



Launceston Carnival Committee Safeguarding Children and Vulnerable Adults Policy

1. Purpose of the policy:

Launceston Carnival Committee is committed to safeguarding practices that help ensure the safety of children and adults at risk, whilst taking part in our activities and events. This policy helps carnival committee members and volunteers to:

- be aware of our legal responsibilities.
- understand the safeguarding risks whilst providing activities and events.
- know what to do if they have a concern about the wellbeing or welfare of any child or adult at risk that comes into contact with a committee member or volunteer during an event or activity.

This safeguarding policy, and associated procedures, applies to all individuals involved in Launceston Carnival; including committee members, volunteers, entertainment personnel and traders. The policy applies to all concerns about the safety of children and adults at risk while taking part in our events and the activities we run, or while in the wider community.

2. Code of conduct:

Launceston Carnival Committee and volunteers do not normally work directly with children or vulnerable adults. However, during our events and activities, committee members and volunteers will come into contact with children and vulnerable adults and, during these events and activities, we are acting in a position of trust. We recognise that keeping our group safe is everyone's responsibility, and we expect our members and volunteers to behave according to the following values:

- All children and adults at risk have an equal right to protection from abuse and to be kept safe from harm regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- We recognise some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- We listen to and respect everyone that comes into contact with committee members and volunteers.
- We use language that is appropriate for age and ability and is not offensive or discriminatory.
- We encourage a culture of honesty, where everyone feels comfortable to point out attitudes or behaviours they do not like.
- We know it isn't always easy to be vocal about concerns – for ourselves or for other people.
- All allegations and suspicions of neglect and abuse will be taken seriously and responded to swiftly and appropriately.

This means when having contact with children or vulnerable adults, we will **never**:

- Promise to keep secrets – safeguarding relies on sharing concerns appropriately with other agencies.
- Allow suspicions or allegations of abuse or neglect to go unreported.
- Act in a way that is threatening, abusive or bullying.
- Jump to conclusions about others without checking facts.
- Enter into a sexual or intimate relationship with a child or vulnerable adult.
- Allow ourselves to be with a child or vulnerable adult without another adult being present, in order to protect ourselves and the child or vulnerable adult. Where it is not possible for another adult to be present at that time, the member or volunteer should immediately try to contact the child's parent/carer or the vulnerable adult's carer; or should ensure that they and they child/vulnerable adult remain in public view and should contact the Safeguarding Lead or other committee member to seek assistance.

3. Safeguarding Children:

Legislation:

Launceston Carnival Committee recognises it is everyone's responsibility to keep children safe and the importance of Working Together to Safeguard Children. We are committed to working with the local authority and Police when the safety and welfare of children arise.

This policy, and the practices within it, are based on the relevant legislation and guidance seeking to protect children, including:

- The Children Acts 1989 and 2004;
- Working Together to Safeguard Children 2018

Definitions

The Children Act 1989 defines a child as anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or are in hospital.

Child abuse happens when a person harms a child. Children may be abused by family members; friends; people working or volunteering in organisational or community settings; people they know; or strangers.

The types of abuse we need to be aware of are:

- Physical abuse
- Neglect
- Emotional abuse
- Bullying and cyberbullying
- Child sexual exploitation
- Child criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse
- Radicalisation

Recognising safeguarding concerns:

There are many signs and indicators that may suggest a child is experiencing abuse or neglect. There may be other explanations too, but Launceston Carnival Committee will not ignore any of these signs if they are apparent. Different forms of abuse and neglect may have different signs. Some are more apparent, such as bruising or physical injury, but other signs may not be immediately apparent to someone who does not have regular contact with the child.

A child may confide (disclose) to a committee, volunteer, or other person involved in Launceston Carnival events and activities that they are experiencing abuse.

Use of photographic/filming equipment at carnival events

Some people may use carnival events as an opportunity to take inappropriate photographs or film footage of young persons. The carnival committee should be vigilant and any concerns should be reported to the committee's designated Child Protection Officer or the Police.

Responding to concerns:

Launceston Carnival Committee recognises that it can be difficult for many reasons to speak up if you think a child is being abused or neglected. However, we expect our members and volunteers to take action in response to any concerns. **Miss Claire Bader** will be the Safeguarding Lead for the Launceston Carnival Committee. Our safeguarding lead will support the person raising the concerns, as well as the child at risk of/experiencing abuse.

