



# **Guidance on developing a policy for safeguarding children and vulnerable adults**

## **Introduction**

Every child or vulnerable adult deserves to be happy and secure in their activities. And their carers or parents need to feel sure that the people in charge of these activities are trustworthy, responsible and will do everything they can to keep the vulnerable adult or child safe from harm.

Unfortunately, sometimes people who work or volunteer with such organisations may pose a risk to children or vulnerable adults and may wish to harm them. It is therefore the duty of every voluntary organisation working in this sector to put in place safeguards to protect the children, young people or vulnerable adults with whom they work.

In addition, organisations will want to consider how to avoid putting their workers in positions where abuse might be alleged, and to ensure that all workers know exactly what to do should abuse be suspected. The emphasis has widened in recent years to not only protect the vulnerable from abuse and neglect but to actively promote the welfare of children and young people - not just to protect but to safeguard.

For all organisations working with children, young people or vulnerable adults, it is essential to carefully consider safeguarding both vulnerable people and the staff who have responsibility for them. Such organisations should draw up a safeguarding policy. Alongside this there should be a set of procedures to put what is intended into practice.

It is the responsibility of all such organisations to continually review and monitor their safeguarding policy and procedures, gaining further advice and information wherever possible. All your workers should be aware of your policy and procedures in order to understand their individual responsibilities and help promote best practice.

## **What is covered in this document**

This document does not include a model policy nor does it give a definitive guide to writing up your child or vulnerable adult protection policy. Circumstances will vary as to the size, aims and services provided by an organisation. You are therefore advised to get additional advice such as from your Local Safeguarding Children Boards (via your local authority), umbrella body or membership organisation, or local CVS.

However this document does aim to put the requirements into context, to explain some of the terms used, to give an overview of the sorts of things that should be considered in your policy and procedures, and to provide contact details of additional sources of information.

It is not intended as a comprehensive guide, rather as a starting point for organisations committed to safeguarding children or vulnerable adults.

## **The Main Legislation**

### **The Rehabilitation of Offenders Act (1974)**

This act made any convictions 'spent' after a certain period and the convicted person would not normally have to reveal or admit the existence of a spent conviction. In most circumstances, an employer cannot refuse to employ someone, or dismiss them, on the basis of a 'spent' conviction. However under this act all applicants for positions which give them "substantial, unsupervised access on a sustained or regular basis" to children, must declare all previous convictions whether spent or unspent, and all pending cases against them.

### **The Children Act 1989**

This act provided legislation to ensure that the welfare and developmental needs of children are met, including their need to be protected from harm.

### **The Police Act 1997**

This act contained the provision to set up the Criminal Records Bureau for England and Wales.

Under this act it is a criminal offence for an employer to

- not check an employee working with children or vulnerable adults
- give a job to someone who is inappropriate to work with children or vulnerable adults when they know this to be case.

### **The Protection of Children Act 1999**

Under this act, childcare organisations (defined as those that are 'concerned with the provision of accommodation, social services or health care services to children or the supervision of children') must make use of the Disclosure Service in their recruitment and reporting processes and urges other organisations working with children to also do so.

### **Criminal Justice and Court Services Act 2000**

This act covers Disclosures and child protection issues. It contains the list of convictions that bar offenders from working with children in 'regulated positions'. These types of 'regulated positions' are defined in this act and include:

- any employment in schools, children's homes, day care premises where children are present
- caring for, training, supervising, or being in sole charge of children
- unsupervised contact with children
- other positions which give the kind of access or influence which could put children at risk if held by a disqualified person (e.g. management committee members).

### **Care Standards Act 2000**

A CRB disclosure is required for most roles in organisations providing care or health services regulated under this act. This act also sets out the Protection of Vulnerable Adults scheme.

**The POVA or Protection of Vulnerable Adults scheme** was launched in 2004 by the Department of Health and the National Assembly for Wales. This includes the POVA list (see below in *definitions of terms*).

Legislation with regard to those working with vulnerable adults is less developed and more open to interpretation.

### **Every Child Matters and the Children Act 2004**

In September 2003 the Government set out in the Green Paper 'Every Child Matters' its proposals for a radical reorganisation of children's services – from hospitals and schools, to police and voluntary groups. Subsequently 'Every Child Matters: Change for Children' was issued and the Children Act 2004 was passed. Over the next few years, every local authority will lead on integrated delivery of services for children and young people through multi-agency children's trusts. Local authorities are also required to set up statutory Local Safeguarding Children Boards which are replacing the non-statutory Area Child Protection Committees. The children's trusts are a direct response to Lord Laming's report of the inquiry into the death of Victoria Climbié, which highlighted the extent to which better working together and better communication was crucial. Further details from <http://www.everychildmatters.gov.uk/>

### **Vetting and Barring Scheme**

In response to recommendation 19 of the Bichard Inquiry Report into child protection procedures following the Soham murders, the government is planning the introduction of a new vetting and barring scheme for people whose jobs bring them into contact with children and vulnerable adults. This is subject to Parliament approving the Safeguarding Vulnerable Groups Bill.

Changes to the current vetting and barring processes include integrating List 99 and POCA (see below in *definitions of terms*) to create a single list of people barred from working with children and providing a separate, but aligned, list of people barred from working with vulnerable adults. Also under the Bill, all those employing individuals to work closely with children will be required to check on their current barred status (via the Criminal Records Bureau) before employing them, except where the employment occurs in the context of private arrangements between family or friends.

The new vetting and barring scheme is likely to be introduced in 2008. Further details from

<http://www.everychildmatters.gov.uk/vettingandbarring/>

## Definitions of Terms

### Child

A child is legally defined as anyone under the age of 18.

### Vulnerable Adults

The definition of vulnerable adult as expressed in the **The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002** "a person aged 18 or over who has a condition of the following type:

- (i) a substantial learning or physical disability;
- (ii) a physical or mental illness or mental disorder, chronic or otherwise, including an addiction to alcohol or drugs; or
- (iii) a significant reduction in physical or mental capacity."

