



## **The Rural Coffee Caravan (RCC)**

### **Policy: Protection of Children and Vulnerable Adults**

**Designated Protection Officer:** Jacqueline Burke

**Alternative Protection Officer:** Ann Osborn

Contact No. 01379 855338

#### **Introduction:**

The Rural Coffee Caravan (RCC) is a Registered Charity (The Charity) whose objects include benefiting the residents of Suffolk by providing information, support and advice with a view to alleviating the effects of rural isolation. Avenues for provision of these services include the running of a mobile community cafe visiting Suffolk villages and organizing Agency Fairs at centres of rural populations. These events are open to the public without discrimination, although publicity is normally limited to the local area. It is possible that these events will be attended by children accompanied by their parents or other guardians, or by vulnerable adults accompanied by their carers, albeit infrequently.

The Charity is mindful, therefore, of the possible obligations arising under the Safeguarding Vulnerable Groups Act 2006, the Protection of Freedoms Act (PoFA) 2012 and relevant guidance. The Charity has reviewed its activities and has determined that neither its trustees, nor its employees or volunteers carry out any of the Regulated Activities either in relation to Children under 18 or in relation to Vulnerable Adults as defined in these acts and elsewhere. There is, therefore, no obligation to carry out DBS checks, either as part of the recruitment process or ongoing review of employment. A summary of the rationale behind this decision may be found in the Appendix.

Nevertheless, The Charity wishes to promote the caring and inclusive elements of its objects and has implemented this Policy for the Protection of Children and Vulnerable Adults.

### **Policy Statement:**

The RCC recognizes that:

- We have a duty of care to provide a safe and caring environment for Children and Vulnerable Adults whilst they attend our activities.

The RCC will:

- Treat all children, young people and vulnerable adults with respect.
- Be aware that a person's vulnerability may not be immediately evident.
- Respect and preserve the confidentiality of private conversations with its visitors.
- Carefully recruit & select staff and volunteers whether paid or voluntary.
- Respond to concerns and allegations appropriately.
- Recommend training as provided by SAFE cic if appropriate.

### **The Protection Officer:**

The Protection Officer is responsible for

- Monitoring & recording concerns relating to Children and Vulnerable Adults
- Making referrals to appropriate services without delay
- Liaison with other agencies
- Arranging training if needed.
- Reviewing the activities of staff and volunteers annually to determine whether they are likely to be required to carry out Regulated Activities leading to an obligation for DBS checks to be carried out.

### **Staff Allegations:**

- Concerns about the behaviour of any employee, trustee or volunteer in The Charity will be referred without delay to the Protection Officer who will contact Social Care Services or The Police, as appropriate.

### **Procedures:**

- When any employee or volunteer in The Charity has concerns about the welfare of any visiting Child or Vulnerable Adult they are expected to share those concerns with the designated Protection Officer. This is a legal obligation that overrides the issue of confidentiality.

### **Monitoring:**

- The RCC will regularly review this policy and procedures in accordance with changes in legislation and guidance.

**Policy Reviewed Dec 2022...next review Dec 2024**

**Appendix:** Regulated Activities and the Charity.

Regulated Activity	Definition	Rationale for The Charity
<b>Protection of Children</b>		
Unsupervised activities in relation to children (under 18) are regulated only if done regularly.	teach, train, instruct, or supervise children	The Charity does not undertake any of these activities.
	provide advice/ guidance on well-being	Guidance defines "regularly" as
	drive a vehicle only for children and carers or supervisors	"once a week or more often, or 4 or more days in a 30-day period, or overnight."  Contact is much less frequent than the definition of "regularly".
Relevant personal care of children This includes:	Physical help in connection with eating or drinking, for reasons of illness or disability;	The Charity does not undertake any of these activities.
	Physical help for reasons of age, illness, or disability, in connection with: <ul style="list-style-type: none"> <li>• toileting (including re menstruation);</li> <li>• washing, bathing, or dressing;</li> </ul>	The Charity does not undertake any of these activities.
Health Care for children	All forms of health care relating to physical or mental health	Requirement is limited to Health Care professionals. DBS checks are not required for First Aid qualified employees not working for an organisation established for that purpose.
Advice and guidance are regulated only if done regularly.	Advice or guidance provided wholly or mainly for children relating to their physical, emotional or educational well-being	Guidance defines "regularly" as "once a week or more often, or 4 or more days in a 30-day period, or overnight."  Contact is much less frequent than the definition of "regularly".
Social Media	Moderating a public electronic interactive communication service likely to be used wholly or mainly by children.	The Charity's Web Site, Facebook Page and Twitter account are not aimed towards, and are unlikely to appeal to children.
Establishment	Schools of all sorts, institutions, children's homes, children's centres or childcare premises.	The Charity does not undertake any regulated activities in any of these establishments.

Regulated Activity	Definition	Rationale for The Charity
<b>Protection of Vulnerable Adults</b>		
Providing Health Care	<p>Mental or Physical Health Care provided by a Health Care Professional</p> <p>Psychotherapy and counselling (excluding Life coaching)</p> <p>First Aid on behalf of an organisation established for that purpose (e.g. St John's Ambulance)</p>	The Charity's employees and volunteers do not carry out these activities as part of their work for the Charity.
Providing Personal Care	Anyone who provides an adult with physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails because of the adult's age, illness or disability. Also prompting, supervising, training, instruction or providing advice or guidance in relation to these activities.	<p>The Charity's employees and volunteers do not carry out these activities as part of their work for the Charity.</p> <p>The Charity may be able to provide details of reputable agencies able to carry out such work.</p>
Providing Social Work	The activities of regulated social workers including assessment or review of the need for health or social care services.	The Charity's activity is limited to making potential clients aware of the existence of organisations and schemes that may be able to provide help.
Assistance with General Household Matters	<p>Providing day to day assistance to an adult because of their age, illness or disability, where that assistance includes at least one of the following, is in regulated activity:</p> <ul style="list-style-type: none"> <li>a. managing the person's cash,</li> <li>b. paying the person's bills, or</li> <li>c. shopping on their behalf.</li> </ul>	The Charity does not employ people for this purpose.
Assisting in the Conduct of a Person's Own Affairs	providing assistance in the conduct of an adult's own affairs by virtue of their mental or physical incapacity as prescribed in law.	The Charity does not employ people for this purpose.
Conveying	Transporting an adult for receipt of any of the services described above.	The Charity does not employ people for this purpose. Transport may be provided to local residents so that they can access The Charity's own services that do not qualify as regulated activities.

Definitions:

**Frequency**

The test for frequency has been repealed by PoFA 2012. The first occasion is a Regulated Activity.

None of these Regulated Activities is carried out on the instruction of The Charity.

**Vulnerable Adult:**

The definition of "Vulnerable Adult" has been removed from the Safeguarding Vulnerable Groups Act 2006 by PoFA 2012, as has the link to the establishment or circumstance in which they find themselves.

The following definition published by The Lord Chancellor's Department in 1997 still stands.

“who is, or may be, in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation”.