If anyone in the group notices any signs of abuse or neglect in a child, they should bring these concerns to the safeguarding lead.

If a child discloses to any adult in the group that they are being abused, the response should be as follows:

- Always make sure the child speaking up feels they are being listened to and supported.
- Reassure the child they have done the right thing by telling you.
- Emphasise that abuse is never their fault.
- Take time, be patient, and let the child go at their own pace.

- Don't promise to keep information confidential between you and them. Explain that you need to share the information with someone who will be able to help.
- Tell the designated safeguarding lead about the concerns (unless the safeguarding lead is implicated in causing the harm or perpetrating the abuse. In this situation, information should be shared with a trusted committee member, and they will be responsible for taking further action instead of the safeguarding lead)
- Write a clear statement of what you have been told, seen, or heard.
- Do not talk to the alleged perpetrator about the child's disclosure, this could make it a lot worse for the child.
- The designated safeguarding lead is responsible for taking further action once concerns have been raised with them. Throughout the process, the safeguarding lead will record all the information they are given, the actions they take, and why.

The procedures they will follow are:

As soon as information is shared with the safeguarding lead, they will make an initial assessment of the action needed to be taken in response to the concern. They will, if possible, talk to the person reporting the concern and gather as much information as possible from them.

If the concern is being raised based following a direct disclosure from a child, the safeguarding lead will not question the child or ask them to repeat any details. They may, however, tell the child that they have heard the concerns, reassure the child again that they have done the right thing in disclosing, and tell them what the next steps will be.

Key questions for the safeguarding lead to consider:

- What type of concern has been reported? Different actions are required depending on what type of concern it is (see below)
- What action has already been taken?
- Is anyone else in the organisation affected by this situation (e.g. other volunteers or those you work with)? Are there any attitudes or emotions that you may have to be aware of?
- How might this concern affect what the organisation delivers in the short term?

- Who else might need to be informed?
- What other actions now need to be taken?

Immediate actions depending on what type of concern has been raised:

(a) Emergency incidents: these are when there's a life-threatening situation where there's imminent danger and harm to a child.

- Immediately contact the emergency services if they haven't been called already.
- Make sure the current situation is safe.
- Establish how others are coping – do they need any immediate support?
- Inform the other Elected Officers on the committee.

(b) Protection and welfare concerns: these are when there are suspicions or disclosures that a child is at current risk of, or is experiencing, abuse or harm.

- If the child is at immediate risk, call the police.
- If they are not in immediate danger, but there has been a disclosure from the child, you should make a referral to the local authority safeguarding team .

(c) Allegations concerning committee members or volunteers: this is when someone has alleged that a committee member, volunteer or other person involved in the event or activity organisation has harmed or abused a child.

- Contact the local authority safeguarding team (Multi Agency Referral Unit) as soon as possible within 24 hours.
- Be guided by them on any further actions required of you.

(d) Concerns about other organisations: This is a situation where the safeguarding concern is about another organisation, their staff, volunteers or the people they work with.

- As soon as possible within 24 hours contact the designated safeguarding lead of the organisation in question and pass on your concerns if this has not already happened.
- In some circumstances you may decide to follow up with the organisation to confirm they have acted on the issue.
- If at any point you think the organisation has not acted and someone is at risk, you should contact the local authority safeguarding team yourself.

(e) Supporting those who share a concern with you: Your primary concern should be the best interests of the child who is at risk of harm. However, the person sharing this

concern with you may also be distressed by the situation, even if they are reporting on behalf of someone else. Everyone can respond to worries about another differently. If someone has previously experienced trauma, they can find it especially upsetting.

- Thank them for bringing this concern to your attention and that they have fulfilled their key responsibility.
- Explain that you will now take responsibility in leading management of this concern and any contact with statutory agencies.
- Highlight that there may be limited updates that you have or can give them on the situation; that does not mean that it was not important for them to share their concern.
- Remind them of the importance of confidentiality and not sharing this information further.
- Ensure they have your contact details in case they think of anything else they have not yet shared that they think may be relevant.
- Discuss with them what additional support they may require. This may include informing their supervisor that they have dealt with a difficult situation, contacting any employee assistance programme or, if necessary, supporting them to access additional support
- Consider contacting them later to check in on how they are doing.