### Abuse

Abuse is the violation of an individual's human rights. It can be a single act or repeated acts. It can be physical, sexual, or emotional. It also includes acts of neglect or an omission to act. In all forms of abuse there are elements of emotional abuse. Vulnerable adults may also suffer additional types of abuse such as being manipulated financially or being discriminated against. Other examples of abuse include inflicting physical harm such as hitting or misuse of medication, rape and sexual assault or exposure to sexual acts without informed consent, emotional abuse such as threats, humiliation and harassment, exploitation, ignoring medical or physical needs, withholding of necessities of life such as food or heating. This list is not definitive.

### Spent Convictions

Under the Rehabilitation of Offenders act 1974, if a person convicted of an offence is not convicted again during a specified 'rehabilitation period', the conviction is 'spent' (this would not include serious criminal offences). Usually the person does not have to reveal or admit the conviction, nor can an employer refuse to employ someone because of the spent conviction. However there are some exceptions, particularly to protect children and other vulnerable groups (see further details above in 'Legislation'). An employer should not ask for a CRB Disclosure or for details of spent criminal convictions unless the post is one covered under the Rehabilitation of Offenders Act exceptions order or there is statutory obligation to do so.

### Social Services Department

If there is a concern about the possible abuse of a child, young person or vulnerable adult, the local authority social services department should be contacted. It is their legal responsibility to find out if abuse has taken place. *It is **not** the role of your organisation to decide whether abuse has taken place, only to report allegations to Social Services or the Police.* If your organisation investigates the suspected abuse, it could actively damage chances of the case reaching resolution.

## **Local Safeguarding Children Boards (LSCBs)**

The LSCBs are statutory bodies set up by local authorities. They have replaced the Area Child Protection Committees which were non-statutory. Every local area now needs to have an LSCB. The aim is to ensure that key agencies work together effectively to ensure that children are safeguarded properly. The core membership of LSCBs is set out in the Children Act 2004, and includes local authorities, health bodies, the police and others. When working out your organisation's protection procedures you are advised to contact your local LSCB. They also may be able to provide training. Go to <http://www.londoncpc.gov.uk/contacts.htm> for contact details of all LSCBs and for local borough social services department.

## **Criminal Records Bureau**

This Home Office agency was set up in 2002 to replace the old system of police checks. It provides the Disclosure service to help organisations recruit more safely, with checks on information held by the police and government departments. Their website is at [www.crb.gov.uk](http://www.crb.gov.uk) (NB The new CRB website combines the existing Disclosure [www.disclosure.gov.uk](http://www.disclosure.gov.uk) and CRB websites to offer a 'one-stop-shop' for all CRB information).

CRB Customer Services

PO Box 110

Liverpool

L69 3EF

General Enquiries: 0870 90 90 811

## **Disclosure document**

This is a document containing information held by the police and the Department of Health and the Department for Education and Skills, which can help organisations make safer recruitment decisions. Details of the Disclosure service can be found on the CRB website [www.crb.gov.uk](http://www.crb.gov.uk).

## **Standard Disclosure**

This is the minimum level of Disclosure recommended for anyone with direct but *supervised* contact with children or vulnerable adults. It contains information on all criminal records, both spent and unspent, and List 99, POCA or POVA lists (see below). A Standard Disclosure is only appropriate if the postholder is guaranteed not to have unsupervised access to children or vulnerable adults. CRB advise employers that if in doubt, do an Enhanced check. The current CRB fee for a Standard Disclosure is £31.00 (from April 2006) and the application process will take at least 2 weeks. Disclosures are free of charge for volunteers (but not people on work experience or placements). The CRB's definition for a volunteer is a **person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives**. They consider that volunteers are not individuals who expect to receive a benefit for the activity such as an expected credit towards a qualification gained by someone on a placement.

## **Enhanced Disclosure**

This is the level of Disclosure for anyone whose work regularly involves caring for, training, supervising or being in sole charge of young people under 18 or vulnerable adults. In addition to the information provided for a Standard Disclosure, it may also contain information held by the police which is thought relevant but which may not have led to a conviction. The current CRB fee for an Enhanced Disclosure is £36.00 and the application process will take at least 3 weeks. Disclosures are free of charge for volunteers (but not people on work experience or placements – for the CRB's definition of volunteers see 'Standard Disclosure' above).

## **Umbrella Registered Bodies**

Organisations who need over 100 checks per year can register with the CRB in order to process applications to the Disclosure service for their own employees. The current registration fee is £300 plus £5 for each additional countersignatory.

Umbrella Registered Bodies can countersign applications for Disclosure checks on behalf of other organisations and their employees. The CRB website [www.crb.gov.uk](http://www.crb.gov.uk) has a database of umbrella organisations in England, Scotland and Wales. Alternatively Ofsted may be able to help (0845 601 4771).

In addition the following organisations can act as umbrella bodies throughout the UK:

- Nottingham Council for Voluntary Service  
CRD Service, NCVS, 7 Mansfield Road, Nottingham NG1 3FB or telephone 0115 934 9590 or email: [volunteershop@nottinghamcvs.co.uk](mailto:volunteershop@nottinghamcvs.co.uk)
- Assuramed Healthcare Limited  
Steeple House, Percy Street, Coventry CV1 3BY  
Telephone 024 76 630678 or email: [sales@assuramed.com](mailto:sales@assuramed.com)  
[www.assuramed.com](http://www.assuramed.com)
- Crime Concern  
contact Tracy Madgwick, HR Manager  
email: [tracy.madgwick@crimeconcern.org.uk](mailto:tracy.madgwick@crimeconcern.org.uk),  
fax: 01793 863555, mobile: 07899 665506  
[www.crimeconcern.org.uk](http://www.crimeconcern.org.uk)

Umbrella bodies normally charge a small administration fee on top of the CRB fee for the Disclosure. However there is no CRB fee for Disclosures for Volunteers.

## **List 99**

A confidential list of adults who are banned from working with children or who have had restrictions placed on their employment. The list is held by the Department for Education and Skills (DfES). Schools must make sure that no-one who is on List 99 has regular contact with children.

### **POCA list**

This is the Protection of Children Act list of people who are unsuitable for employment with children in childcare roles. The list is held by the Department of Health.

