii) Recording

Well-kept records about work with a child and his or her family provide an essential underpinning to good professional practice. Safeguarding and promoting the welfare of children requires information to be brought together from a number of sources and careful professional judgements to be made on the basis of this information. These records should be clear, accessible and comprehensive, with judgements made and decisions and interventions carefully recorded. Where decisions have been taken jointly across agencies, or endorsed by a manager, this should be made clear.

You should record your decision and the reasons for it, whether or not you decide to share information. If the decision is to share, you should record what information was shared and with whom.

You should work within the arrangements in place by Diverse Cymru for recording information and within any local information sharing procedures in place.

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

### **Appendix 3 Recruitment and Selection - Staff and Volunteers/Appointment of Trustees, etc**

Adults who abuse children or vulnerable adults can be attracted to organisations which provide services for children.

Diverse Cymru will ensure that an enhanced DBS check is obtained and acted upon, prior to their appointment, from trustees/staff/volunteers new to the organisation; and with these statements, make “disclosure applications” to the Government’s disclosure service.

Such applications will be made on all trustees, staff and volunteers irrespective of the nature of the work they undertake, and in any event on those adults in any position involving regular contact with/access to children and young people up to age 18, including those in “positions of trust” and supervisors/managers as well as people in frontline roles. DBS checks on current paid/unpaid trustees/staff/volunteers will be kept under review in accordance with Government guidelines and new checks will be made on all as and when necessary or appropriate and in any event every three years.

People volunteering or working with children or vulnerable adults are sometimes legally required to have a DBS check. Where contact with vulnerable people will be limited or perhaps the person has recently been DBS checked for a different role, a decision about clearance must be made. The guidance clearly explains how the check works as part of a proper risk management process. Other safeguards such as interviewing, training and taking references from potential volunteers can also be employed. It is important when recruiting paid staff and volunteers to adhere to the organisations recruitment policy. This will ensure potential staff and volunteers are screened for their suitability to work with children and young people.

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

## Appendix 4

### Risk Assessment Protocol

#### Diverse Cymru

#### Children, Young People or Vulnerable Adults

### Risk Assessment of a Planned and Supervised Activity for Children and Young People (or Vulnerable Adults)

#### A. Administrative Details

##### (i) Diverse Cymru

<b>Chief Operating Officer</b>	Team Manager	Senior Support Worker
<b>Contact Details:</b>		
<b>Activity Supervisor(s)</b>	Name:	Name:
<b>Unit/Team/Dept.</b>		
<b>Address 1</b>		
<b>Address 2</b>		
<b>Telephone</b>		
<b>E-mail</b>		

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

(ii) External Organisation/Institution

<b>Name of Organisation/Institution</b>		
<b>Head(s) of Organisation/Institution</b>		
<b>Contact Details:</b>		
<b>Activity Supervisor(s)</b>	Name:	Name:
<b>Address 1</b>		
<b>Address 2</b>		
<b>E-mail</b>		
<b>Employee Liability Insurance Cert No / End Date</b>		
<b>Public Liability Insurance Cert No / End Date</b>		
<b>Additional Insurance Type &amp; Cert No / End Date</b>		

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

**B. (i) Description of Activity**

--

**(ii) Number of Children / Young People and Age Range**

--

**C. Persons assisting with the Activity**

Name	Role	Affiliation (Diverse Cymru or External Institution)	DBS* Check Required? Completed? (Y or N)	
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

**\*DBS Check: The Team Supervisor/Team Manager will determine whether a DBS check is required after consideration of this risk assessment and discussing this with HR Team**

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

**D. Hazards, Risks and Existing Control Measures**

Hazard	Risk	Current Control Measures
	HIGH MEDIUM LOW (tick one box)	
I	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
li	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
lii	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
lv	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
V	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Vi	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Vii	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Viii	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
lx	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
X	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

**\*If all risks are assessed of LOW, proceed to Section F.**

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020



**E. Hazards, Risks and Extra Control Measures**

- For those risks NOT assessed as LOW, state the extra control measures required to achieved a LOW risk assessment

Hazard (insert roman numeral from Table D)	Extra Control Measures	Risk		
		HIGH	MEDIUM	LOW
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Control Measures must be in place to maintain all risks as low as is reasonably possible.**

**If a low risk assessment cannot be achieved after the inclusion of extra control measures, the activity must not proceed.**

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

**F. Validation**

	<b>Assessors</b>	<b>Supervisors</b>
<b>Diverse Cymru</b>	<b>Signature:</b>	<b>Signature:</b>
	<b>Name:-</b>	<b>Name:</b>
<b>External Organisation/ Institution</b>	<b>Signature:</b>	<b>Signature:</b>
	<b>Name:</b>	<b>Name:</b>

**G. Processing**

- If DBS checks are required, please discuss with Line Manager/HR Manager/Chief Operating Officer and send them a copy of this assessment.
- Ensure that all the people supervising and assisting with the activity receive a copy of this assessment.
- File this assessment at a confidential location in Team's central administration.