Keeping records:

Launceston Carnival Committee recognises that it is vital to record and store details about any child protection concerns that arise. We will record information, even if the concerns have not been shared with the police or the local authority safeguarding team. These records are extremely sensitive and will be kept in a locked cabinet or drawer (if hard copy) and/or password protected and stored on a computer with protection against hackers and viruses (if electronic).

It is the responsibility of the designated safeguarding lead to ensure that the following information is recorded about every safeguarding concern:

- The date and time of the incident/disclosure/concern
- The date and time of the report
- The name and role of the person to whom the concern was originally reported and their contact details.

- The name and role of the person making the report (if this is different to the above) and their contact details.
- The names of all parties who were involved in the incident, including any witnesses
- The name, age and any other relevant information about the child who is the subject of the concern (including information about their parents or carers and any siblings)
- That was said or done and by whom.
- Any action taken to look into the matter.
- Any further action taken (such as a referral being made)
- The reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant)
- Each record will be signed and dated by the person making the report.

Confidentiality, consent and information sharing:

Timely information sharing is key to keeping children safe and responding appropriately to concerns about their welfare. In general, Launceston Carnival Committee expects all committee members, volunteers and other people involved with its events and activities to maintain confidentiality and act in accordance with the UK General Data Protection Regulations (GDPR).

Parents/carers are normally the first point of contact for any concerns about a child. If there is a disclosure or suspicion of abuse, however, we will take guidance from the NSPCC Helpline and/or local authority safeguarding team as to whether we should make parents/carers aware of it or whether it should be left to other authorities to speak with the parent/carers.

Whenever Launceston Carnival shares information about a child with any other organisation, we will follow the principles below. We will:

- Have a clear and legitimate purpose.
- Keep clear records of why we chose to share the information.
- Ensure we are not putting the child at risk by sharing information.
- Be as factual as possible.
- Seek consent. If the child is deemed old and capable enough, consent should come from them. If not, we will ask their parent/carer, unless doing so would put the child at risk of harm. In any situation where consent is refused, but we

believe the information needs to be shared in order to protect the child from significant harm or to promote their welfare, we will seek advice from the NSPCC Helpline or MARU. If advised, we will share information with the police and/or local authority safeguarding team without consent.

4. Safeguarding Adults:

Legislation:

Launceston Carnival Committee recognises that the local authority has the main legal duty to safeguard adults at risk, and we are committed to working with them and our local Safeguarding Adults Board.

This policy, and the practices within it, are based on the relevant legislation and government guidance, including:

- The Care Act 2014; and
- The Mental Capacity Act 2005 (which protects people's right to make their own decisions in any situation where they are able to do so).

We base our practices on the principles laid out in the Care Act 2014, i.e.

- Empowerment – People being supported and encouraged to make their own decisions and informed consent.
- Prevention – It is better to take action before harm occurs.
- Proportionality – The least intrusive response appropriate to the risk presented.
- Protection – Support and representation for those in greatest need.
- Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability – Accountability and transparency in delivering safeguarding.

Definitions:

According to the Care Act 2014 (applicable in England):

An adult at risk is an individual aged 18 years and over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
- is experiencing, or at risk of, abuse or neglect, AND;

- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance. Often the perpetrator of abuse is known to the adult and may be in a position of trust and power.

The types of abuse we need to be aware of are:

- Physical
- Sexual
- Emotional/Psychological/Mental
- Neglect and acts of omission
- Financial or material abuse
- Discriminatory
- Organisational / institutional
- Self-neglect
- Domestic abuse (including coercive control)
- Modern slavery

Recognising safeguarding concerns

There are many signs and indicators that may suggest someone is experiencing abuse or neglect. There may be other explanations too, but Launceston Carnival Committee will not ignore any of these signs if they are apparent.

An adult may confide (disclose) to a committee member, volunteer or other person involved in Launceston Carnival events or activities that they are experiencing abuse, inside or outside the activities of the group. Or someone else may notice signs in a particular individual. The signs to look out for include:

- Unexplained bruises or injuries
- Belongings or money going missing from the person.
- The person no longer attending or enjoying Launceston Carnival's activities, or responding to contact from other members of the group.

- A change in confidence or behaviour of a person e.g., if they are withdrawn and quiet around a particular person or people, when usually they are outgoing and confident.
- A change in appearance of the person e.g., losing or gaining weight, deterioration in personal hygiene or way of dressing.
- Someone else (e.g., a parent, carer or family member) always speaking for the person and not allowing them to make their own choices.
- The person showing fear of, or not wanting to be around, a particular individual or group of people.