### **POVA list**

This the Protection of Vulnerable Adults confidential list of careworkers who have harmed vulnerable adults in their care. The list is held by the Department of Health.

### **Good practice**

Safeguarding children and vulnerable adults is not just a matter of checking potential recruits off against the lists mentioned above, and going through the Disclosure service. Offenders may not have a relevant criminal record nor have come to the notice of the authorities, or they may give a false name. Depending on the role and responsibilities and the type of services provided a Disclosure check may not even be appropriate.

Organisations who fall under the remit of the Care Standards Act or are 'Childcare organisations' as defined in the Protection of Children Act *must* screen their staff and volunteers. (It is worth noting that organisations who provide activities for children under the age of 8 for more than 2 hours a day may need to be registered with National Care Standards Commission as a daycare provider). Other organisations have a 'duty of care' towards the people they work with, i.e. to do everything reasonable within your power to protect others from harm, which *may* include checking if someone has a criminal record, dependent on what is decided as appropriate following a risk assessment.

In addition with the Government's proposed Safeguarding Vulnerable Groups Bill, there will be changes to the vetting and barring process that will include requiring every employer who employs individuals to work closely with children, to check their status in the proposed new scheme. This will give an immediate and up-to-date indication on whether the individuals are barred from such work.

Wherever possible, you are advised to get the CRB check (if appropriate) *before* a new member of staff starts work. However if this is not possible, such as when waiting for the disclosure may delay the whole project, you are advised to only employ a person if you are satisfied, on the basis of other checks you make (such as following up references), that it is safe to do so. Also make sure that the new member of staff's contact with children or vulnerable adults is not unsupervised until the CRB check is complete. Clear recruitment and supervision procedures can work as a contingency plan in such cases and reduce the potential risk.

What is important to both complement any CRB checks and to ensure good practice in this area of safeguarding, is to review all aspects of your

organisation's policies and procedures including service delivery and health and safety. You will need to carefully consider the planning of a project involving children and young people, including undertaking a risk assessment. You will need to promote good practice within your organisation for example, informing staff about how children and young people should be treated and what type of physical contact is appropriate (if any), how photographs and images are used and stored, how staff and the Management Committee are kept up to date on legislation and policies. You will need to make sure that there is effective recruitment, training and supervision in place, as well as a system for people to raise concerns.

This guide particularly covers the internal personnel issues of a voluntary organisation. It does not cover service delivery in any detail and you are recommended to get further advice and guidance such as from your Local Safeguarding Children Board, CVS or umbrella body or membership organisation when drafting a policy, statement or action plan for this area of your organisation's activity.

### **What your protection policy should consider**

The extent of how much detail and guidance your policy will provide will depend on the size of organisation and the type of contact you have with children or vulnerable adults. The policy statement itself may be brief, perhaps only 1 side of A4 paper. The details to be found in your procedures or action plan are particularly important. They should clearly state what measures have been taken and what measures are to be developed or improved, in other words how the policy will be put into practice. It should be made known to the vulnerable adults or children themselves and available in an accessible format, as well as to parents, carers, volunteers and staff.

Consider the following areas when drawing up your policy:

- Why is the safeguarding policy important?
- Clarify that the policy refers to all children or vulnerable adults regardless of gender, ethnicity, disability, sexuality or religion. Stress that it is the duty of all employed by the organisation to follow it.
- What is abuse? And how might abuse take place in the work carried out by your organisation?
- What to do if there is a suspicion of abuse? Consider what to do if a vulnerable person reports abuse happening at home or elsewhere, and how to get in touch with local authority social services, in case a concern needs to be reported.
- What safeguards are or will be put in place to protect children or vulnerable adults? Consider areas such as the level and type of supervision, providing clear guidelines and procedures, involving parents and carers.
- How will the children or vulnerable adults be informed about their rights and what to do if they have any concerns?

- How will workers be supported in their understanding and awareness of child or vulnerable adult protection issues e.g. what sort of training will be provided?
- How will the policy be put into practice within all levels of your organisation and within all policies and procedures?
- How will the policy be monitored and reviewed?
- How will confidentiality be kept should an allegation be made e.g. how will records be kept and who will have access to them?  
However the welfare of the vulnerable person is paramount and this may mean that you must breach your organisation's rules of confidentiality.
- How will other sensitive or potentially sensitive information be handled e.g. web-based materials and activities

Decide on who within your organisation, will deal with allegations or suspicions of abuse and make sure they get proper child or vulnerable adult protection training. Everyone should be clear about who this person is. They should be the first person staff, volunteers, children or vulnerable adults approach with concerns. This person will appropriately record an allegation or reported incident. They will be responsible for contacting the statutory child protection agency such as the Local Safeguarding Children Board or the police if necessary. This person can also ensure that the policy and procedures are implemented.

The policy statement should be simple, clear and relevant. Sources of examples of model policies are listed in the section 'Other Resources' on page 21.

The policy will be implemented through your actual procedures. Child or vulnerable adult protection should particularly be considered when writing up procedures for:

- Recruitment, induction and training
  - See details below and also the PEACe document [\*'Using the Criminal Records Bureau Disclosure Service – Checklist for Recruitment'\*](#) available to download from [www.lvsc.org.uk/childprotection](http://www.lvsc.org.uk/childprotection).
- Project planning and implementation including:
  - Allow enough time prior to the start of projects to **safely recruit** the right people, and to undertake the necessary checks.
  - During projects what **training** will be provided? How will staff be supervised?
  - Do you have a **code of behaviour** for staff and volunteers in place which will include the appropriate conduct and relationships with children and young people? In drawing up your code you might want to consider areas such as:
    - appropriate touch and language
    - taking children or vulnerable adults to toilets
    - sleeping arrangements
    - supervision

