



**PLAS Y BRENIN**

**Policy and Procedures for the protection  
of vulnerable adults from abuse and child  
protection**

**May 2018**

**Policy statement:**

Plas y Brenin acknowledges its duty of care to safeguard and promote the welfare of children and vulnerable adults. This policy sets out Plas y Brenin's approach to fulfilling its commitment to creating and maintaining a safe and enjoyable environment for young people and adults to take part in outdoor and adventurous activities at Plas y Brenin.

This policy operates in conjunction with the legislation governing safeguarding and protecting young people and vulnerable adults and complies with best practice of British Canoeing, British Cycling, Mountain Training and British Orienteering.

The policy recognises that the welfare and interests of children and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children and vulnerable adults have a safe, positive and enjoyable experience at Plas y Brenin.

As part of our safeguarding policy, Plas y Brenin will:

- Promote and prioritise the safety and wellbeing of young people and vulnerable adults in a safe and enjoyable environment.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to young people and vulnerable adults.
- Ensure that action is taken in the event of incidents/concerns of abuse and support is provided to the individual/s that may raise or disclose the concern.
- Ensure that all information is stored in a secure place with limited access to the designated people in line with data protection laws.
- Ensure that confidentiality is maintained and that information is handled and disseminated on a need to know basis only. This may include other organisations.
- Ensure the implementation of best practice regarding recruitment of individuals working with young people and vulnerable adults.
- Ensure that a robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved at Plas y Brenin. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

## **Recruitment**

Plas y Brenin recruits all staff by obtaining full personal details and application forms with particular relevance to previous work with children and young people. Plas y Brenin have a sound recruitment procedure and record when satisfied that the applicant has the appropriate skills, knowledge and safeguarding suitable for the role.

The recruitment process is detailed in the employee handbook.

## **Induction and training**

PYB has a clear recruitment, induction and training strategy detailing clear job descriptions, terms and conditions of employment, staff responsibilities and all relevant procedures. This procedure is stated in the employee handbook.

New staff receive health and safety and safeguarding training as part of their induction and sign to record they have received and understood the training and documentation. New staff have a 3-month probationary period and will then be observed and appraised at regular intervals throughout their period of employment.

Department Managers are responsible for ensuring this is in line with Plas y Brenin's employment and recruitment policy.

## **Confidentiality**

Plas y Brenin has a clear policy regarding confidentiality and information sharing including 'whistle blowing'; these details are available in the employee handbook. Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of young people and vulnerable adults. Individual cases will only be shared and discussed with the appropriate agencies/people on the 'need to know' basis.

The 'seven golden rules of sharing information' provide guidance on information sharing:

- Remember that the Data Protection Act 1998 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
- Be open and honest with the individual (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.
- Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- Share with informed 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, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts

of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.

- Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
- Necessary, proportionate, relevant, adequate, 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 individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
- Keep a record of your decision and the reasons 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.

Reference: [www.gov.uk](http://www.gov.uk) Information sharing advice for safeguarding practitioners 2015

### **Record keeping**

All records and information are stored in a secure place with limited access to the designated safeguarding officers and senior managers in line with data protection laws.

All records will be recorded by the person with the concern within 24 hours, on headed paper or the safeguarding incident reporting form and will be factual and non-judgemental.

Reference: [www.thecpsu.org.uk](http://www.thecpsu.org.uk) 'Guidance on child protection records, retention and storage'

All Plas y Brenin staff and volunteers involved in sport for young people have a great opportunity to be a positive role model and help build an individual's confidence. All Plas y Brenin staff are passionate about the outdoors and are committed to sharing their experience, skills and knowledge with all. They are responsible for ensuring that the environment in which young people engage in outdoor sport is a safe one which provides them with a fun experience.

The following code of conduct aims to provide a positive, safe and fun experience for young people during their stay at Plas y Brenin.

Plas y Brenin staff and volunteers should:

- Ensure the safety of all children by providing effective supervision, select appropriate venues, plan and structure sessions and use appropriate equipment at all times.
- Hold the appropriate qualifications, First Aid and DBS relevant to their role and responsibilities.
- Be familiar with Plas y Brenin's guidance notes and risk assessments for activities undertaken.
- Consider the wellbeing and safety of participants before the development of performance.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with Plas y Brenin's procedures and policies.

- Maintain confidentiality about sensitive information and report accidents or incidents of alleged abuse or poor practice to the designated person.
- Be a positive role model, displaying consistently high standard of behaviour and appearance; remember children learn by example.
- Develop an appropriate working relationship with young people, based on mutual trust and respect. Particular attention should be drawn to the Sexual Offences Act 2003 with regards 'abuse of position of trust'.
- Show high standards of care by being positive and approachable; treat all young people fairly and ensure they feel valued. Have no favourites. All disciplinary measures are non-violent and do not humiliate young people. Establish and address the needs of disabilities or other vulnerable groups.
- Encourage all young people not to discriminate on the grounds of religious beliefs, race, gender, social classes or disability. Never condone rough or dangerous play, bullying or the use of bad language or inappropriate behaviour.
- Administer First Aid in the presence of others. Have access to a telephone for immediate contact to emergency services if required.
- Avoid spending excessive amounts of time alone with young people unless there are exceptional circumstances.

### **Policy Review**

The policy will be reviewed annually or when there are legislative changes or after a case of poor practice instigates a review of the procedures and policies.

A copy of the full policy document is available on request.