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

## Guidance for completing the risk assessment form

### Risk assessment form Section A: Administrative details

Details will be required of both parties; Diverse Cymru and the External Organisation or Institution. Both have a responsibility and need to cooperate closely to ensure the health and safety of children/young people.

#### (i) Diverse Cymru (DC)

- Team Manager / Supervisors of each Section/Team will have ultimate responsibility for the health and safety of all those in DC buildings and property.
- Event Activity Supervisor's name and contact details. This is useful in case of emergency or correspondence before or after the event.

#### (ii) External Organisation or Institution

- Head(s) of Organisation or Organisation or Institution (e.g. Manager) will have ultimate responsibility for the health and safety of all those in their buildings and property.
- Event Activity Supervisor's name and contact details. This is useful in case of emergency or correspondence before or after the event.
- Insurance Details: Stating the Policy Number and End Date will confirm compliance.
- Employer's (Compulsory) Liability Insurance (Policy Number and End Date)
- Public Liability Insurance (Policy Number and End Date)

### Risk assessment form Section B

#### (i) Description of Activity

- Filling in this section will help to ensure that the activity is properly defined. Areas of hazard and risk should become more obvious.

#### (ii) Number of Children / Young People and Age Range

The larger the number of children/young people and the younger they are, the greater will be their collective risk. As a consequence, the requirement for control measures such as adequate supervision will be greater.

Risk assessment form Section C: Persons assisting with the activity

27 | Page

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

### (i) Adult / Child Ratio

As a general guide for an activity with a normal range of hazards, the minimum ratios should be:-

- 1 adult for every 3 children aged under 5;
- 1 adult for every 6 children aged 5 to 7;
- 1 adult for every 10-15 children aged 8 to 10;
- 1 adult for every 15-20 children aged 11 onward or young people.
- 

There should also be enough additional staff available to help deal with an emergency.

### (ii) Vetting of supervisory staff

#### **Diverse Cymru Staff**

All staff, volunteers and Board Members (Trustees) will be subject to DBS checks every three years.

**DBS** should be carried out on volunteers and staff employed by contractors who will have regular contact with children and young people attending events /visits /training /outings conducted by Diverse Cymru either on or off the premises.

### (iii) General Advice

- Anyone who has not had a criminal conviction check /DBS should never be left in sole charge of children or young people.
- For the protection of both parties, all adult supervisors should try to ensure that, wherever possible, they are not alone with a child/young person.
- All adult supervisors, including DC employees/volunteers/Board members must understand their roles and responsibilities at all times. It may be helpful to put this in writing. In particular, all supervisors should be aware of any children/young people who may require closer supervision, such as those with special needs or those likely to cause trouble.

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

## Risk assessment form Section D:

Hazards risk and existing control measures

### See also Specific hazards and control measures

- (i) **Hazard** – Something which has the potential to cause harm (injury or damage)
- (ii) **Risk** – The likelihood that the hazard will cause harm.
- (iii) **Control measure** - A practical or physical means of reducing risk (e.g. adequate supervision, personal protective equipment such as safety glasses).

- Taking all the identified hazards into account and the existing risk control measures (e.g. containment of risk, safety equipment, protective clothing) a qualitative assessment is made of risk (e.g. low, medium or high). The only acceptable risk rating for any activity is low risk.

## Risk assessment form Section E: Hazards risk and extra control measures

- If, with the existing control measures, a **medium** or **high** risk is determined, then extra control measures are required until **low** risk is achieved.

## Risk assessment form Section F: validation

- Assessors carrying out the Risk Assessment on behalf of Diverse Cymru and the External Organisation or Institution. These bodies must only choose assessors whom they believe to be competent. Competence as gained through knowledge, experience and training. Assessors must be fully conversant with the concept of risk assessment and with the activity being assessed.
- A senior representative from both Diverse Cymru and the External Organisation or Institution must countersign the assessment indicating validation of the assessor and his/her assessment. The assessment is a legal document indicating compliance with health & safety law. By signing the document, the signatories do not incur any extra personal liability, other than that placed on Diverse Cymru or External Organisation or Institution employee.

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

## Additional guidance

### Review of the Assessment

- The Risk Assessment must be reviewed if there any significant changes in the activity and on a regular basis (e.g. annually).

### Generic Assessments

- Some activities are fairly straight forward and repeated on a regular basis. In these cases, it is not necessary to carry out risk assessments for each activity but an encompassing generic assessment, which can be adapted and reused.

### General tools of risk control

The key means of reducing risks when dealing with children's activities are to:

- carry out an exploratory visit to identify hazards;
- employ competent supervisory staff;
- provide adequate supervision throughout the activity;
- provide clear guidance to supervisory staff and the children/young people; and
- have in place emergency procedures (e.g. the provision of or access to first aid).

The most senior supervisor will normally be the risk assessor. Supervision may be from both Diverse Cymru staff and staff from the External Institution. The risk assessment needs to take into account both parties.

The risk assessor should take the following factors into account during the assessment:

- the type of activity and the level at which it is being undertaken;
- the location, routes and modes of transport;
- the competence, experience and qualifications of supervisory staff;
- the ratios of supervisory staff to children/young people;
- the group members' age, competence, fitness and temperament and the suitability of the activity;
- the special educational or medical needs of children/young people;
- the quality and suitability of available equipment;
- seasonal conditions, weather and timing;
- emergency procedures;
- how to cope when a child/young person becomes unable or unwilling to continue; and
- the need to monitor the risks throughout the activity.

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

## Specific hazards & control measures

The following table identifies specific hazards and suggests appropriate control measures Diverse Cymru can adopt to reduce the risk of harm to children and young people (and all others who may be affected).

### Physical

Hazards	Control Measures
Adverse weather	Shelter, personal protective equipment (PPE; cold, wind/rain-proof)
Bad housekeeping	Improved safety attitude, good management, safety inspection, good work layout
Contact with hot/cold surfaces	Insulation, guarding, PPE (gloves, face shields, insulated clothing)
Drowning	Life guarding, life saving equipment, presence of First Aiders
Excavation work	Physical barriers; fencing, shoring, safe system of work, signs
Fall from height	Edge protection, safety lines/harnesses, safe means of access, egress (e.g. scaffolding), safe system of work (e.g. permit to work)
Fall of material from height	Alternative storage, physical means of securing
Lighting	Good work area design and lighting equipment, measuring of illumination, use of lighting fit for purpose
Ionising radiation	Minimum amount of radioactivity, local rules for storage, work and disposal, statutory controls (e.g. licensing), shielding, PPE
Non-ionising radiation	Local rules, shielding, PPE (e.g. eye protection)
Noise	Reduction at source, insulation, PPE
Slips/Trips/Falls on same level	Good maintenance of work areas, good housekeeping, good cleaning regime, good footwear
Stacking	Good work area layout, height limits, weight limits, strong packing,

### 31 | Page

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

Hazards	Control Measures
	mechanical assistance
Vibration	Elimination or reduction at source, damping, insulation, PPE

### Mechanical

Hazards	Control Measures
Hand tools	Periodic inspection, electrical testing and maintenance
Machines	Periodic inspection, testing and maintenance, physical barriers (guarding), safety interlocks, supervision and training
Mechanical lifting operations	Periodic (statutory) inspections, maintenance, supervision and training
Manual handling	Assessment under the Manual Handling Operations Regulations (elimination and reduction of risk), training in good lifting techniques
Moving vehicles	Segregation of traffic, good road layout, signs, vehicle maintenance

### Electrical

Hazards	Control Measures
Live working	Avoid (i.e. No Live Working), use competent people when essential
Hand tools	Regular inspection, testing of electrical integrity and replacement (where appropriate)
Heaters (elements)	Isolate from combustible material, guarding, special construction required in hazardous areas
Machines	Periodical inspection, electrical testing and maintenance, good electrical safety design (e.g. RCD protection)
Stored energy	Good construction, insulation and earthing protection

### Fire

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020



Hazards	Control Measures
Combustible materials	Avoid, reduce storage of combustible materials, isolate from sources of heat and ignition
Flammable gases	Storage of gas cylinders (e.g. hydrogen, acetylene) outside in an isolated, well-ventilated area, signs, no smoking
Flammable solvents	Controlled storage, use and disposal (e.g. limit quantities held), fire proof storage, signs, no smoking, no naked flames, emergency plans
Heaters	Segregation from sources of combustion, guarding special construction if used in hazardous areas
Oxidising agents	Chemicals that are a source of oxygen, e.g. hydrogen peroxide, segregate from sources of combustion (e.g. flammable solvents)
Oxygen (gas and liquid)	Segregate from sources of combustion, controlled storage and use
Smoking materials	Avoid; "No Smoking Policy", or reduce; restrict smoking to designated 'low risk' areas
Static electricity	Limit use of static generators in hazardous areas. Use of anti-static devices, earthing

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020

## Other

Hazards	Control Measures
<p><b>Chemical:</b> Chemical substances, Corrosives (acids, alkalis), Carcinogens, Irritants</p>	<p>COSHH Assessments: Avoid use, substitute less harmful substances, use, maintain and test engineering controls, monitor for hazardous substances, inform and train employees, use personal protective equipment (PPE), emergency plans for uncontrolled releases.</p>
<p><b>Biological:</b> Biological agents (micro-organisms; pathogens, mutagens, carcinogens)</p>	<p>COSHH Assessments: Avoid use, substitute less harmful substances, use, maintain and test engineering controls, monitor for hazardous substances, inform and train employees, use personal protective equipment (PPE), emergency plans for uncontrolled releases.</p>
<p><b>Food safety</b></p>	<p>Statutory compliance (Food Safety Regulations, EHO, MAFF inspections), good food hygiene standards, good cleaning / disinfection regimes, staff information and training, good personal hygiene, protective clothing. biological testing, quality control.</p>

STATUS	AUTHOR	Approved	Date	REVIEW DATE
Reviewed	Abyd Quinn Aziz	Board	23.05.20	24 07 2023
Reviewed	Jyoti Preet-Ryatt	W Smale	20 11 2017	19 11 2020