- physical activities such as sports
  - when parents/carers should be notified such as when staff/volunteers have had to change a child or vulnerable adult's clothes
- Do you have a **whistle blowing policy**, which will stress how your organisation protects whistleblowers such as those with a concern about a colleague's behaviour? If you don't have a separate policy, you could consider these issues within your safeguarding policy.
- Do you have an **anti-bullying procedure** in place?
- How will **children, vulnerable adults, parents and carers** be informed of your safeguarding policy and where they can go for help?
- Do you have a **complaints procedure**? This can encourage children and adults to voice any concerns about behaviour in a safe and easy way.
- What **additional costs** (such as for training and checks) will need to be included in your budget?
- Risk assessment and risk management including:
  - The consideration of any risks relating to the protection of children or vulnerable adults – are CRB Disclosures proportionate and relevant to staff and volunteers providing the service?
  - Consider what could go wrong both for the vulnerable person and the organisation, the likelihood of it going wrong, and the impact should this happen.
  - Identify measures to reduce the risk. Decide on what to do if things do go wrong.
  - Can the children or vulnerable adults be involved in the risk assessment?
  - Areas to consider will include (but not be restricted to) proportion of children or vulnerable adults to staff; physical setting; equipment used; first aid provisions and other safety procedures such as evacuation; how special needs are addressed; recording accidents and incidents; insurance cover.
  - Risk management will be an ongoing activity and risk assessments should be regularly reviewed.
- What to do if there is a problem – a suspicion of abuse, an accident or injury, if the child or vulnerable adult confides in or 'discloses' to you.
  - Clarify what the definitions of abuse are, and also list possible signs of abuse. Further information from the NSPCC website at <http://www.nspcc.org.uk/nspcc/helpline?action=showhelplinecontent21&view=hldealingwithabuse>
  - Consider who should be notified.
  - How will records be made, complying with the Data Protection Act 1998.

- How will the child or vulnerable adult who is disclosing to you be treated e.g. reassuring them, not asking leading questions.
- How will the alleged abuser (if a staff member) be informed of their rights under the disciplinary procedure.
- How will confidentiality be kept e.g. limiting access to records to those with a specific interest in the issue, storing them securely and destroying them within a reasonable amount of time unless there is a good reason for keeping them.
- Remember it is the responsibility of the authorities to determine whether abuse has occurred.

## Recruiting Safely

It is worthwhile to prepare a **recruitment procedure** for your organisation to ensure that the process is always effective, safe and fair. Safe recruitment applies to both staff and volunteers.

Details to consider include:

- The **job description and person specification** – clearly define the role, the tasks and skills needed and the type of person most suited to the post. Is a Disclosure check appropriate for the post and if so at what level?
- The **length of time** for recruitment to allow for advertisements to be placed, for taking up references, and for undertaking Disclosure checks if necessary.
- All potential paid staff and volunteers should complete an **application form**. The applicant can be particularly asked about any relevant experience of working with children/vulnerable adults. Send out a copy of your safeguarding policy in the application pack.
- Include a **declaration** within your application forms that all applicants must sign, stating that there is no reason why they should be considered unsuitable to work with children/vulnerable adults. Stress that all information will be treated confidentially and fairly. Suggested wording is:

I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with *children/vulnerable adults*.

Signed..... Date.....

And for work with children, or in health or social services or nursing homes:

Due to the nature of the work you are required to reveal details of all spent and unspent convictions under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

In addition if relevant for work with children or vulnerable adults:

A Criminal Records Bureau *Standard or Enhanced Disclosure [as appropriate]* will be requested should you be offered the position. If called for interview, we encourage all applicants to provide details of their criminal record as part of the recruitment process. This information should be sent under separate, confidential cover.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the

circumstances and background of your offences. This information will be treated in the strictest confidence, and is purely for the purpose of protecting *children/vulnerable adults* with whom we work, and will not be used unfairly. The Association complies with the CRB Code of Practice, a copy of which is available from the office on request.

- Ask for 2 **written references** from applicants and specifically ask referees about the suitability of the applicant for working with children or vulnerable adults. If possible take these up before the interview and get them verified by a follow-up phone call.
- Ask for **photo ID** from the applicant (such as a passport or driving licence) to verify the person's identity.
- Make sure you have the **full employment history** on the application form, requesting explanations for any gaps in employment.
- If employing someone through an **agency**, your organisation must still make sure that the employing organisation has carried out the necessary safe recruitment.
- **Shortlist** against a list of essential and desirable qualifications, skills and experience.
- **Interview** all applicants using a panel of at least 2 representatives from the organisation. The interview provides an opportunity to discuss attitudes to working with children or vulnerable adults and your safeguarding policy.
- Make sure all staff who are involved in the recruitment process receive appropriate **guidance and training** in the relevant legislation including the Rehabilitation of Offenders Act 1974.
- If appropriate the successful applicant must apply for an **Enhanced Criminal Record Disclosure** from the Criminal Records Bureau via your organisation and its umbrella body. They must show this disclosure to you *before* you can confirm them in post. However do not ask them to apply for a Disclosure until the interview process is over and the appointment decision has been made.
- Some organisations are passing the **cost** of the disclosure application and umbrella body administration fee on to the employee. Consider what signal this might give to workers about how high a priority the safeguarding procedure is within your organisation. Organisations are encouraged to include in their budgets the cost of any disclosure checks, including in any funding applications. Expecting any potential employees or volunteers to cover any charges may also discourage applicants.
- The Criminal Records Bureau no longer endorses the use of **portability** whereby a disclosure obtained for a position in one organisation is used for another position in a different organisation. They feel that there are too many inherent risks associated with this practice. Organisations that choose to accept a previously issued Disclosure do so at their own risk. It is essential that your organisation is satisfied that Disclosure checks are relevant and up to date and supported by other safe recruiting procedures. Disclosure checks do not tell you about anything the applicant may have done since the date of the Disclosure.

