



Adult and Child Safeguarding Policy

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Safeguarding Children, Young People and Adults Policy

Context

The Land Trust (the Trust) is a registered charity both in England & Wales, No: 1138337; and in Scotland, No: SC043833. It is also a registered company known as the Land Restoration Trust in England & Wales, No: 5077263.

The Trust has five charitable objectives to drive its work focussing upon using the land, public open space and other assets it owns and manages to deliver health; environment and biodiversity; community cohesion; economic vitality and education and learning outcomes. It maintains green community spaces for a wide range of partners including local authorities, developers, waste industries, utility companies, transport and infrastructure, extractive and heavy industries, National Parks, the public sector and other Trusts and charities; many of whom offer their own community activities.

The Trust employs 55 colleagues, has a Board of 15 Trustees and a variety of volunteers who may attend ad hoc events. The majority of these roles are office based and /or within conservation and not working directly with at risk groups. Those working on sites do have incidental contact with the general public during site events, visits and inspections including organised events, residents' meetings and some drop-in surgeries. The Trust owns a number of other subsidiary companies and a charity. This Policy covers all of these.

The Trust receives funding from a variety of sources which include grants, corporate support and individual donations of land.

This policy has been written to ensure the Trust's legal compliance with all relevant UK Child and Adult Legislation and statutory guidance, the Charity Commission for England and Wales, the Office of the Scottish Charity Regulator (OSCR), local Safeguarding Children Partnerships' and local Adult Safeguarding Boards' (England), Child and Adult Safeguarding Boards (Wales), Child and Adult Protection Committees (Scotland), the Disclosure and Barring Service (DBS) (England and Wales), Disclosure Scotland and the Protection of Vulnerable Groups (PVG) scheme and safer recruitment best practices. It also takes into account the lessons from organisational serious case and practice reviews and the findings of the recent Independent Inquiry into Child Sexual Abuse (IICSA, England & Wales) and the Scottish Child Abuse Inquiry.

This policy is approved by the Board of Trustees and will be reviewed and updated annually. This is the full policy and a summary is circulated to all those working for and with the Trust at induction and revisited during training and supervision. All colleagues sign to say they have read, understood and will comply with this policy at all times It is also publicly available on the Trust's website [LINK HERE](#)

Policy Statement and Aims

The Trust recognises that the welfare of all those who come into contact with it; including all colleagues, trustees and volunteers, the general public, children, young people and adults at risk, is of paramount importance and that everyone has equal rights of protection. The Trust has a duty of care and will do everything possible to provide a safe and caring culture at all times. To achieve this the Trust:

- ✓ has Trustees and senior management committed to safeguarding
- ✓ is clear about peoples' responsibilities and accountability
- ✓ has a culture of listening to children, young people and adults at risk
- ✓ will carry out safeguarding risk assessments to ensure the best possible safeguarding practices are in place, at all times, for all of the Trust's services and activities which are delivered directly to at risk groups

- ✓ expects all colleagues, trustees and volunteers to treat everyone they work, or come into contact with, with respect
- ✓ undertakes safer recruitment practices for all colleagues, trustees and volunteers
- ✓ ensures all colleagues, trustees and volunteers have mandatory induction and further safeguarding training, supervision, reviews and support as relevant to their roles
- ✓ responds to, and manages all safeguarding concerns and allegations, appropriately in line with the relevant legislation and statutory guidance
- ✓ has safeguarding agreements when working with other organisations, agencies and partners
- ✓ works ethically and within the law at all times

Important:

When there are concerns about the welfare of any, child, young person or adult at risk, all colleagues, trustees and volunteers are expected to share those concerns, without delay, with the relevant Deputy for Safeguarding

Equal Opportunities Statement

The Trust has a robust Equity, Inclusion and Diversity Strategy [LINK HERE](#), in line with the Equality Act 2010, to provide the framework to develop and maintain an inclusive culture that meets the needs of the Trust and individuals. The Trust recognises that anyone can become subject to direct or indirect discrimination, harassment or victimisation because of their:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity,
- race
- religion or belief
- sex
- sexual orientation

Safeguarding Colleagues, trustees and volunteers: Roles & Responsibilities

Line of Accountability for Safeguarding

The strategic responsibility for safeguarding lies ultimately at Board level and is equally shared between all Trustees. Safeguarding is on the Trust's risk register and is a standing item on every Board agenda in line with Charity Commission and OSCR guidance.

