



## **Development Together Pty. Ltd.**

### **Child and Vulnerable Adult Safeguarding Policy**

Development Together makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. Development Together Staff/Volunteers/Interns/Contractors and Sub-contractors (paid and unpaid) may come into frequent, or intensive contact with children and/or vulnerable adults through the following activities:

- Placements, supervision or visits with host organisations that result in delivery of services, involvement in residential activities, general contact etc.;

This policy seeks to ensure that Development Together undertakes its responsibilities with regard to the protection of children and/or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support volunteers, interns and staff (paid and unpaid) in their practices and clarifies Development Together's expectations.

#### **Definition of Safeguarding:**

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and/ or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

#### **Definition of Abuse:**

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

#### **Definition of a Child:**

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

#### **Definition of a Vulnerable Adult:**

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless



**The scope of this Child and Vulnerable Adult Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and guidelines within the organisation. These include:**

1. Ensuring safe recruitment by insisting all new Staff/Volunteers/Interns/Contractors and Sub-contractors (paid or unpaid) provide evidence of:
  - Current and valid Working with Children Check (WWCC) (or equivalent) for the duration of their placement/employment
  - Current and valid National Police Clearance (NPC) (or equivalent)
  - Current and valid professional registration (for teachers, health practitioners and other relevant professionals)
2. Informing existing Staff/Volunteers/Interns/Contractors and Sub-contractors (paid or unpaid) who transfer from a role which does not require a WWCC or a NPC, to one which involves contact with children/vulnerable adults, that they will be subject to a WWCC and a NPC check. Portable/carry over WWCC and NPC checks from another employer will not be sufficient.

#### **Responsibilities of Staff/Volunteers/Interns/Contractors and Sub-contractors (paid or unpaid):**

All Development Together Staff/Volunteers/Interns/Contractors and Sub-contractors (paid or unpaid) have a responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all Development Together Staff/Volunteers/Interns/Contractors and Sub-contractors (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Development Together Staff/Volunteers/Interns/Contractors and Sub-contractors (paid or unpaid) must:

- Attend relevant training on Child and Vulnerable Adult Safeguarding;
- Ensure they have signed the Training Register for all training on child/vulnerable adult protection;
- Actively promote the welfare of children and vulnerable adults;
- Communicate any concerns about safeguarding children and/or vulnerable adults to the Director of Development Together, or your direct supervisor;
- Expect a serious, swift and appropriate response to all concerns;
- Ensure reports of concern are documented and immediate action taken;
- Keep up to date with local arrangements for safeguarding;
- Develop and maintain effective links with relevant agencies;

Development Together Staff/Volunteers/Interns/Contractors and Sub-contractors (paid or unpaid) must agree to the following guidelines:

- Conduct all interactions in the presence of other adults;
- Avoid unnecessary physical contact;
- Behave professionally at all times;
- Use technology appropriately (and adhere to the Development Together Language and Images Policy);
- Respect the confidentiality of information and the privacy of individuals;
- Listen and act on concerns;
- Seek parental consent and assent from the child or vulnerable adult (where appropriate);



- Engage in risk planning and management.