- Remember to consider all these aspects for **any workers** who come into contact with children and vulnerable adults including volunteers, temporary staff, consultants and trainers, not just permanent employees.
- Make sure **confidentiality** is kept to protect the rights of employees, Management Committee members and volunteers, including the safe handling, storage and disposal of any information provided as part of the recruitment process.
- Ensure that your **equal opportunities policy** is implemented and that you have a **policy for the recruitment of ex-offenders**. (A sample policy statement on the recruitment of ex-offenders is available from the CRB website at <http://www.disclosure.gov.uk/Default.aspx?page=1865>). It is estimated that at least 20% of the population has a criminal record and it would be a huge waste of potential to rule out all individuals with any kind of criminal record. There are no set guidelines on the offences that make an individual unsuitable to work with vulnerable people, other than specified crimes against children including murder, manslaughter, rape, GBH and a number of sexual offences. Careful consideration is required as to what is truly relevant to the post when considering past offences, and to ensure that ability is not missed and that ex-offenders are not discriminated against. The CRB has a list of considerations to take into account with regard to offences:
  - Whether the conviction is relevant to the position
  - The seriousness of the offence
  - The length of time since the offence occurred
  - Whether the applicant has a pattern of offending behaviour
  - Whether the applicant's circumstances have changed
  - The circumstances surrounding the offence and explanation offered by the applicant.
- Make sure that you have a thorough **induction process** in place that will include information on all the organisation's policies and procedures, and training on child/vulnerable adult protection awareness for all new staff and volunteers.
- Include a supervised **probationary period** for all new people to your organisation with mid and end-term reviews. Any new appointment should be conditional on the completion of a successful probationary period, normally six months.
- Provide regular **supervision** for all staff and volunteers and their progress reviewed on a regular basis.
- Encourage a culture of mutual respect throughout your organisation and develop an **anti-bullying and anti-harassment policy** for your organisation.
- In addition aim to have a **whistle-blowing policy** in place, so that staff know that they can disclose confidential information relating to unacceptable behaviour by another member of staff.
- Ensure that **disciplinary and grievance procedures** are in place and that they comply with the statutory requirements.

## Further information

### Criminal Records Bureau

This is the Home Office agency which provides the Disclosure service to help organisations recruit more safely. Their website is at [www.crb.gov.uk](http://www.crb.gov.uk) (NB The new CRB website combines the existing Disclosure [www.disclosure.gov.uk](http://www.disclosure.gov.uk) and CRB websites to offer a 'one-stop-shop' for all CRB information).

CRB Customer Services

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The **Code of Practice** can be downloaded from the CRB website at [http://www.disclosure.gov.uk/PDF/code\\_of\\_practice.pdf](http://www.disclosure.gov.uk/PDF/code_of_practice.pdf).

A sample policy statement on the **recruitment of ex-offenders** is available from the CRB website at

<http://www.disclosure.gov.uk/Default.aspx?page=1865>.

A sample policy for the **Handling and Safe Keeping of Disclosures** is available on the CRB website to download from

<http://www.disclosure.gov.uk/Default.aspx?page=1866>

The **Applicant's Guide to the CRB's Disclosure Service** is available to download from

<http://www.disclosure.gov.uk/Default.aspx?page=1871>.

The **Umbrella Bodies Search Facility** is available at

<http://www.crb.gov.uk/Default.aspx?page=349>

### NSPCC (National Society for the Prevention of Cruelty to Children)

**NSPCC Inform** ([www.nspcc.org.uk/inform](http://www.nspcc.org.uk/inform)) is the UK's only free, online, specialised child protection resource for practitioners, researchers, trainers, policy-makers and other professionals working to protect children providing information on child abuse, child protection and safeguarding in the UK.

**Firstcheck: a step-by-step guide for organisations to safeguard children** published by NSPCC.

This is a guide to developing a child protection policy and procedures and helps organisations recruit trustworthy volunteers or workers. It also provides advice on developing a code of good practice and on training.

The guide can be purchased from [www.nspcc.org.uk/inform](http://www.nspcc.org.uk/inform) or

**NSPCC Publications**

Weston House

42 Curtain Road

London.

EC2A 3NH.

Email: [publications@nspcc.org.uk](mailto:publications@nspcc.org.uk)  
Telephone: 020 7825 7422  
Fax: 020 7825 2763

**Stopcheck: a step-by-step guide for organisations to safeguard children** published by NSPCC.

Drawn from Firstcheck, this guide is aimed at smaller organisations who want to develop a child protection policy and procedures. The guide can be downloaded for free from the NSPCC Inform website: [www.nspcc.org.uk/inform](http://www.nspcc.org.uk/inform) or contact

**NSPCC Publications**

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Telephone: 020 7825 7422  
Fax: 020 7825 2763

NSPCC have also produced **Safeguarding children: everybody's business** which is a training pack for voluntary organisations who require basic child protection training. There is also available the **NSPCC EduCare child protection awareness programmes** which are interactive, distance learning programmes. Further details from the Training and Consultancy section of [www.nspcc.org.uk/inform](http://www.nspcc.org.uk/inform).

In addition to publications, NSPCC Inform undertake research, provide training and consultancy and have a library and information service.

NSPCC Library and Information Service  
Weston House  
42 Curtain Road  
London EC2A 3NH  
Tel: 020 7825 2775  
Fax: 020 7825 2763  
Email: [info@nspcc.org.uk](mailto:info@nspcc.org.uk)

The NSPCC have also launched the **Staying Safe Commitment Scheme** which uses a step-by-step approach for organisations to put child protection policies and procedures in place, supported by NSPCC consultancy services. Further information from [http://www.nspcc.org.uk/inform/trainingandconsultancy/consultancy/stayingsafecommitmentscheme/home\\_ifegap29487.html](http://www.nspcc.org.uk/inform/trainingandconsultancy/consultancy/stayingsafecommitmentscheme/home_ifegap29487.html)

**NSPCC Child Protection Helpline (if you are concerned about a child's safety or welfare) 0808 800 5000**

## **The London Child Protection Committee (LCPC)**

LCPC aims to support and add value at a strategic level, to the safeguarding children work and responsibilities of the London boroughs, the police, health, probation and fire services; and London independent, voluntary and community agencies.

They publish the **London Child Protection procedures**, available to download from <http://www.londoncpc.gov.uk/procedures.htm>

There are also contact details for all the **Local Safeguarding Children Boards in London** as well as social services available at <http://www.londoncpc.gov.uk/contacts.htm>

## **Volunteering England**

Volunteering England is the national volunteer development organisation for England.

There are details of training, free leaflets, publications, and a good practice bank of information within the section **Resources for Managing volunteers** on their website:

<http://www.volunteering.org.uk/managingvolunteers/>

Information available includes a section on **Protection of Vulnerable Clients** in the Good Practice Bank (within the Information Team section), as well as the mini-guide **Safe Involvement of Volunteers with Vulnerable Clients** and **Safe and Alert: A Good Practice advice on volunteers working with vulnerable clients**, both available to order from Publications.

