



DAISY INCLUSIVE UK: Volunteer Declaration

Code of Professional Conduct

This code of Professional Conduct is applicable to all volunteers within Daisy Inclusive UK service.

1. Relationship with and responsibility to children and young people

- Young people workers should at all times act in such a way as to promote and safeguard the well being and interest of children and young people for whom they are professionally accountable.
- Young people workers must ensure that by no action or omission on their part children or young people's well being or safety is placed at risk.
- Young people workers should have regard to the customs, values and spiritual belief of children or young people.
- Young people workers must maintain a non-abusive environment in their work with children and young people and be aware of and clear about the professional parameters of their roles.
- Young people workers must conduct themselves and undertake their work in a caring manner. Confidential working practices are to be observed; if there is a legal requirement to divulge information, advice should be sought from line managers before responding.

2. Professional Integrity

- The highest standards of personal integrity are expected; young people workers must comply with the laws of the country.
- Young people workers must ensure that they uphold all policies of or related to Daisy UK. They must ensure that their professional responsibility and standards are not unduly influenced by consideration of age, disability, gender, nationality, race, religion, sexuality, social or economic status or status in society.
- Young people workers must not be under the influence of any toxic substance that impairs the performance of their duties.
- Young people workers must refuse to accept any gifts, favour or hospitality, which might be interpreted as seeking to exert undue influence to obtain advantage or preferential treatment.
- Young people workers must be courteous and respectful in approach to people.

3. Professional relationships and responsibility

- Young people workers should act at all times in such a manner as to justify public trust and confidence, to uphold and enhance the standing and reputation of the profession and to serve the public interest and interest of children and young people.
- Young people workers must maintain professional working relationships with colleagues and respect individual dignity.
- Loyalty within the profession cannot override one's responsibility as a member of society to uphold its moral and legal obligations. Young people workers must ensure that unethical conduct and illegal activities are reported to their employers through the relevant line manager.
- Young people workers should work in a collaborative and co-operative manner with other professional agencies and organisations to serve the best interest of children and young people.
- Young people workers should make known to their employers any conscientious objections they hold which may be relevant to their professional practice.

4. Professional standards

- Young people workers must be efficient in their work, seeking assistance or advice when necessary.
- Young people workers should have due regard to the workload of and pressure on professional colleagues and take appropriate action if these are seen to be such as to endanger safe standards of practice.
- Young people workers should have regard to physical working conditions and adequacy of resources and make the appropriate authority aware if these endanger standards of practice in any way.
- Young people workers must understand the implications of legislation relating to maintaining a safe environment particularly Health and Safety legislation, The Children's Act, Safeguarding Children and Young People and procedures related to transport and outdoor education.

- Young people workers must remain flexible and open to learning and change and take every reasonable opportunity to sustain and improve their knowledge and professional competence. They should promote the professional development and education of students and colleagues.
- Young people workers must carry out their work as agreed and in accordance with contracted / agreed terms and conditions.
- Young people workers must work together to ensure continuing professional standards and safety priorities in Daisy UK.

Safeguarding Young People and Vulnerable Adults **Policy**

Who is this policy aimed at?

This policy is aimed to protect Daisy UK staff, volunteers, young people and vulnerable adults.

Policy Statement

Daisy UK seeks to safeguard and promote the welfare of young people and vulnerable adults. This includes protecting them from all forms of abuse and neglect. Safeguarding is the responsibility of everyone. We will ensure that proper and prompt action is taken should we discover any form of abuse or neglect.

This policy has been produced in house with the use of good practice examples from similar policies and government guidelines including:

Children's Act 1989 and 2004

Safeguarding Vulnerable Groups Act 2006

Working Together to Safeguard Young People and Vulnerable Adults 2010

This policy will be updated annually to take account of significant policy changes in this area.

Roles and Responsibilities

The designated safeguarding officer is **Dave Kelly, Managing Director of Daisy Inclusive UK, Eva Eelen.**

Staff members will be from Daisy Inclusive UK and volunteers will be recruited from the local area. Their roles and responsibilities are set out below:

- To work within the remit of this policy, observing confidentiality
- To have read any other relevant Daisy Inclusive UK documents and other statutory Safeguarding young people and vulnerable adults documentation.

- To inform and seek the support of the safeguarding officer with any concerns or worries regarding young people and vulnerable adults.
- To attend training courses offered on safeguarding young people and vulnerable adults.
- To complete a cause for concern report if there are safeguarding concerns about a young person or vulnerable adult. (Refer to Appendix 1)
- All staff and volunteers must sign to say they have received copies of this policy and guidelines and read and understood them.

