

Safeguarding Children and Vulnerable Adults Policy

October 2019

Working with children and vulnerable adults brings with it a responsibility to keep them safe. The Senedd Commission (the Commission) is committed to ensuring that all those involved in its work are safeguarded and their rights protected at all times. The safety and welfare of children and vulnerable adults is of paramount consideration.

01. THE PURPOSE AND SCOPE OF THIS POLICY

The purpose of this policy is:

- to take the steps within our control to protect children and vulnerable adults, both during visits to the Senedd, and when our staff engage with them in the community.
- to provide employees, contractors, volunteers and those on work experience or similar arrangements (collectively referred to in this document as 'staff') with the overarching principles that guide our approach to safeguarding.

This policy applies to staff of the Senedd Commission.

Members of the Senedd and their Support Staff are not employees of the Senedd Commission. However, it is prudent for all Members of the Senedd and their Support Staff working with the



Commission which brings them into contact with children to mirror this policy in their own child protection and safeguarding measures (whether or not a contractual obligation exists).

In this policy and any related procedures, 'children' refers to children up to the age of 18 years and 'vulnerable adults' refers to a person aged 18 years or over, who is in receipt of or may receive or be in need of, care or support services by reason of learning or physical disability, age or illness and who may be unable to take care of themselves, against exploitation of harm.

02. LEGAL FRAMEWORK

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable adults in Wales. The law and statutory guidance means that the Commission must act to protect children. The Commission recognises the frameworks of relevant legislation and statutory guidance in Wales, including;

- Children Act 1989;
 - Children Act 2004;
 - Safeguarding of Vulnerable Groups Act 2006;
 - Rights of Children and Young Persons (Wales) Measure 2011;
 - Social Services and Well-being (Wales) Act 2014; and
 - All Wales Child Protection Procedures 2008
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¹ Under Part 7 of the Social services and Well Being (Wales) Act 2014, an 'adult at risk' is defined as:

- (a) is experiencing or is at risk of abuse or neglect
- (b) has needs for care and support (whether or not the 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 Commission recognises the importance of The UN Convention on the Rights of the Child 1989. The Convention underpins policy, decision making and the legislative processes both within Wales. It sets out the fundamental rights of children and includes the right for protection from all forms of abuse, neglect and exploitation.

03. RELATED POLICIES AND PROCEDURES

This policy should be read alongside our organisational policies and procedures including;

- Dignity and Respect Policy;
- Discipline Policy and Procedure;
- Staff Code of Conduct; and
- ICT Security and Usage Rules.

We believe that:

- children and vulnerable adults should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and vulnerable adults and to seek to keep them safe and to work in ways that protect them.

We recognise that:

- the welfare of the child or vulnerable adult is paramount;
- all children and vulnerable adults regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have the right to equal protection from all types of harm or abuse;
- some children and vulnerable adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues; and
- working in partnership with children and vulnerable adults, their parents, carers and other agencies is essential in promoting their welfare.



We seek to keep children and vulnerable adults safe by:

- valuing, listening to and respecting them;
- appointing Designated Safeguarding Officers (DSOs). Their role is set out later in this document;
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff;
- developing and implementing an effective online safety policy and related procedures;
- providing effective management for staff through supervision, support, training and quality assurance measures;
- recruiting staff safely, ensuring all necessary checks (as appropriate to the role) are made;
- recording and storing information professionally and securely;
- sharing information about safeguarding and good practice with children and vulnerable adults, their families/carers and staff via leaflets, posters, group work and one-to-one discussions;
- using our procedures to share concerns and relevant information with agencies who need to know, and involving children, vulnerable adults, parents, families and carers appropriately;
- using our procedures to manage any allegations against staff appropriately;
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
- ensuring that we have effective complaints and whistleblowing measures in place; and
- ensuring that we provide a safe physical environment for children, vulnerable adults, and staff, by applying health and safety measures in accordance with the law and regulatory guidance.



Terminology

For the purposes of this policy and procedures, the following terms are used:

Safeguarding and promoting the welfare of children: This means protecting children from maltreatment; preventing harm to children's health or development; ensuring children grow up with the provision of safe and effective care; and taking action to enable children to have the best outcomes.

Child protection: This is part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm. Different types of abuse (physical, emotional, sexual or neglect) may constitute significant harm and there are more details about these forms of abuse given in the accompanying procedures.

Child abuse: This is the maltreatment of a child. A person may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children can be abused in a family or in an institution or community setting by those known to them or, more rarely, by others (e.g. someone in authority or via the internet). Children may be abused by one or more adult or by another child or children.

04. DESIGNATED SAFEGUARDING OFFICERS (DSO)

Whilst safeguarding is the responsibility of everybody who works in the Commission, the DSOs are the lead personnel for Safeguarding and have both a strategic and operational role. The DSOs:-

- are responsible for managing safeguarding concerns within the Commission;
- are the central point for reporting and dealing with safeguarding concerns and allegations;
- handle referral and liaison with external agencies and the Police; and
- provide advice and guidance to staff on Safeguarding matters and concerns.



The names and contact details of the DSOs are listed below. They should be contacted in the order in which they appear in this list.

First DSO

Lowri Williams

Head of Human Resources



Lowri.Williams2@senedd.wales



0300 200 6461

Second DSO

Gareth Price

Head of Communications



Gareth.Price2@senedd.wales



0300 200 6330

THIRD DSO

Siân Wilkins

Head of Chamber and Committee Services



Sian.Wilkins@senedd.wales



0300 200 6380



FOURTH DSO

Kathryn Potter
Head of Research Service



Kathryn.Potter@senedd.wales



0300 200 6587

If no DSO is available or out of hours

Chief Executive or Directors

To get in touch with the DSOs, Chief Executive or Directors out of hours please liaise with the Security Duty Manager on 07800 978 173 who will contact the relevant person on your behalf.

If you have concerns that the child's life is at risk of immediate harm

Police



999

Senedd Police Unit



0300 200 6561

Office Hours:

Term time: Mon, Thurs, Fri, 07:30 – 18:00: Tue, Wed, 07:00 –
19:00: Sat, Sun, 09:00 – 17:00.



If the DSOS, chief executive or directors are unavailable

NSPCC



0808 800 5000

Cardiff Children's Services



029 2053 6490 (08:30 – 17:00 Mon – Fri)



029 2078 8570 (Emergency Duty Support Team - Out of Hours)

If it is necessary to report an incident involving a child from another local authority i.e. not Cardiff, contact should be made with the appropriate Authority's children's or adult's services

NSPCC Childline (a confidential advice line for children and young people)



0800 1111

Action on Elder Abuse Cymru



0808 8808 8141

Cardiff Adult Safeguarding Team



0808 8808 8141



029 2078 8570 (Emergency duty officer if call is outside office hours)



The Commission is committed to reviewing its policies and procedures for safeguarding and child protection one year after its implementation and then every two years or in line with any new relevant legislation or significant event or change.

This guidance was produced in consultation with NSPCC Cymru.

A summary of this document is available in languages other than English and Welsh upon request.

If you require a copy of this document in an alternative format, please contact:



Senedd

Cardiff Bay



www.senedd.wales



contact@senedd.wales



0300 200 6565

We welcome calls from people using the Text Relay service

We are committed to reviewing our policy and good practice every two years..

This policy was last reviewed on:(date)

Signed:



Title of this document

Date:

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