## **Arts Council England**

Arts Council England is the national development agency for the arts in England, distributing public money from Government and the National Lottery.

### **Keeping Arts Safe**

The Arts Council has produced an in-depth guide, produced in collaboration with the NSPCC, which looks at the protection of children, young people and vulnerable adults involved in arts activities. It includes a model for risk management (page 20).

It is available to download from:

[www.artscouncil.org.uk/publications](http://www.artscouncil.org.uk/publications).

### **Directory of safeguarding advisers 2004**

produced by the Arts Council.

This free download lists advisers who have extensive experience of training and development policy, as well as awareness of key issues concerned with the protection of children and vulnerable adults, and how these are related to artists and art organisations.

Available from:

[www.artscouncil.org.uk/publications](http://www.artscouncil.org.uk/publications).

## The Child Protection in Sport Unit

The Unit was founded in 2001 as a partnership between the NSPCC and Sport England. The Unit's role is to:

- Be the first point of contact for sports organisations about child protection issues and individuals after sports organisations.
- Co-ordinate the production of child protection information and training for sports organisations
- Commission research into a range of issues relating to child protection in sport
- Develop and promote standards for child protection procedures and training in all sports.

They have a **sample child protection policy** and information about setting up guidelines for safeguarding children on their website at [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

They also undertake research, provide training for sports clubs in their **NSPCC/Educare Child Protection Awareness Programme** and produce publications such as:

- **Sportscheck** - a step-by-step guide to help sports clubs develop a child protection policy and procedures and recruit volunteers safely
- **Standards for Safeguarding and Protecting Children in Sport** - designed to help sports organisations safeguard children and young people, the Standards provide a national benchmark of good practice to work towards.

Child Protection in Sport Unit  
NSPCC National Training Centre  
3 Gilmour Close  
Beaumont Leys  
Leicester LE4 1EZ  
Telephone 0116 234 7278/7280  
Facsimile 0116 234 0464  
Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

## Ofsted (the Office for Standards in Education)

Ofsted is a non-ministerial government department accountable to Parliament. They contribute to the provision of better education and care through inspection and regulation covering childcare, schools, colleges, children's services, teacher training and youth work.

Ofsted (London headquarters)  
Alexandra House  
33 Kingsway  
London WC2B 6SE  
020 7421 6800

## **Building better childcare – Criminal Records Bureau – What you need to know** published by Ofsted.

The leaflet is aimed at people or organisations who are or wish to be registered by Ofsted as day-care providers and who wish to employ others to work with children.

It is free to download from the Ofsted website:

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Ofsted is also an umbrella body registered with CRB and can countersign applications on behalf of day-care providers, further details in the above leaflet.

## **The National Council of Voluntary Child Care Organisations (NCVCCO)**

The aim of this organisation is to ensure the well-being and safeguarding of children by promoting the voluntary sector's contribution to the provision of services. They undertake projects, provide networks, events and publications.

Their publications include

- **Data Protection Act 1998 Briefing: recruitment and selection implications,**
- **Every Child Matters: change for children: working with voluntary and community organisations to deliver change for children - a summary,**
- **Safeguarding Children: a joint Chief Inspectors' report on arrangements to safeguard children**

which can be ordered from:

[http://www.ncvcco.org/products\\_and\\_services\\_publications.asp?title=Publications.](http://www.ncvcco.org/products_and_services_publications.asp?title=Publications)

**Positively Safe -- a guide to developing safeguarding policies** was produced by the NCVCCO Safeguarding Children Project on behalf of DfES Local Network Fund and published in July 2005 can be acquired by contacting Prologue on: 0845 6022260 or for a online copy visit

[http://www.everychildmatters.gov.uk/\\_files/E598C5775CD2F671BB A7C30A9249F1C7.pdf.](http://www.everychildmatters.gov.uk/_files/E598C5775CD2F671BB A7C30A9249F1C7.pdf)

## **National Childminding Association**

The National Childminding Association (NCMA) is the only national charity and membership organisation that speaks on behalf of registered childminders in England and Wales. They promote quality registered childminding so that children, families and communities can benefit from the best in childcare and education.

NCMA  
Royal Court  
81 Tweedy Road  
Bromley

Kent BR1 1TG  
Tel 0845 880 0044  
[www.ncma.org.uk](http://www.ncma.org.uk)

Their publications include

**Safeguarding Children – a child protection guide for childminders.** It is available to download from

[http://www.ncma.org.uk/download/safeguarding\\_children.pdf](http://www.ncma.org.uk/download/safeguarding_children.pdf)

## Fair Play for Children

The Fair Play For Children Association campaigns for the Child's Right to Play and consists of a subscribing, supporting membership (Individual, Local Group, Statutory Authority/Trades Union, Regional, National Voluntary - all voting - and commercial, non-voting). It lobbies for change in Government Policy and practice, advises e.g. parents and local communities on play- related issues, publishes a journal, and brings playworkers, organisations and activists together to share information, experiences and resources etc.

It is also an Umbrella Body under the Criminal Records Bureau and can undertake criminal records checks on prospective workers and volunteers of their member organisations. There is a section on child protection on their website at

[http://www.arunet.co.uk/fairplay/child\\_p.htm](http://www.arunet.co.uk/fairplay/child_p.htm).

Their publications include

- **guidance on child protection in play work**, available to download from [http://www.arunet.co.uk/fairplay/child\\_p.htm](http://www.arunet.co.uk/fairplay/child_p.htm)
- a **model child protection policy**, available to download from <http://www.arunet.co.uk/fairplay/model.htm>
- and **Child Protection in a Playwork Setting** which can be ordered from the organisation.

## The Ann Craft Trust

This organisation works with staff in the statutory, independent and voluntary sectors to protect people (children and adults) with learning disabilities who may be at risk from abuse.

They can offer advice to professionals, parents, carers and family members on issues relating to the protection of vulnerable adults and children. If they cannot answer your question they will always try to find you the most appropriate person to talk to about your concerns. Telephone **0115 951 5400** or email [ann-craft-trust@nottingham.ac.uk](mailto:ann-craft-trust@nottingham.ac.uk) .