Definitions

All definitions are taken from Working Together to Safeguard Young People and Vulnerable Adults 2010.

Children

In the Working Together to Safeguard Young People and Vulnerable Adults 2010 and in the Children Acts 1989 and 2004 respectively, **a child** is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout. 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 for children and young people, does not change his or her status or entitlement to services or protection under the Children Act 1989.

What is Safeguarding and promoting the welfare of young people and vulnerable adults?

Safeguarding and promoting the welfare of young people and vulnerable adults is defined as:

- Protecting young people and vulnerable adults from maltreatment;
- Preventing impairment of young people and vulnerable adults health or development;
- Ensuring that young people and vulnerable adults are growing up in circumstances consistent with the provision of safe and effective care; and undertaking that role so as to enable those young people and vulnerable adults to have optimum life chances and to enter adulthood successfully.

Young people at serious risk of harm from community based violence such as gang, group and knife crime are likely to have significant needs. Agencies and professionals need to ensure that the safeguarding process responds effectively to the needs of young people and vulnerable adults at risk of suffering violence within the community. This may involve both the perpetrators and victims of violent activity.

Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific young people and vulnerable adults who are suffering or are likely to suffer significant harm. Effective child protection is essential as part of wider work to safeguard and promote the welfare of young people and vulnerable adults. However, all agencies and individuals should aim to proactively safeguard and promote the welfare of young people and vulnerable adults so that the need for action to protect young people and

vulnerable adults from harm is reduced.

Young people who are defined as being **'in need'**, under section 17 of the Children Act 1989, are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development or their health and development will be significantly impaired, without the provision of services

(Section 17(10) of the Children Act 1989) plus those who are disabled. The critical factors to be taken into account in deciding whether a young person is in need under the Children Act 1989 are:

- What will happen to a young person's health or development without services being provided
- The likely effect the services will have on the young person's standard of health and development.
- Local authorities have a duty to safeguard and promote the welfare of young people in need.

Significant harm

Some young people are in need because they are suffering, or likely to suffer significant harm. The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of young people and gives local authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a young person who is suffering, or likely to suffer, significant harm.

A court may make a care order (committing the young person to the care of the local authority) or supervision order (putting the young person under the supervision of a social worker or a probation officer) in respect of a young person if it is satisfied that:

- The young person is suffering, or is likely to suffer, significant harm; and
- The harm or likelihood of harm is attributable to a lack of adequate parental care or control

There are no absolute criteria on which to rely when judging what constitutes significant harm. Consideration of the severity of ill-treatment may include the degree and the extent of physical harm, the duration and frequency of abuse and neglect, the extent of premeditation and the presence or degree of threat, coercion, sadism and bizarre or unusual elements. Each of these elements has been associated with more severe effects on the young person and/or relatively greater difficulty in helping the young person overcome the adverse impact of the maltreatment. Sometimes, a single traumatic event may constitute significant harm for example, a violent assault, suffocation or poisoning. More often, significant harm is a compilation of significant events, both acute and long-standing which interrupt, change or damage the young person's physical and psychological development. Some young people live in family and social circumstances where their health and development are neglected.

For them, it is the corrosiveness of long-term emotional, physical or sexual abuse that causes impairment to the extent of constituting significant harm. In each case, it is necessary

to consider any maltreatment alongside the young person's own assessment of his or her safety and welfare, the family's strengths and supports as well as an assessment of the likelihood and capacity for change and improvements in parenting and the care of children and young people.

Under section 31(9) of the Children Act 1989 as amended by the Adoption and Children Act 2002: 'harm' means ill-treatment or the impairment of health or development including for example, impairment suffered from seeing or hearing the ill-treatment of another
'Development' means physical, intellectual, emotional, social or behavioural development
'Health' means physical or mental health. 'Ill treatment' includes sexual abuse and forms of ill-treatment which are not physical.

Under section 31(10) of the Act:

Where the question of whether harm suffered by a young person is significant turns on the young person health and development, his or her health or development shall be compared with that which could reasonably be expected of a similar young person.

To understand and identify significant harm, it is necessary to consider:

- the nature of harm, in terms of maltreatment or failure to provide adequate care;
- the impact on the young person's health and development;
- the young person's development within the context of their family and wider environment;
- any special needs such as a medical condition, communication and impairment or disability, that may affect the young person's development and care within the family;
- the capacity of parents to meet adequately the young person's needs;
- The wider and environmental family context.

The young person's reactions, his or her perceptions and wishes and feelings should be ascertained and the local authority should give them due consideration so far as is reasonably practicable and consistent with the young person's welfare and having regard to the young person's age and understanding.