Responding to concerns

Launceston Carnival Committee recognises that it can be difficult for many reasons to speak up if you think someone is being abused or neglected. However, we expect our committee members and volunteers to take action in response to any concerns. **Miss Claire Bader** will be the Safeguarding Lead for the Carnival committee. Our safeguarding lead will support the person raising the concerns, as well as the person being abused.

If any committee member or volunteer notices any signs of abuse or neglect in another person, they should bring these concerns to the safeguarding lead.

If someone discloses to any committee member or volunteer that they are being abused, the response should be as follows:

- Always make sure the person speaking up feels they are being listened to and supported.
- Don't promise to keep information confidential between you and them.
- Tell the designated safeguarding lead about the concerns (unless the safeguarding lead is implicated in causing the harm or perpetrating the abuse. In this situation, information should be shared with a trusted committee member and they will be responsible for taking further action instead of the safeguarding lead).
- Ask for the person's consent to share the information. If they refuse and you are still worried that they or someone else is at immediate risk of harm, you cannot wait for this consent. You must share this information with the safeguarding lead.
- Write a clear statement of what you have been told, seen, or heard.

The designated safeguarding lead is responsible for taking further action once concerns have been raised with them. Throughout the process, the safeguarding lead will record all the information they are given, the actions they take, and why. The procedures they will follow are:

1. Initial assessment

As soon as information is shared with the safeguarding lead, they will make an initial assessment of the concern. They will, if possible, talk to the person reporting the concern and gather as much information as possible from them.

Key questions to ask:

- What type of concern has been reported? Different actions are required depending on what type of concern it is (see below)
- What action has already been taken?
- Is anyone else in the organisation affected by this situation (e.g., other volunteers or those you work with)? Are there any attitudes or emotions that you may have to be aware of?
- How might this concern affect what the organisation delivers in the short term?
- Who else might need to be informed?
- What other actions now need to be taken?

Immediate actions depending on what type of concern has been raised.

(a) Emergency incidents: this is when there's a life-threatening situation where there's imminent danger and harm to an adult, young person or child.

- Immediately contact the emergency services if they haven't been called already.
- Make sure the current situation is safe.
- Establish how others are coping – do they need any immediate support?
- Inform the senior people in the group.

(b) Protection concerns: This is when an adult who you believe is unable to protect themselves is at current risk of, or has experienced, abuse or harm.

- If the person is in immediate danger, call the police.
- If they're not in immediate danger, you must contact the local authority safeguarding team within 24 hours and make a referral.
- Be guided by the safeguarding team or police on any further actions required of you.

(c) Allegations concerning staff or volunteers: this is when someone has alleged that staff or volunteers from your organisation have harmed or abused an adult at risk.

- Contact the local authority safeguarding team as soon as possible within 24 hours.
- Be guided by them on any further actions required of you.

(d) Concerns about other organisations: This is a situation where the safeguarding concern is about another organisation, their staff, volunteers or the people they work with.

As soon as possible within 24 hours contact the designated safeguarding lead of the organisation in question and pass on your concerns, if this has not already happened. In some circumstances you may decide to follow up with the organisation to confirm they have acted on the issue.

If at any point you think the organisation has not acted and someone is at risk, you should contact the local safeguarding team yourself.

(f) Responding to historic or non-recent concerns: You may become aware or be told about a concern from an adult relating to an incident which took place in the past, including when they were a child. Historical allegations of abuse should be taken as seriously as contemporary allegations.

Remember that it's never too late to report abuse. An individual can make a formal complaint to the police about non-recent abuse, ideally in the geographic area in which the abuse is reported to have taken place.

Establish if the person alleged to have caused the harm works with children or adults at risk. Try to find out their recent or current whereabouts and any contact they have with children or adults at risk. A referral should be made to social services, with the consent of the person who experienced the abuse if possible.

Consider what consent the person has given for information to be shared. How, when and to whom they share this information should usually be with their consent.

Signpost the person who experienced the abuse to relevant support groups that can help them.