They also undertake research, produce publications and provide training. Training courses include **Safer Services** and **Abuse and Protection of Vulnerable Adults and Children**.

Further details from their website [www.anncrafttrust.org](http://www.anncrafttrust.org)

Ann Craft Trust  
Centre for Social Work  
University of Nottingham  
University Park, Nottingham NG7 2RD  
Email: [information@anncrafttrust.org](mailto:information@anncrafttrust.org)

## **The Churches' Child Protection Advisory Service (CCPAS)**

This independent Christian-based charity provides professional training, resources, advice and support in all areas of child protection and good working practice. Their services are used not only by churches across the denominational spectrum, but increasingly by other faith groups and secular organisations who wish to utilise the resources and expertise CCPAS is able to offer. CCPAS is also registered as an Umbrella Body for the processing of disclosure applications.

**Safe and Secure: Ensuring the well-being of children and young people within the church community** published by CCPAS and developed in partnership with the Metropolitan Police's Project Violet. It is available to download free from the CCPAS website: <http://www.ccpas.co.uk/>

A number of other CCPAS publications are also available in versions suitable for non-faith based organisations and groups, including **Facing the Unthinkable** child protection training DVD and **Safeguarding Children & Young People** which includes good working practice, model policies and forms.

### **Available to order from:**

CCPAS  
PO Box 133  
Swanley  
Kent BR8 7UQ  
E-mail: [info@ccpas.co.uk](mailto:info@ccpas.co.uk)  
Telephone: 0845 120 45 50

## **Child-Safe**

This registered charity was set up by staff of the Avon and Somerset Constabulary to provide practical advice, and promote the safety, welfare and pastoral care of children and young people involved in travel, sport or organised groups.

Their publications include **Child-Safe In Sport and Organised Groups Information and Resource Pack** and **Child-Safe Travel-Safe: Advice for the Voluntary Sector** which are available to order from their website:

[www.child-safe.org.uk](http://www.child-safe.org.uk)

## National Council for Voluntary Youth Services

NCVYS is the independent voice of the voluntary youth sector in England. NCVYS has been working since 1936 to support voluntary and community organisations that work with young people.

Their website has a section on child protection at [http://www.ncvys.org.uk/docs/child/sound\\_systems.html](http://www.ncvys.org.uk/docs/child/sound_systems.html) with information on **Sound Systems**, an initiative that supports voluntary and community organisations to develop and use safeguarding policies and procedures when working with young people.

Publications from NCVYS include **Keeping it Safe: A young person-centred approach to safety and child protection**. This comprehensive guide covers all aspects of youth work policy and practice including:

- organisational policies and procedures
- reporting concerns, suspicions and allegations
- safe recruitment and selection
- managing paid and volunteer staff
- providing education training and support
- providing safe activities.

It can be ordered from NCVYS Publications at:

<http://www.ncvys.org.uk/docs/publications/publications.html> or contact Elaine Grimes on 020 7253 1010.

As part of the Sound Systems initiative, NCVYS also can provide training, advice and consultancy support. Further details from [http://www.ncvys.org.uk/docs/child/sound\\_systems.html](http://www.ncvys.org.uk/docs/child/sound_systems.html).

## Community Matters

Community Matters is the nationwide federation for community associations and similar organisations, with 1100 member organisations across the UK.

Community Matters produce a number of information sheets including **Community Organisations and the Criminal Records Bureau** and **Safeguarding Children and Young People** which are free to download for members or can be ordered from: [http://www.communitymatters.org.uk/resources/information\\_sheets/publications\\_order2.php](http://www.communitymatters.org.uk/resources/information_sheets/publications_order2.php)

## Other Resources

### **Working together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children**

This updated document is published by HM Government.

It sets out how individuals and organisations should work together to safeguard and promote the welfare of children. The guidance is addressed to all practitioners and front-line managers who have particular responsibilities for safeguarding and promoting the welfare of children, and to senior and operational managers in organisations that are responsible for commissioning or providing services to children, young people, parents and carers. It includes an explanation of the roles, responsibilities and duties of the different people and organisations that work with children and young people and an explanation of the role and operation of Local Safeguarding Children Boards.

It is available to download free from the Every Child Matters website at: <http://www.everychildmatters.gov.uk/resources-and-practice/IG00060/>

### **Safeguarding Children: Safer Recruitment and Selection in Education Settings**

This guidance from the Department for Education and Skills emphasises the importance of schools and other education establishments incorporating measures to help deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them in their recruitment and selection procedures.

It is available to download for free from:

<http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/goodpractice/saferrecruitment/>

### **The Protection of Children Act 1999 – A Practical Guide to the Act for all Organisations Working with Children**

This guide from the Department for Education and Skills explains the application of the Act for child care and other organisations working with children. It is available to download for free from:

<http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/poca/>

### **Working with Young People: Legal responsibility and liability**

This publication from the Children's Legal Centre contains fully updated accurate legal information on a wide range of issues including: general responsibilities; appointing staff; parental responsibility; confidentiality; taking trips; running away; sexual relationships and education; drugs and alcohol; young people and the police; refugees and asylum seeking children; child employment and child performers. It is available to order from

<http://www.childrenslegalcentre.com/templates/publications.asp?NodeID=90040>.

### **Registering as a Charity: evidence of CRB disclosures**

This guidance produced by the Charity Commission is for those organisations seeking to register as a charity which work with children and/or are concerned with the provision of care services to vulnerable adults. It sets out when the Charity Commission need to see evidence that the organisation has obtained Criminal Records Bureau CRB disclosures for its trustees.