### **Professional boundaries**

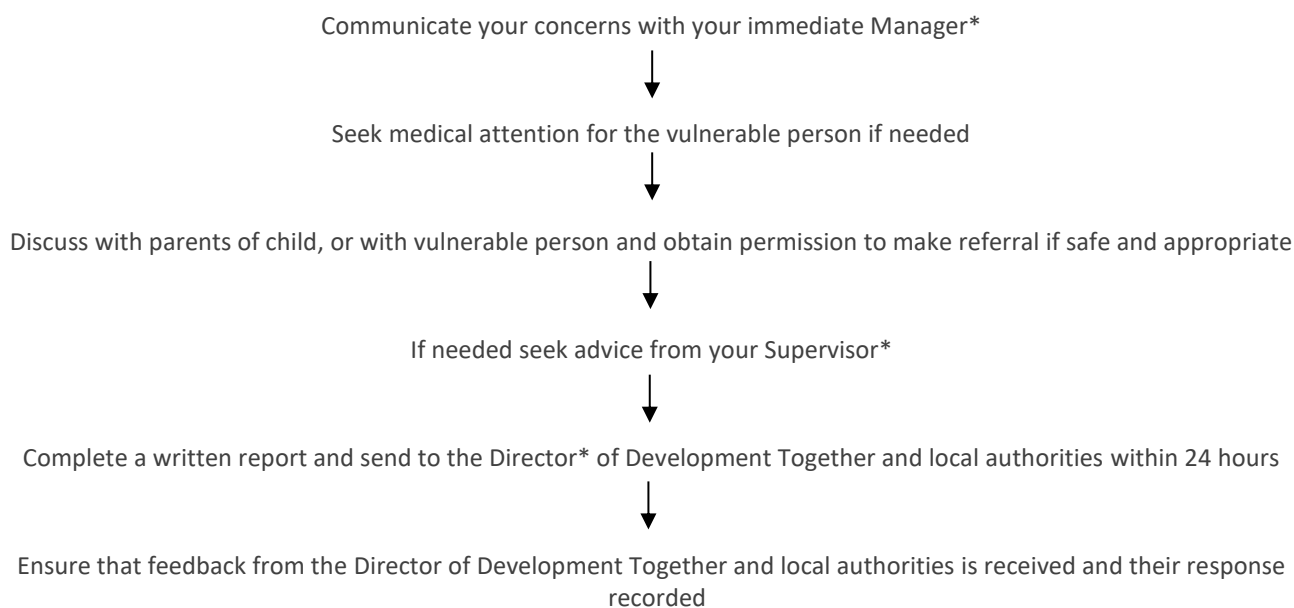
Development Together does NOT allow Staff/Volunteers/Interns/Contractors and Sub-contractors (paid or unpaid) to:

- Give or receive gifts from clients. However, gifts may be provided by Development Together as an organisation as part of a planned activity;
- Enter into a personal relationship with a client who is a current service user, or has been a service user over the last 12 months. This includes providing your personal contact details, or any relationships through social networking sites such as Facebook, Instagram and LinkedIn - this will not be tolerated and may lead to the termination of employment or your placement;
- Use abusive language – this will not be tolerated and may lead to the termination of employment or your placement;
- Use punishment or chastisement - this will not be tolerated and may lead to the termination of employment or your placement;
- Bring your family members to your placement site without the express permission of the Managing Director of Development Together;
- Bring your family members to a client's home;
- Sell to or buy items from a service user;
- Accept responsibility for any valuables on behalf of a client.

### **Allegations and Reporting**

Development Together recognises its legal duty to report any concerns about unsafe practice, concerns or allegations by any of its Staff/Volunteers/Interns/Contractors and Sub-contractors (paid or unpaid) to the local authorities or relevant registering body.

When reporting an allegation, the following flowchart should be followed:



*(\*If the immediate Manager/Supervisor/Director is implicated, then refer to their line manager or peer.)*



### **Support**

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include: no repercussions for reporting allegations; provision of internal counselling (if required); referral to external counselling (if required); referral to legal support (if required).

I confirm that I have been made fully aware of, and understand and agree to the contents of, the Child and Vulnerable Adult Safeguarding Policy for Development Together.

Please complete the details below and return\* this completed form to [k.goodchild@developmenttogether.com](mailto:k.goodchild@developmenttogether.com)

Staff/Volunteers/Interns/Contractors and Sub-contractors (paid or unpaid) Name:

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Date:

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***\*This policy is to be signed and returned prior to commencement of placement/employment with Development Together. Failure to do so within the designated time frame will result in placement/employment being terminated.***

***\*Disclaimer: Reasonable precautions have been taken to ensure information in this publication is accurate. However, it is not intended to be legally comprehensive; it is designed to provide guidance in good faith, without accepting liability. If relevant, we therefore recommend you take appropriate professional advice before taking any action on the matters covered herein.***