To do this depends on communicating effectively with children, young people and vulnerable adults including those who find it difficult to do so because of their age, impairment or their particular psychological or social situation. This may involve using interpreters and drawing upon the expertise of early years workers or those working with disabled people. It is necessary to create the right atmosphere when meeting and communicating with young people and vulnerable adults to help them feel at ease and reduce any pressure from parents, carers or others.

Young people and vulnerable adults will need reassurance that they will not be victimised for sharing information or asking for help or protection this applies to young people and vulnerable adults living in families as well as those in institutional settings including custody. It is essential that any accounts of adverse experiences coming from young people and vulnerable adults are as accurate and complete as possible. Accuracy is key for without it effective decisions cannot be made and equally, inaccurate accounts can lead to young

people and vulnerable adults remaining unsafe or to the possibility of wrongful actions being taken that affect young people and vulnerable adults.

Abuse and neglect

Abuse and neglect are forms of maltreatment of a young person and vulnerable adult. Somebody may abuse or neglect young people and vulnerable adult by inflicting harm or by failing to act to prevent harm. Young people and vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example via the internet. They may be abused by an adult, adults or another young person.

Physical abuse

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

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a young person and vulnerable adult such as to cause severe and persistent adverse effects on the young person's and vulnerable adult's emotional development. It may involve conveying to young people and vulnerable adults 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 young people and vulnerable adults opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on young people and vulnerable adults. These may include interactions that are beyond the young person and vulnerable adult's developmental capability as well as overprotection and limitation of exploration and learning or preventing the young person and vulnerable adult participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing young people and vulnerable adults frequently to feel frightened or in danger or the exploitation or corruption of young people and vulnerable adults. Some level of emotional abuse is involved in all types of maltreatment of a young person and vulnerable adult though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person/vulnerable adult to take part in sexual activities not necessarily involving a high level of violence, whether or not the young person/vulnerable adult is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities such as involving young people/vulnerable adults in looking at, or in the production of, sexual images, watching sexual activities, encouraging young people/vulnerable adults to behave in sexually inappropriate ways or grooming a young person/vulnerable adult in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other young people/vulnerable adults.

Neglect

Neglect is the persistent failure to meet a young person/vulnerable adult basic physical and/or psychological needs likely to result in the serious impairment of the young person/vulnerable adult health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, 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)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of or unresponsiveness to a child's basic emotional needs.

What to do if you have a safeguarding concern?

As a volunteer or staff member of Daisy Inclusive UK if you have a safeguarding concern then you must follow the procedures set out in the flow chart.

In any case where an allegation is made or someone has concerns about a young person/vulnerable adult's welfare, a cause for concern record should be made (See Appendix 1).

All records kept about instances of concern should be kept locked in a filing cabinet at Daisy Inclusive UK. In the event that the allegation is investigated by the Police or Children's Social Care, this record will become vital evidence that will be used in any subsequent court action. It is important therefore that full and accurate details are recorded of all facts and actions as and when they occur.

Staff should discuss the concern with their safeguarding officer. Volunteers should discuss with safeguarding lead or deputy if they are not available and make a written report of the situation before their duties for the day end.