It is available from

<http://www.charitycommission.gov.uk/registration/crb.asp#1>

### **Developing your Child Protection Policy**

Capital Community Foundation provide free training for community groups and have produced a training resource pack which includes a sample policy and procedures as well as sample recording sheets and declaration form. For further information and to download the pack for free go to:

<http://www.capitalcf.org.uk/grants/training.php#childprotection>

Capital Community Foundation

357-359 Kennington Lane, London SE11 5QY

[www.capitalcf.org.uk](http://www.capitalcf.org.uk)

Tel: 020 7582 5117

Email: [infor@capitalcf.org.uk](mailto:infor@capitalcf.org.uk)

### **How to develop Child Protection Policies & Procedures: A step-by-step guide for community groups**

Prepared by Action in Rural Sussex [www.ruralsussex.org.uk](http://www.ruralsussex.org.uk)

This guide is intended for community groups who do not currently have a child protection policy or for those groups who would like to update their existing policies and procedures. It is a step-by-step guide that takes you through the policies and procedures that your group needs. The guide is divided in two sections - a basic child protection policy and the associated procedures to implement that policy.

It is available to download for free from:

[http://www.ruralsussex.org.uk/grants/Inf\\_downloads/ChProPol3rdPrf.pdf](http://www.ruralsussex.org.uk/grants/Inf_downloads/ChProPol3rdPrf.pdf)

### **Guide to Developing Child Protection Policies and Procedures**

This guide is prepared by Worcestershire Local Safeguarding Children Board to help organisations to develop their own policies and procedures for safeguarding children. It is aimed at any organisation, be it voluntary, commercial, charity, religious or sporting which involves children and young people in its activities.

It is available to download for free from:

<http://www.worcestershiresafeguarding.org.uk/policyguidance.html>

## **Child Protection Policy – Samples**

Sample child protection policies are available from Nottingham CVS Change Team's website at <http://www.nottinghamcvs-changeteam.co.uk/policies.htm#child>

## **Our Duty to Care**

This practical guide is published by the Volunteer Development Agency Northern Ireland.

It outlines principles of good practice for voluntary organisations working with children and young people in Northern Ireland (and therefore refers to NI legislation). The full document comprises this booklet and a number of factsheets and action points which can be downloaded for free via their publications page:

<http://www.volunteering-ni.org/inform/public.asp>

## **Protection of Vulnerable Adults Scheme in England and Wales for Care Homes and Domiciliary Care Agencies: A Practical Guide, Department of Health, July 2004**

This Department of Health guide explains the background and implementation of checks on those who work in care homes. It can be downloaded for free from:

[http://www.dh.gov.uk/PublicationsAndStatistics/PublicationsPolicyAndGuidance/PublicationsPolicyAndGuidanceArticle/fs/en?CONTENT\\_ID=4085855&chk=p0kQeS](http://www.dh.gov.uk/PublicationsAndStatistics/Publications/PublicationsPolicyAndGuidance/PublicationsPolicyAndGuidanceArticle/fs/en?CONTENT_ID=4085855&chk=p0kQeS)

## **Better Care**

Voluntary and Community Action South Bedfordshire have produced a resource pack for voluntary organisations and community groups on working with vulnerable adults. It includes sections on selecting staff and volunteers, support and training and health and safety.

It is available to download or order from:

<http://www.voluntaryworks.org.uk/action-southbeds/bettercare.asp>

Voluntary and Community Action South Bedfordshire

Bossard House

West Street

Leighton Buzzard

Bedfordshire LU7 1DA

Tel: 01525 850559

Fax: 01525 376281

Email: [mail@action-southbeds.org.uk](mailto:mail@action-southbeds.org.uk)

## **Safer Recruitment and Employment**

The NHS has provided guidance for NHS organisations on policies and procedures designed to prevent unsuitable people obtaining

employment in the NHS. It includes pre- and post-appointment checklists.

It is available to download for free from:

<http://www.nhsemployers.org/practice/safer-recruitment.cfm>

## **Policy & Guidance: (for care service providers) Criminal Records Bureau Checks (incorporating POCA and POVA checks)**

The Commission for Social Care Inspectorate (CSCI) has produced this guide to explain for providers of care services on who needs to have which level of Criminal Records Bureau (CRB) check and how to apply for a Disclosure.

It can be downloaded for free from:

[http://www.csci.org.uk/care\\_professional/service\\_providers/criminal\\_records\\_bureau\\_checks.aspx](http://www.csci.org.uk/care_professional/service_providers/criminal_records_bureau_checks.aspx)

They also have information for care service providers about the **Protection of Vulnerable Adults scheme** at

[http://www.csci.org.uk/care\\_professionals/service\\_providers/pova.aspx](http://www.csci.org.uk/care_professionals/service_providers/pova.aspx)

## **Practice Guide 7: Making referrals to the POVA list**

This good practice guide from the Social Care Institute for Excellence aims to support people making referrals to the POVA (Protection of Vulnerable Adults) list under the Care Standards Act 2000. It will help employers and managers to make effective referrals that can be processed efficiently, leading to accurate and timely decisions on POVA listing by the Secretary of State for Health.

It is available to download for free from

<http://www.scie.org.uk/publications/practiceguides/practiceguide07/index.asp>

## **Recruiting Ex-Offenders: the Employer's perspective**

A report on and guide to recruiting ex-offenders based on the views and recommendations of employers, employer organisations and the Trades Union Congress produced by NACRO.

It is available to download for free from:

[http://www.crb.gov.uk/PDF/Recruiting\\_ex-offenders.pdf](http://www.crb.gov.uk/PDF/Recruiting_ex-offenders.pdf)

## **Recruiting Safely**

Guidance produced by the Forum on the Employment of Ex-Offenders in Care Settings, for employers and other bodies in the health and social care field on recruiting and retaining staff and volunteers with criminal records.

It is available to download for free from:

[http://www.crb.gov.uk/PDF/recruiting\\_safely.pdf](http://www.crb.gov.uk/PDF/recruiting_safely.pdf)

## **Employing People with Criminal Records**

Produced by CIPD, the Chartered Institute for Personnel and Development.

This factsheet, updated in January 2006, gives guidance on the relevant elements of the Police Act 1997, best practice in recruiting and managing people with criminal records, how to assess risk in the light of a criminal record and job requirements, the issue of 'spent' convictions, and the employers' duty of care and corporate responsibility.

It can be downloaded for free from:

<http://www.cipd.co.uk/subjects/dvsequil/exoffenders/crimrec.htm>

**PEACe, August 2006**

**LVSC's Personnel, Employment Advice and Conciliation Service**

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