The Trust holds current Corporate and Public Liability Insurance both £20 million; which cover all its assets, activities and services.

The Named Trustee for Safeguarding

Name: Sandra Kelly

Job role: Chair of REMCO

Contact details: 07801 560368

Their role is to ensure:

- ✓ they are known to all colleagues, trustees and volunteers and partners with contact details;
- ✓ the Board follows the Charity Commission's and OSCR safeguarding guidance
- ✓ safeguarding is a shared responsibility and that the Lead for Safeguarding's safeguarding report is a standing agenda item for Board meetings;
- ✓ any needs for resources are funded to maintain robust standards of safeguarding across the Trust;
- ✓ they liaise with, and support, the Lead and Deputies for Safeguarding with regards to any serious safeguarding issues arising around colleagues, trustees and volunteers or the Trust's operations;
- ✓ the CEO, on behalf of the Trustees, reports any serious safeguarding events and/or incidents to the Charity Commission or OSCR where any of the Trust's colleagues, trustees and volunteers, beneficiaries, services, assets or reputation have been harmed; or such incidents which involve partners; immediately they come to light. (This will be actioned in line with legal advice)

The Lead and Deputy for Safeguarding

The Lead for Safeguarding is:

Name: Alan Carter

Job role: Chief Executive Officer

Contact details: 07767 473466

Their role is strategic and to ensure:

- ✓ they are known to all colleagues, trustees and volunteers and partners with contact details;
- ✓ they are readily accessible for advice and support, by phone or remote meeting, to the Deputy for Safeguarding;
- ✓ this policy is kept up to date, legally compliant and annually reviewed, or more often if serious incidents or those which involve partners occur; ratified by the Board and legally compliant;
- ✓ all new job roles are risk assessed by HR and eligibility checked for the correct level of Disclosure & Barring Service (DBS) checks and also the Protecting Vulnerable Groups (PVG) Scheme in Scotland;
- ✓ safeguarding training is delivered and certificated for all colleagues, trustees and volunteers as relevant;
- ✓ that, for all services and activities, especially for any lone working and other activities which carry higher risks, Health and Safety risk assessments carried out and any risks identified are addressed;
- ✓ liaise with external statutory agencies, the CEO, Chair of Trustees and the Trustee for Safeguarding regarding any allegations or complaints against colleagues, trustees and volunteers, or when safeguarding issues may attract media attention or litigation;
- ✓ liaise with partners and the relevant external agencies, should any serious safeguarding incidents arise, including reporting such incidents to the Charity Commission and OSCR where legally required
- ✓ that a brief overview Safeguarding Report is prepared for the Trustee for Safeguarding and included as a standing item for discussion on every Trustees' meeting agenda.

The report will include:

- scrutiny of the Trust's risk register regarding safeguarding
- an update of any changes in safeguarding legislation, statutory guidance and regulatory requirements
- statistics, for both the Trust and partners, when relevant; of concerns raised, colleagues, trustees and volunteers allegations and complaints made, any incidents of bullying and sexual harassment, referrals to the statutory agencies, the Charity Commission or OSCR (including any for [PREVENT](#)), any outcomes and emerging themes or learning relevant to the Trust ;

- statistics of colleagues, trustees and volunteers recruited, inducted, trained and any relevant safeguarding updates given
- an overview and update of what the Trust offers all colleagues, trustees and volunteers to support their health and welfare;
- anything else relevant at the time.

The Deputy for Safeguarding is:

Name: Julie Smith

Job role: HR Advisor

Contact details: 07909 934723

Their roles are operational and to ensure they:

- ✓ are known to all colleagues, trustees and volunteers and partners in their locality with contact details;
- ✓ are readily accessible by phone to all colleagues, trustees and volunteers during opening hours;
- ✓ listen and offer advice and support to all colleagues, trustees and volunteers and partners when needed;
- ✓ monitor and refer any safeguarding concerns regarding children, young people or adults at risk to social care or the police, as relevant, without delay
- ✓ liaise with external statutory agencies if needed
- ✓ assess and monitor risk of individual cases and raise a professional difference of opinion with social care services if needed
- ✓ immediately inform the Lead for Safeguarding of any colleagues, trustees and volunteers or partner allegations and serious incidents

Definitions

For the purposes of this policy:

Colleagues, trustees and volunteers

This term means all those working, volunteering with the Trust including managing partners.