(g) Supporting those who share a concern with you: Your primary concern should be the best interests of the person who is at risk of harm. However, the person sharing

this concern with you may also be distressed by the situation, even if they are reporting on behalf of someone else. Everyone can respond to worries about another differently. If someone has previously experienced trauma, they can find it especially upsetting. Thank them for bringing this concern to your attention and that they have fulfilled their key responsibility.

Explain that you will now take responsibility in leading management of this concern and any contact with statutory agencies.

Highlight that there may be limited updates that you have or can give them on the situation; that does not mean that it was not important for them to share their concern. Remind them of the importance of confidentiality and not sharing this information further.

Ensure they have your contact details in case they think of anything else they have not yet shared that they think may be relevant.

Discuss with them what additional support they may require. Consider contacting them later to check in on how they are doing.

Keeping records:

Launceston Carnival Committee recognises that it is vital to record and store details about any safeguarding concerns that arise. We will record information, even if the concerns have not been shared with the police or the local authority safeguarding team. These records are extremely sensitive and will be kept in a locked cabinet or drawer (if hard copy) and/or password protected and stored on a computer with protection against hackers and viruses (if electronic).

It is the responsibility of the designated safeguarding lead to ensure that the following information is recorded about every safeguarding concern:

- The date and time of the incident/disclosure/concern.
- The date and time of the report.
- The name and role of the person to whom the concern was originally reported and their contact details.
- The name and role of the person making the report (if this is different to the above) and their contact details.
- The names of all parties who were involved in the incident, including any witnesses.

- The name and any other relevant information about the adult who is the subject of the concern (including information about their care and support needs).
- What was said or done and by whom.
- Any action taken to look into the matter.
- Any further action taken (such as a referral being made).
- The reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant).
- Each record will be signed and dated by the person making the report.

Confidentiality, consent and information sharing:

Timely information sharing is key to keeping people safe and responding appropriately to concerns about their welfare. In general, Launceston Carnival Committee expects all committee members and volunteers to maintain confidentiality and act in accordance with the UK General Data Protection Regulations (GDPR).

We will share information within the group (e.g. with other volunteers) in situations where this is necessary in order to deal effectively with safeguarding concerns or to provide continuity of support. We will share information with other organisations in order to keep a person safe.

Whenever confidential information is shared, we will follow the principles below. We will:

- Have a clear and legitimate purpose.
- Keep clear records of why we chose to share the information.
- Ensure we are not putting the person at risk by sharing information.
- Be as factual as possible.
- Seek consent. If the adult refuses consent, we may share information only if:
- We think they are at serious risk of harm or abuse, including harming themselves.
- Information indicates that a serious crime has been or is going to be committed.
- We think the person lacks the mental capacity to decide for themselves and we believe it would be in the individual's best interests.
- We are required by law e. 080 8808 8141g. if we suspect FGM, forced marriage, or a possible terrorist threat.

5. Key contacts:

Launceston Carnival Committee's Designated Safeguarding Lead

Name: Miss Claire Bader

Contact details: 07855578386

Cornwall Multi Agency Referral Unit (MARU)– 0300 123 1116

This is the safeguarding team to contact to make a referral about a child at risk.

Cornwall Police – Non-emergency phone: 101

NSPCC Helpline – 0808 800 5000

For adults to call for support or advice about child safeguarding concerns

Childline – 0800 1111

For children to call for support 24 hours a day, 7 days a week

Cornwall Safeguarding Adults Team – 0300 1234 131

This is the safeguarding team to contact to make a referral about an adult at risk 9am-5pm Monday-Friday: Out of Hours – 01208 251300

You can also make an online referral:

<https://cornwallmosaicadultportal.cornwall.gov.uk/s4s/FormDetails/FillForm?formId=267>

National Domestic Violence Helpline – Freephone, 24 hours a day, for advice: 0808 2000 247

Policy Reviewed on 26th February 2024

Next review due in February 2025

Appendix 1

Launceston Carnival Committee
Safeguarding Referral form



The date and time of the incident/disclosure/concern	
The date and time of the report	
The name and role of the person to whom the concern was originally reported and their contact details.	
The name and role of the person making the report (if this is different to the above) and their contact details.	
The names of all parties who were involved in the incident, including any witnesses	
The name, age and any other relevant information about the child who is the subject of the concern (including information about their parents or carers and any siblings)	
What was said or done and by whom.	

Any action taken to look into the matter.	
Any further action taken (such as a referral being made)	
The reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant)	
Signed:	Date: