

## Safeguarding Children & Vulnerable Adults

### Information and Resources



#### What to do if you are concerned about a child

**\*\*\* If your child is in immediate danger you should always phone 999 \*\*\***

If you have concerns about a child that is not an emergency, contact the specialist team at the **AfC Single Point of Access (SPA)** on **0208 547 5008** (Monday to Friday 8-6pm) or out of hours **0208 770 5000**.

The SPA team are specifically trained to handle your enquiries, liaising with other teams to investigate concerns. The team also provides information and advice across a range of child and family services and is open to all (practitioner/member of the public). For more information visit [www.richmond.gov.uk/single\\_point\\_of\\_access](http://www.richmond.gov.uk/single_point_of_access).

**The Local Area Designated Officer (LADO):** works within Children's Services (AfC). They should be informed of all cases in which it is alleged that a person who works or volunteers with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- or behaved towards a child or children in a way that indicates they are unsuitable to work with children.

Contact the **LADO** via the AfC Single Point of Access on **0208 547 5008**.

**Working Together to Safeguard Children:** All organisations in contact with children and families must follow the government statutory guidance "Working Together To Safeguard Children 2015". This includes voluntary and community organisations, faith groups, registered social landlords, CIOs, CICs and the private sector. [Download Working Together To Safeguard Children 2015](#).

**Charity Trustees Responsibilities:** The Charity Commission is very clear that all trustees of a charity (including management committee members of those that are too small to be registered) hold responsibility for safeguarding and must proactively take steps to prevent people, both children and adults from being harmed through contact with their organisation. Useful guidance includes:

- [Charity Commission Guidance](#): on protecting vulnerable groups including children.
- [Charity Commission Guidance](#): on protecting charities from abuse for extremist purposes
- [NSPCC Free Safeguarding Children’s Tool and Resource Library](#) for organisations, art and sports clubs, youth clubs and service providers. The resources include codes of conduct, sample policies and case studies.
- **Duty to Refer:** If you remove a worker or volunteer from working in a regulated activity with children or adults in risk (or would have if they had not left first) because they pose a risk of harm to a child or vulnerable adult, you **must** make a referral to the Disclosure and Barring Service. [Download the DBS guidance.](#)

**Achieving for Children (AfC)** is the local authority community interest company established and wholly controlled jointly by the Royal Borough of Kingston (RBK) and the London Borough of Richmond upon Thames (LBRUT) for the benefit of both local communities. AfC is commissioned by both councils to run children’s services for both boroughs with the aim to deliver improved outcomes for children, young people and their families and carers. In September 2017 Windsor and Maidenhead joined the company. The scope of the services covered is

- Prevention and Early Help
- Children’s Social Care
- Education Services
- Health Integration

For more information visit the AfC website <https://www.achievingforchildren.org.uk/>.

**The Richmond Local Safeguarding Children's Board (LSCB)** exists to ensure that everyone is working together for the safety and wellbeing of children and young people. It is a statutory requirement of every local authority to have an LSCB. It is made up of a named group of multi-agency professionals and is independently chaired. [Heather Mathew](#) from RCVS represents the voluntary sector on the LSCB. For more information about the board and its activities and information and resources for practitioners, parents and carers, and children and young people [visit the LSCB website](#).

**The Kingston and Richmond LSCB Safeguarding Children's Guidance (The Green Book)** was specifically developed as a resource for the voluntary, community and faith sector to support them in their safe guarding practice. It contains a range of templates and up to date information across the wide range of child protection and safeguarding topics including radicalisation, FGM and child sexual exploitation. Download the book from [The Green Book](#).

**Local Safeguarding Children's Board (LSCB) training** is FREE to the voluntary and community sector. This is a really valuable resource giving you the opportunity to train with multiagency professionals on a wide range of safeguarding related topics. Online and classroom based learning is available. [Visit the Kingston and Richmond LSCB website](#).

**Achieving for Children (AfC)** also offer a range of training across children's service delivery including some safeguarding topics. Since June 2017 AfC has been using the Signs of Safety model as its primary operating model. It is intended to help practitioners with risk assessment and safety planning in Child Protection cases. AfC is offering free general briefings about Signs of Safety **OR** for those who attend CP conferences and core groups, two-day training is available. For information and to view course availability, visit [AfC CPD Online](#).

**NSPCC 24 Hour Helpline** (National Society for the Prevention of Cruelty to Children)  
0800 800 5000

**The Child Online Protection Unit (CEOP)** works across the UK tackling child sex abuse and providing advice for parents, young people and practitioners. It has a wide range of online resources and information suitable for all ages and you can report concerns to their safety centre with one click of a button. It acts as a one-stop shop for all online protection information and concerns. [www.ceop.org.uk](http://www.ceop.org.uk).

**DBS checks for staff and volunteers:** Information about DB requirements, and a directory of online checking agencies can be found on the [DBS website](#).

### **Heather Mathew, Richmond CVS Children and Young Peoples Strategic Lead**

**Manager** is a member of the Richmond LSCB and represents the voluntary sector. She can support you in all matters relating to child protection and safeguarding, including child protection policies, advice and support. Contact her at [heatherm@richmondcvcs.org.uk](mailto:heatherm@richmondcvcs.org.uk) or call 0208 843 7945.

## **Safeguarding Adults**

### **What to do if you suspect abuse**

If an adult is in danger first ensure they are safe. If emergency help is needed dial 999.

If it is not an emergency contact the **Richmond Council Adult Access Team**. You can complete a form online or phone **0208 891 7971**. Emergency out of hours number **0208 744 2442**.

**Current procedures:** LBRuT currently uses the 'Protecting Adults at Risk: London Multi-Agency Policy and Procedures', to safeguard adults from abuse. They have also developed their own local protocol to take account of responsibilities under the Care Act 2014. [Visit the Richmond Council website for full details](#).

[Richmond Council's website](#) provides information on different forms of abuse, including neglect.

**Safeguarding Adults Board (SAB):** Richmond Council works in partnership with other organisations through the Safeguarding Adults Partnership Board. The Board maintains consistent, cohesive partnership working by co-ordinating local partnership arrangements, to safeguard adults from harm. [www.richmond.gov.uk/sab](http://www.richmond.gov.uk/sab).

**Adults Training:** Adult Social Care training in Richmond is a shared service with Wandsworth. They offer classroom-based and e-learning courses including Online Safeguarding Level 1. To access the training you need to register with TPD online bookings by e-mailing [tdservice@wandsworth.gov.uk](mailto:tdservice@wandsworth.gov.uk).

**NCVO Guide for Safeguarding and Volunteers**: Organisations who involve volunteers need to ensure they have an effective approach to safeguarding in place. They should also consider what level of safeguarding is proportionate to the activities their volunteers are involved in. This NCVO guide on safeguarding for volunteer involving organisations aims to help you think through developing a comprehensive approach. This guidance should not be a substitute for a safeguarding policy or for relevant training where required.

**The Ann Craft Trust** is a leading provider of safeguarding training, consultations and safeguarding adult reviews, working across the UK to raise awareness and improve practice. [www.anncrafttrust.org](http://www.anncrafttrust.org)

**We can help...** Kathryn Williamson, Director of Richmond CVS represents the voluntary sector at The Safeguarding Adult Board. Contact her at [kathrynw@richmondcv.org.uk](mailto:kathrynw@richmondcv.org.uk).

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