

# Safeguarding Children and Vulnerable Adults



## Who are we

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Catholics for Aids Prevention and Support (CAPS) is a registered charity (number 1095756) committed to being a sign and witness to the presence of God in the midst of a church and society affected by and infected with HIV and Aids. We provide a range of pastoral support for people diagnosed with HIV and faith-sensitive training and advice for churches and within the HIV voluntary and statutory sector.

## The purpose and scope of this policy statement

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This safeguarding policy for children and vulnerable adults aims to:

- protect children and vulnerable adults and “adults at risk” who receive CAPS’ services from harm. This includes the children of adults who use our services
- provide CAPS staff and volunteers in positions of responsibility with a procedure to follow in the case of any safeguarding concern
- name the principles that guide our approach to safeguarding
- This policy applies to anyone working on behalf of CAPS including managers, the board of trustees, paid staff, volunteers and consultants
- This policy is publicly available on request from [secretary@caps-uk.org](mailto:secretary@caps-uk.org) and via our website at <https://caps-uk.org/about-us/>

This policy is informed by the six key principles as defined in The Care Act 2014:

- Empowerment - People being supported and encouraged to make their own decisions and give informed consent.
- Prevention - It's better to take action before mistreatment occurs.
- Proportionality - The least intrusive response necessary to the risk presented.
- Protection - Support and representation for those in greatest need.
- Partnership - Working in partnership to achieve local solutions in communities where we live. Communities have a part to play in preventing, detecting and reporting abuse and neglect.
- Accountability - Accountability and transparency in delivering safeguarding and fulfilling our duty of candour.

## We believe that:

- children and vulnerable adults should never experience abuse of any kind
- we have a duty of care for the welfare of all children and vulnerable adults
- our services and the behaviour of anyone associated with CAPS should be conducted in a manner that minimises the risk of harm to those who use CAPS services and creates a safe environment for everyone involved with CAPS in any way

## We recognise that:

- the welfare of children, vulnerable adults and adults at risk is the paramount consideration and principle in regard to safeguarding

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- all children, vulnerable adults and adults at risk, regardless of age, disability, gender identity, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children, vulnerable adults and adults at risk are additionally vulnerable to exploitation or abuse because of previously abusive experiences or relationships, their level of dependency, communication needs, physical or cognitive impairment, material need or legal status
- appropriate communication amongst CAPS staff and volunteers and the sharing of any safeguarding concerns, within the bounds of CAPS confidentiality policy, is essential in promoting the welfare of children, vulnerable adults and adults at risk.

## What do we mean by safeguarding, vulnerable adults and adults at risk?

**Adult safeguarding** is working with adults with care and support needs to keep them safe from abuse or neglect. It is also protecting any adult from becoming vulnerable.

A **vulnerable adult** is any adult aged 18 or over who due to disability, mental capacity, age, illness or traumatic circumstances may not be able to protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.

CAPS ordinarily works with people who are not normally classed as vulnerable adults, but rather **adults at risk**. This means, adults in need of care and attention who may be vulnerable at particular times but not continuously.

## We will seek to keep children, vulnerable adults and adults at risk safe by:

- valuing, listening to and respecting them
- identifying a nominated **CAPS Safeguarding lead** for safeguarding and an **Independent Safeguarding Advisor**. These persons are named at the end of this policy.
- adopting safeguarding best practice through our policies, procedures and CAPS Code of Conduct for staff and volunteers including that identified by the Catholic Safeguarding Advisory Service <https://www.csas.uk.net/>
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made at the appropriate level and with regards to responsibility
- where applicable personnel working directly with children and vulnerable adults will be required to have an enhanced DBS check
- ensure that an activity risk assessment is completed and reviewed regularly for each activity or service provided by CAPS
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance

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- making sure that children, vulnerable adults and their families and carers know where to go for help if they have a concern
- using our safeguarding procedures to share concerns and relevant information with external agencies who need to know, and within CAPS as appropriate.
- using our procedures to manage any allegations against staff, trustees and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- keeping records of any safeguarding concerns and actions taken
- CAPS employees will undertake relevant training – at minimum: Health Education England Programme online e-learning modules in Safeguarding Adults Level 1 and Safeguarding Children Level 1 <https://www.e-lfh.org.uk/>

## What we do if there is a safeguarding concern

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**If a child or adult is at immediate risk of significant harm, you must call the Police on 999 or the local Social Services Team immediately. Contact details for local Social Services are listed at the end of this Policy.**

### 1. Identifying a safeguarding concern

Children and vulnerable adults may **disclose** abuse in one or more ways, each of which is likely to be very difficult for them. You may be able to identify a safeguarding concern in a number of ways:

- **Direct disclosure:** this is a specific statement made by a child or vulnerable adult about the abuse that is happening to them.
- **Indirect disclosure:** one or more ambiguous statements, which imply that something is wrong.
- **Behavioural disclosure:** deliberate or inadvertent behaviour that indicates that something is wrong.
- **Non-verbal disclosure:** writing letters, sending txt messages, or trying to communicate in any other way than verbal to let someone know that something is wrong.

**If you have any concern at all that that a child or adult is subject to abuse you must raise this concern as a matter of urgency with your line manager if employed and/or the CAPS Safeguarding Lead person at the earliest opportunity. You should make some record of what you observed or heard that caused concern. In any case of concern the Safeguarding Lead and CAPS Independent Safeguarding Advisor should be involved at the earliest opportunity.**

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## 2. Recording a safeguarding concern that is reported to you directly

Listen to an individual carefully and record the conversation as accurately as possible. This will be done with the consent of the person expressing a concern and must not be shared with other CAPS workers, volunteers or Positive Catholics members.

Details that are fundamental when recording concerns include:

- The person whom you suspect is experiencing abuse: their name, age and address (if known).
- Exactly what the person has said in their own words.
- Any information that has been given about the alleged abuser.

## 3. Responding to a safeguarding concern

**If you suspect there is imminent risk of abuse being committed, this must be reported to the Police or local Social Services immediately. Ordinarily this should be with the knowledge and consent of the person making the allegation. However, where there is an imminent risk – for example in the case of a child at risk of physical assault – the consent of the alleged victim or the person who has made the allegation is not required. In the case of imminent danger the matter must be reported immediately to the Police and/or Social Services.**

- I. If there is no imminent risk your line manager and the **CAPS Safeguarding Lead** must be notified at the earliest opportunity.
- II. The **CAPS Independent Safeguarding Advisor** should be contacted and notified at the earliest opportunity
- III. Once the report has been received, it will be examined by either the Safeguarding Lead or the CAPS Independent Safeguarding Advisor.
- IV. The report must be discussed by all relevant parties at the earliest opportunity and a course of action decided.
- V. In the unlikely event that it is impossible for any reason to contact CAPS Safeguarding Lead or The CAPS independent Advisor another member of the Board of trustees must be informed as a matter of urgency.

## 4. Making a decision

There may be three possible courses of action:

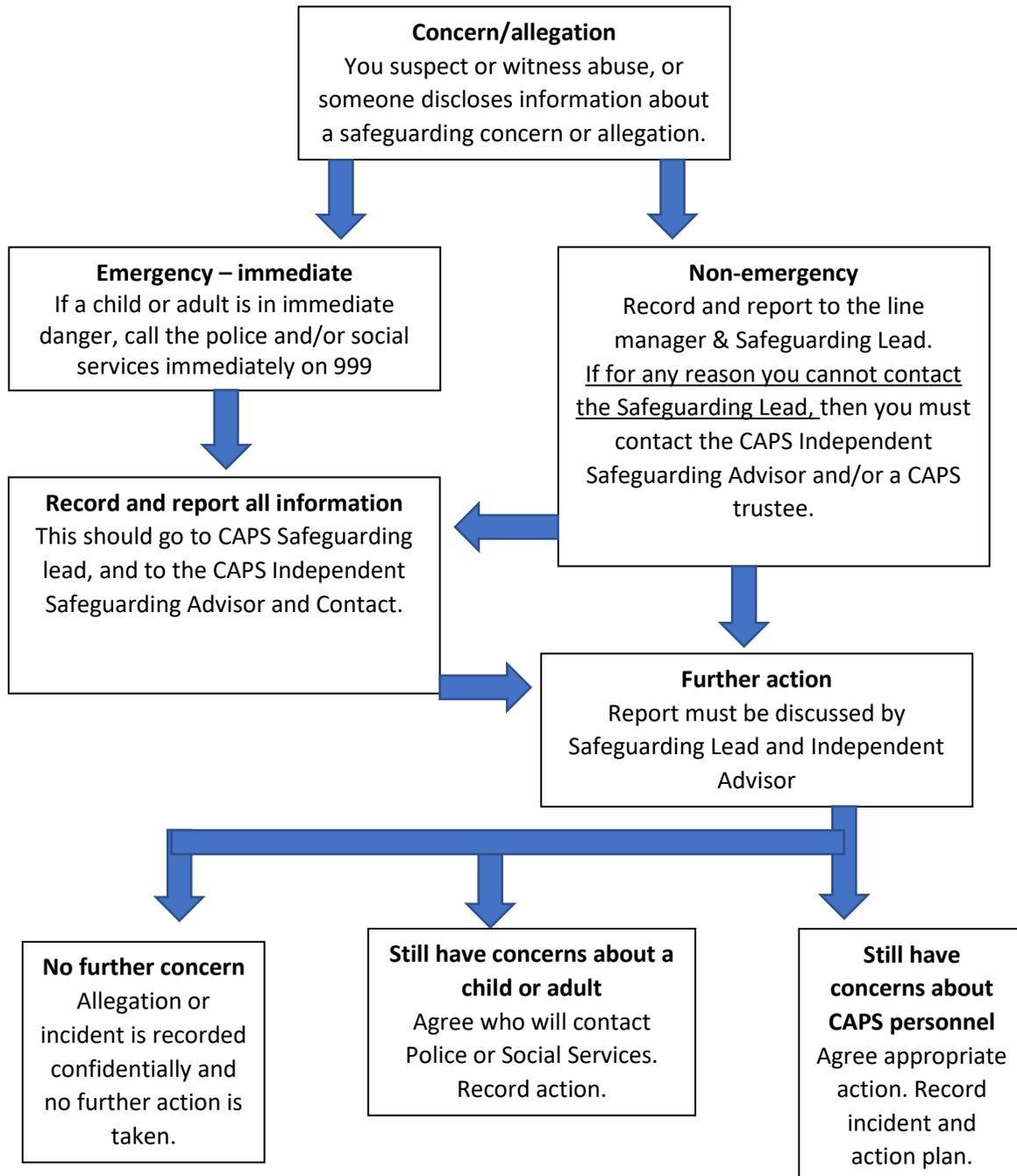
- I. **No further action to be taken:** The allegation or incident will be recorded confidentiality and no further action will be taken.
- II. **If you still have concerns about a child or adult:** Agree who will contact Police or Social Services and do this as a matter of urgency. Record the action.
- III. **Still have concerns about CAPS personnel:** Agree appropriate action. Record action.

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## CAPS Safeguarding Flow-chart



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## CONTACT DETAILS

**CAPS operational matters / CAPS trustees** [secretary@caps-uk.org](mailto:secretary@caps-uk.org)

### **CAPS Safeguarding Lead**

Name: Dr Vincent Manning

Phone/email: [chair@caps-uk.org](mailto:chair@caps-uk.org) T. 07952475615

### **Independent Safeguarding Advisor and Contact**

Name: Rachel Christie-Davies

Phone/email [rachelchristiedavies@hotmail.com](mailto:rachelchristiedavies@hotmail.com) T. 07954413312

## **Contacts for LA safeguarding where CAPS services are provided**

### **Safeguarding Lambeth - Contact Social Care:**

T: 020 7926 5555

email: [dutymanager@lambeth.gov.uk](mailto:dutymanager@lambeth.gov.uk)

**In an emergency, dial 999**

### **Safeguarding – Wandsworth Borough Council**

Tel: 020 8871 7707 or email [accessteam@wandsworth.gov.uk](mailto:accessteam@wandsworth.gov.uk).

### **Safeguarding - Manchester City Council**

Tel: 0161 234 5001 or email: [mcsreply@manchester.gov.uk](mailto:mcsreply@manchester.gov.uk)

## **Other Contacts Support and reporting options**

Any person may also raise concerns or report allegations directly to the police and also to the Roman Catholic Safeguarding office in your diocese. The relevant Diocesan safeguarding office can be located using the interactive map on the Catholic Safeguarding Advisory Service website - contact details will be shown when you click on the relevant area of the map <https://www.csas.uk.net/links/>. You can also contact CSAS by telephoning 0207 901 1920 or via email at [admin@csas.uk.net](mailto:admin@csas.uk.net)

This policy statement came into force September 2010

We are committed to reviewing our policy and good practice regularly.

This policy statement and accompanying procedures were last reviewed and approved

On February 20<sup>th</sup> 2020

Signed:...  Chair of trustees