Managing Partners

This term means any organisation the Trust has an agreement or contract with to both provide or receive services.

Definition of a child/young person

There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child “means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier” (Article1, Convention on the Rights of the Child, 1989).

A child is anyone who has not yet reached their 18th birthday (16th in Scotland).

Definition of an adult at risk

In England and Wales an adult at risk is a person over the age of 18 years and is:

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

In Scotland, the definition is a person over 16 who is;

- unable to safeguard their own well-being, property, rights or other interests,
- at risk of harm, and
- because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

Mental Capacity

The primary purpose of mental capacity legislation is to promote and safeguard decision-making within a legal framework. There is always presumption of capacity – every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise. This means that it cannot be assumed that someone cannot make a decision for themselves just because they have a particular medical condition or disability. It is a criminal offence for anyone to knowingly ill-treat or wilfully neglect a person who lacks capacity (with incapacity in Scotland)

It is important to note that all concerns about any adult comes into the remit of this policy and, at the point of the relevant Deputy for Safeguarding making an external referral, it is the role of adult social care services to judge if the adult involved may lack capacity. Only a court of law can make the ultimate decision about capacity

Health & Welfare

This is a broad concept applying to everyone to which the following contribute: personal dignity, physical and mental health, protection from abuse and neglect, control over day-to-day life, participation in work, education or recreation, social and economic factors, domestic, family and personal life, suitable accommodation and making a contribution to society. This includes everything the Trust does for everyone which contribute to promoting their health and welfare. If there are concerns about a competent adult, or if adult social care services judge the person does not meet the definition of adult at risk, the Deputy for Safeguarding will sign post the individual to the local relevant services.

To promote the health and welfare of all colleagues, trustees and volunteers the Trust provides colleagues with access to internal Mental Health First Aiders, a confidential Employee Assistance Programme (EAP), free biennial health check and an optional Healthcare Cash Back Plan. The Trust is also committed to ensuring everyone is able to fulfil their duties within their contractual working hours.

Protection

This refers to the actions taken to protect specific children, young people or adults at risk who are suffering, or are likely to suffer, significant harm. All colleagues, trustees and volunteers should refer any concerns immediately to the relevant Deputy for Safeguarding if they feel a child, young person or an adult at risk is suffering, or likely to, suffer harm.

Safeguarding

This is the overarching term to describe everything that is in place to keep at risk groups safe from harm. This includes everything the Trust does which contributes to helping keep everyone safe

Related Policies

Bullying and Harassment

Bullying and harassment can take many forms and includes:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact
- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites.
- it is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability

The Trust's Bullying, Harassment and Grievance Procedures [LINK HERE](#) are designed to provide everyone with a clear and supportive means of raising problems, concerns or complaints associated with any aspect of their employment experience.

When directed at children, young people or adults at risk, any bullying and harassment, physical and/or emotional abuse will not be tolerated. All such behaviours will be treated as a safeguarding concern and should be reported to the relevant Deputy for safeguarding.

Complaints

The Trust always takes complaints seriously. Whenever safeguarding concerns are raised, this Safeguarding Policy will be checked and followed at all times before proceeding with the Trust's Complaints Policy/Customer Charter [LINK HERE](#)

Confidentiality

In line with government safeguarding guidance about confidentiality, the Trust fully endorses the principle that the welfare of children, young people and adults at risk, over-rides any obligations of confidence it may hold to others. No one working, or involved, with the Trust can promise absolute confidentiality. Individual cases will only be shared or discussed on a "need to know" basis.

Consent

When consent is required for any care, activity or intervention all colleagues, trustees and volunteers, unless it is an emergency, obtain consent from the individual if of sufficient age and or understanding. Where relevant, the Trust will ensure it fulfils its obligations under Child Care Law in terms of parental responsibility and Mental Capacity Legislation on supporting, where possible, the individual's right to make their own decisions. Any decisions made should be the least restrictive and recorded.

Data Protection

The Trust has a Data Protection Policy [LINK HERE](#) and treats any personal information by which an individual can be identified, for example, name, address, and email, in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR) and will not share information with any third party, except where required by law.

Information Sharing

It is important that information is shared at the appropriate time with the relevant agencies when necessary. Within the Trust, the decision to share written information, and with whom, will be undertaken by the Deputy for Safeguarding when consulting with, or referring to, the relevant agencies.

For any situation which may involve sharing information directly with external agencies, the decisions about how much information to share, with whom and when, can have a profound impact on individuals' lives. Information sharing helps to ensure that an individual receives the right services at the right time and prevents a need from becoming more acute and difficult to meet. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of at-risk groups. Everyone must take responsibility for sharing the information they hold, and cannot assume that someone else will pass on information, which may be critical to keeping someone safe.

Record Keeping

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or at significant risk of suffering harm. All safeguarding records are recorded on the Trust's electronic Safeguarding Incident Form and securely stored

Access to records is limited to the Lead (for overview purposes) and the Deputy for Safeguarding for operational management

The Trust's Data Protection Policy [LINK HERE](#) outlines how long records are kept. All safeguarding records of concern for adults at risk are kept for 10 years or, in the cases of children or young people, until s/he is 25 years old whichever is the longer. In the cases of substantiated safeguarding allegations, against any colleagues, trustees and volunteers, these will remain on colleagues, trustees and volunteers files for 10 years or until normal retirement age whichever is the longer

Whistleblowing

Whistleblowing [LINK HERE](#) is when someone raises a concern externally about a person or practice within the organisation, which will affect others in an illegal and or harmful way.

The Trust promotes the sharing of any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible, internally, with the Lead or a Deputy for Safeguarding. If individuals reporting their concerns within the Trust do not feel they have been acted upon appropriately then the Trust supports their right to report these concerns to:

- the Local Authority Designated Office (LADO) for any alleged or actual child abuse by a member of the Trust's colleagues, trustees and volunteers, England and Wales only;
- otherwise for adult and child concerns across the UK, contact the relevant local adult or child social care services
- the police on 999 if it is an emergency or 101 if a crime has been committed
- the NSPCC Whistle Blowing Helpline, 0800 028 0285 help@NSPCC.org.uk for any child abuse concerns across the UK
- the Charity Commission: whistleblowing@charitycommission.gov.uk

Anyone can contact the independent charity [Protect](#) on 0207 3117 2520 for free confidential advice.

Safer Recruitment

The Trust is committed to safe recruitment in line with the relevant legislation and guidance from government, the Charity Commission and OSCR for recruiting all staff, paid or unpaid. It does this by:

- JS communicating to all recruiting managers the essentials of Safer Recruitment.

- advertising vacancies with a clear commitment to safeguarding: *“The Land Trust is committed to safeguarding and promoting the welfare of everyone who has contact with its services and colleagues, trustees and volunteers”*
- assigning all posts detailed personal specification and job descriptions with a commitment to safeguarding
- for those roles subject to an Enhanced DBS or PVG obtaining full personal details to assess for gaps and anomalies
- when a candidate is selected for interview, the relevant criminal declaration form for the role and country (Basic or Enhanced DBS checks in England, Wales and Scotland; or PVG Scheme in Scotland) will be sent for completion as set out by the Rehabilitation of Offenders Act 1974, as amended, *and*,
- for candidates who have a military background, a further Military Convictions Declaration Form will be sent
- in cases of Trustees, asking them to confirm their eligibility to serve as a Trustee
- always taking up a minimum of two written references, one from the most recent employer or education establishment
- undertaking all interviews face to face wherever possible for roles where enhanced DBS or PVG are required, based on the job description and personal specification including a safeguarding question if relevant to the post to assess applicant’s attitude, behaviour and motivation for working with the Trust
- having sound procedures and recording for interviewing to ensure interviewers are satisfied, and can evidence that the applicant is appropriate and will suitably comply with Trust’s Safeguarding Policy and the Code of Conduct at all times

Any appointment will only be confirmed subject to:

- ✓ a satisfactory ID check including triangulating evidence of original documents, the use of a UV lamp and reference to [PRADO](#) guidance when checking hard copy documents
- ✓ a satisfactory criminal records check at the appropriate level, where relevant
- ✓ a follow up of written references by telephone, in cases of any queries
- ✓ a check of essential, original higher level qualifications either hard copy or online via the relevant regulator and, for overseas qualifications, compare and verify validity online
- ✓ confirmation of the Right to Work in the UK for employed colleagues, trustees and volunteers or any requirements for a Temporary Work – Charity Worker visa for relevant volunteers
- ✓ fitness to work if relevant to role
- ✓ a satisfactory induction and probation period

Additionally, all colleagues, trustees and volunteers will be required to disclose all new “unprotected” criminal convictions, as relevant to their job roles, without delay to HR; throughout the period of their employment at the Trust.

When there are concerns raised about the honesty of an applicant or there is a positive trace on a DBS certificate, HR colleagues, trustees and volunteers will inform the Trust’s Lead for Safeguarding who will always seek advice from the LADO (England and Wales for posts in “regulated” activity that require an enhanced DBS check working with under 18’s in England and Wales) and, for all other posts working with under 18’s or adults at risk, the relevant local social care services. Free guidance will be sought from [NACRO](#) or [ACASS](#) as applicable. In cases of qualified regulated professional roles or those in “regulated activity”, where false details have been given at application, especially for work history and / or fictional referees, the LADO (England and Wales) or local social care services elsewhere will be consulted and, if a crime has been committed, the police will be contacted.

Induction and Training

The Trust has a clear induction and training strategy with clear job descriptions and responsibilities and all relevant procedures. All colleagues, trustees and volunteers will receive induction training as soon as possible and sign to record they have:

- received and understood this policy.
- been given any relevant resources
- understood the commitment to safeguarding training

There is also a probationary period of 3 months with clear goals with weekly one to ones and monthly appraisals. The Trust then provides an annual performance appraisal with a mid-year review; all with the relevant line manager. The Trustees read [Safeguarding and protecting people for charities and trustees](#) upon induction

All colleagues, trustees and volunteers with an enhanced DBS and PVG working directly with at risk groups and the Deputy for Safeguarding will undertake both Adult and Child Safeguarding and the free online government training for [PREVENT Channel](#) and [FGM](#)

The Lead and Deputy for Safeguarding also attend Leading on Adult and Child Safeguarding training; HR colleagues will complete Safer Recruitment training.

Updated safeguarding training is normally required every 2 years (online) or three years (face to face).

When needed, all colleagues, trustees and volunteers will receive further safeguarding training, at the appropriate level, as soon as possible

Working Practices

Code of Conduct

The Trust aims to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion. All colleagues, trustees and volunteers will undertake to:

- ✓ treat all children, young people and adults at risk with respect and dignity
- ✓ ensure that their welfare and safety is paramount at all times
- ✓ maintain professional boundaries both face to face and when using technology
- ✓ always act in a professional way and not accept bullying, or other disruptive behaviour
- ✓ liaise openly with parents and carers
- ✓ only use physical contact if absolutely necessary e.g. in an emergency
- ✓ avoid being alone with children, young people and adults at risk at all times
- ✓ use the internet and other forms of communication in an appropriate way
- ✓ never link or communicate online with any child, young person or adult at risk with whom they work with in a "position of trust"
- ✓ listen to, and act upon, any disclosures, allegations, or concerns of abuse
- ✓ share any concerns about the welfare of a child, young person or adult at risk with the relevant Deputy for Safeguarding
- ✓ participate in approved safeguarding training at appropriate levels
- ✓ follow this safeguarding policy at all times

Colleagues, and Volunteers Ratios to Children, Young People and Adults at Risk at

Activities

There must always be a minimum of two responsible adults present for any activities. All such activities are fully risk assessed in line with health & safety legislation and none provide child care so do not reach the threshold for compulsory registration with any regulator including Ofsted in England, Estyn in Wales or the Care Inspectorate in Scotland

Community Centre

All contracts with organisations who work directly with at risk groups and hire the Community Centre includes a clause for the hirer/s to confirm they have robust safeguarding policies and procedures in place. The Trust also expects hirers to immediately report any serious incidents that may either have a detrimental effect upon the Trust's

reputation or need to be reported by the Trust to the Charity Commission or the OSCR. Failure to do so may lead to the review of any hiring agreement

Estates and Community roles

These colleagues, may organise sessions for the public but mainly work with children who are in organised groups from community groups (scouts/guides), education providers, schools and playschemes. Occasionally they also work with adults from groups like care settings. Both the participating groups and the Trust share health and safety risk assessments and proof of Public Liability Insurance. With regards to children, it is the participating group's responsibility to seek parental permission for any photography and filming. When there is a safeguarding concern about a child, young person or adult attending with such a group, all colleagues, should refer their concerns to the senior member of accompanying staff or, if they are implicated or if there is a concern they would not manage it appropriately; to the group's Lead for Safeguarding or, for schools their Designated Lead for Safeguarding (DSL). Colleagues should then inform the relevant Deputy for Safeguarding that they have made a referral and record on the Trust's Safeguarding Incident Form

Green Angels

Green Angels is a free environmental training programme for anyone over 18 and may include adults with additional needs who must attend with their own carers or assistants. Each applicant for a place completes an expression of interest application form and, when placed, a welfare form is completed and a follow up phone call is made by the relevant member of the Green Angels team to ensure their placement can meet any additional needs.