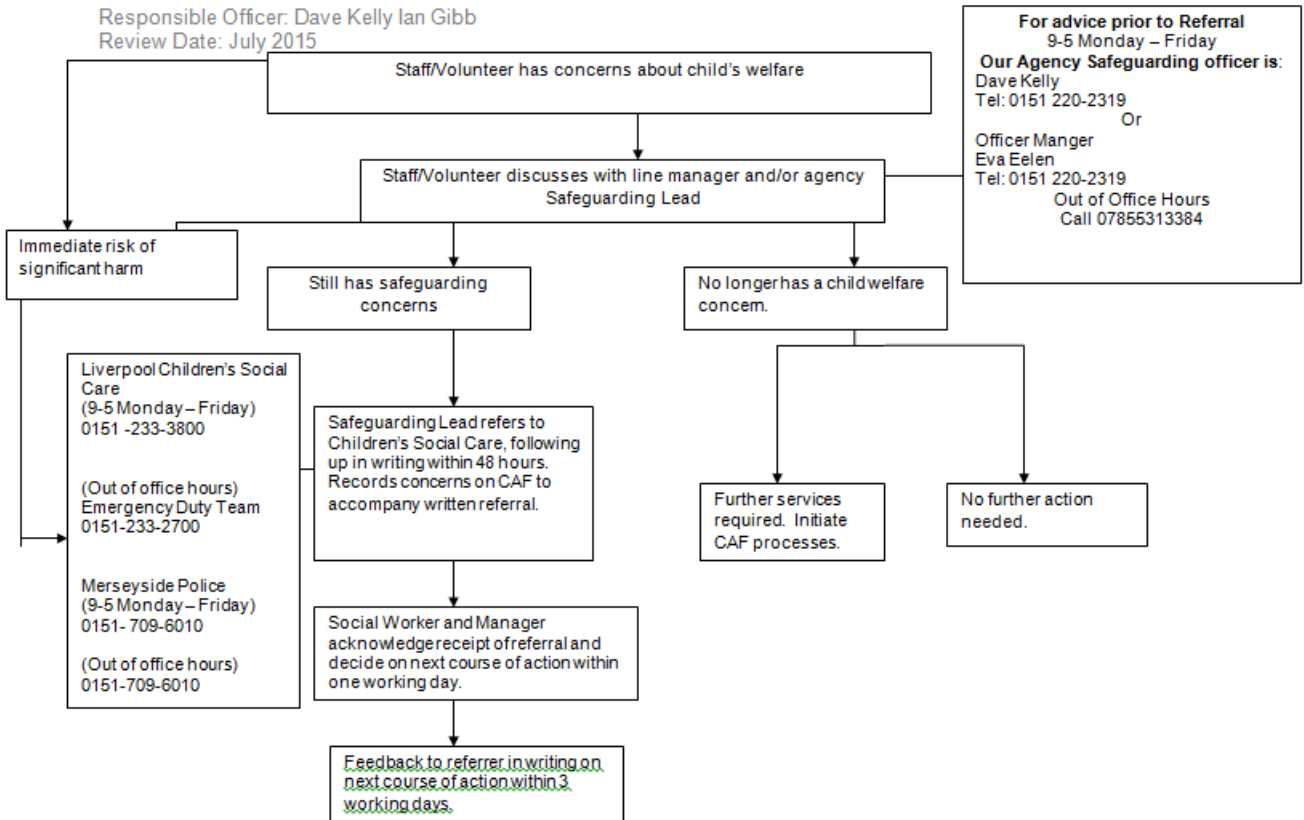
If there is immediate danger to the young person/vulnerable adult, you must act promptly by calling one of the following agencies: Liverpool Children's Social Care or Merseyside Police. If they are injured you must seek medical assistance and call 999 immediately. Under no circumstance must you take them for treatment in your car unaccompanied by another member of staff.

If after the conversation with your safeguarding officer there is still safeguarding concerns then the safeguarding officer needs to refer to Children's Social Care following up in writing within 48 hours.

If after the discussion with the safeguarding officer there are no longer young person/vulnerable adult welfare concerns but further services are required,

The safeguarding officer should initiate Common Assessment Framework (CAF) process. This is to promote multi agency working at an early stage in order to identify and provide services to young people/vulnerable adults in need of additional support before their needs escalate.

Responsible Officer: Dave Kelly Ian Gibb
Review Date: July 2015



Allegations Management

All allegations of abuse made by children and young people/vulnerable adults should be brought to the attention of the designated safeguarding officer who will work with the Local Authority Designated Officer (LADO).

- Action will be taken under this heading where an allegation is made against a member of staff or a volunteer.
- All allegations must be reported to the safeguarding officer. If the allegation is against the safeguarding officer, then the allegation is to be made to the deputy safeguarding Office.
- An accurate written record including nature of concern, time and date and must be drafted by the staff member or volunteer taking the allegation and provided to the safeguarding officer/ deputy safeguarding officer.

Safer Recruitment Standards

- Treat all would be staff and volunteers as job applicants for any position involving contact with children and young people/vulnerable adults. Anyone offering to work within Daisy Inclusive UK and coming into contact with children or young people/vulnerable people will be required to go through our volunteer application process, including completing an application form complete with a declaration about previous criminal convictions. (Rehabilitation of Offenders Act 1974 (Exemption Order 1975)), taking references, undergoing an interview.

- All staff and volunteers working with children and young people/vulnerable adults must be taken through the safeguarding policy by their supervisor, who must ensure they are conversant with the policy.
- The safeguarding officer and those staff employed by Daisy Inclusive UK must undergo regular safeguarding children training. Safeguarding children training should be at least every 3 years for staff and volunteers and at least every two years for safeguarding officer. It should also be at a level appropriate to their role for example the safeguarding officer would be required to undertake multi-agency level 3 safeguarding training.
- Daisy Inclusive UK staff and the lead volunteers for each project will undergo an enhanced CRB disclosure.
- Follow good practice as set out in the Safer Recruitment Standards.