

Safeguarding Children & Vulnerable Adults Policy

Offset Projects is a registered Community Interest Company based in Milton Keynes with a focus on the local, regional, and national perspective of young communities. We design and deliver projects for children & young people under 25 and work in collaboration with youth, educational, and cultural partners to provide creative environments which unlock potential, and challenge adversity and inequality.

The purpose of this policy statement is:

- to protect children up to 18 years and vulnerable adults between 18 – 25 years who receive Offset Projects' services, from harm.
- to provide our employees, contractors, project partners and educational providers, as well as children and vulnerable adults, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Offset Projects, including its Board, directors, contractors, volunteers, project partners, and young people.

Definitions:

- **Child** - any person under the age of 18
- **Vulnerable Adult** - someone aged 18 or above who may need community care services for reasons like mental health issues, disability, age or illness. They may not be able to take care of themselves or protect themselves from harm or exploitation

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. This includes:

- The [Children Act 1989](#)
- The [Children Act 2004](#)
- The [Children and Social Work Act 2017](#)
- [Working together to safeguard children](#) (Department for Education, 2018)
- [What to do if you're worried a child is being abused: advice for practitioners](#) (Department of Education, 2015)
- [Mandatory reporting of female genital mutilation \(FGM\)](#) (Home Office, 2016)

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- Health And Safety Policy
- Accident Reporting Procedures
- Whistle Blowing And Complaints Procedures
- Safeguarding And Child Protection Procedures
- Privacy And Cookies Policy
- Anti Bullying Policy Statement
- Preventing And Responding To Bullying Procedures
- Photography And Filming Policy
- Online Safety Policy
- Behaviour Code For Working With Children
- Behaviour Code [Children And Young People]
- Safer Recruitment Policy
- Safer Recruitment Response Procedures

We believe that:

- Children, young people and vulnerable adults should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all children, young people and vulnerable adults, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children, young people and vulnerable adults is paramount in all the work we do and in all the decisions we take
- all children regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting welfare.
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

We will keep children, young people and vulnerable adults safe by:

- Valuing, listening to and respecting them.
- Appointing nominated safeguarding leads for children, young people and vulnerable adults and a lead management committee member for safeguarding.
- Adopting safeguarding and child protection best practice through our policies, procedures, and code of conduct for directors, employees, contractors, and volunteers.

- Developing and implementing an effective online safety policy and related procedures.
- Providing effective management for employees, contractors and volunteers through supervision, support and additional training where required.
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Recruiting and selecting employees, contractors, and volunteers safely, ensuring all necessary checks are made.
- Recording, storing, and using information professionally and securely, in line with our privacy policy and data protection legislation and guidance.
- Sharing information about safeguarding and good practice with children, young people, vulnerable adults and their families via leaflets, posters, group work and one-to-one discussions.
- making sure that children, young people and their families know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with relevant agencies, and involving children, young people, vulnerable adults, parents, families, and carers appropriately.
- Using our procedures to manage any allegations against employees, contractors, and volunteers appropriately.
- Creating an environment where bullying is not tolerated 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.
- Ensuring that we provide a safe physical environment for our children, young people and vulnerable adults, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Building a safeguarding culture where staff, volunteers, children, young people and vulnerable adults know how they are expected to behave and feel comfortable about sharing concerns.
- Writing detailed safeguarding and child protection procedures.
- Ensuring children, young people and vulnerable adults and their families know about the organisation's safeguarding and child protection policies and what to do if they have a concern.

We refer to information provided by NSPCC via the following links to help us safeguard:

- [children who come from Black, Asian and minoritised ethnic communities](#)
- [d/Deaf and disabled children and young people](#)
- [LGBTQ+ children and young people](#)
- [children with special educational needs and disabilities \(SEND\).](#)

Contact Details

Nominated child protection leads:

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Further child protection support and advice can be sought by contacting:

- NSPCC Helpline: 0808 800 5000
- Childline: 0800 1111

***Offset Projects is committed to reviewing our policy and good practice annually.
This document was last reviewed on 23/02/2023.***