Home Visits

No home visits are ever made

Lone and One to One Working with At Risk Groups

No colleagues, trustees and volunteers ever work alone or one to one with children and adults at risk to protect both individuals.

Managing Partners

The Trust expects all partners to confirm they have robust safeguarding policies, procedures and risk assessments in place, proportionate to the services they deliver. The Trust expects those partners who deliver services directly to the public and at risk groups to deal with and manage any safeguarding concerns in line with legislation and statutory guidance relevant to the part of the UK they occur. The Trust also expects partners to immediately report any serious incidents that may either have a detrimental effect upon the Trust's reputation or need to be reported by the Trust to the Charity Commission or the OSCR. Failure to do so may lead to the review of any working agreement or contract.

Young People who work at the Trust

No young people under 18 work or volunteer with the Trust. If this changes, this policy would be reviewed at the time.

Recognising Abuse in Children Young People and Adults at Risk

The following list is for guidance only. It is important to be observant, listen to what is being said and record. e.g. is what you are observing and being told about an injury consistent with the injury?

| | |
|---|---|
| <ul style="list-style-type: none">• Abuse related to faith or belief• Alcohol and Substance misuse• Breast Ironing• Bullying• Carrying offensive weapons• Child criminal and sexual exploitation including County Lines• Child on child abuse, including sexual violence and upskirting• Concealed pregnancy• Criminal exploitation• Discriminatory• Domestic violence, including "honour" based abuse• Emotional• Exploitive use of technology• Female Genital Mutilation (FGM) | <ul style="list-style-type: none">• Financial or material abuse• Gambling harms• Hate and "mate" crime• Forced marriage• Gangs• Hazing and initiation rites• Hoarding• Modern slavery• Neglect and acts of omission• Online safety• Organisational or institutional• Psychological• Physical• Radicalisation• Self-neglect• Sexual• Trafficking |
|---|---|

Responding to Safeguarding Concerns

Handling Disclosures

When a disclosure is made by a child, young person or adult at risk it is important to remember to:

- take what you are being told seriously
- stay calm and reassure
- do not investigate
- do not delay

and always

- seek advice from the Lead or Deputy for Safeguarding
- make a careful recording of anything you are told or observe, date and sign.

A disclosure may come from someone telling you:

- they have or are being abused
- they have concerns about someone else
- they are themselves abusing or likely to abuse someone else

Safeguarding Referral Flowchart

The Trust ensures and emphasises that all colleagues, trustees and volunteers understand and know how to share any concerns immediately with the Deputy for Safeguarding. All colleagues, trustees and volunteers will deal with concerns using the following:

Step One:

If you are worried a child, young person or adult at risk has been abused because:

- you have seen something
- someone says they have been abused, or at risk of harm
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed that they were abused as a child
- a child, young person or adult say they are abusing someone else.

Step Two:

Check this safeguarding policy for guidance. Talk to the relevant Deputy for Safeguarding without delay. If they are implicated, then talk to the Lead for Safeguarding. If they are also implicated, contact the Trustee for Safeguarding

Step Three:

The Lead, relevant Deputy or Trustee for Safeguarding should refer the concern to the relevant adult's or children's social care service and/or the police and follow up the referral in writing within 24 hours.

For England and Wales, in cases of allegations against a "person of trust" with a "duty of care" towards a child, the Local Authority Designated Officer (LADO) will be contacted and s/he will co-ordinate the next procedural steps. Social care services carry out the same function for child and adult abuse allegations elsewhere in the UK

Under "whistle blowing", anyone can refer child abuse allegations directly to the LADO(England & Wales) or the [NSPCC](#) across the UK and for all other concerns and areas local police, social care services, the [Charity Commission](#) or [OSCR](#); and, for support, contact charity, [Protect](#); if they are concerned the Trust is not managing safeguarding concerns appropriately.

**CONSULT,
MONITOR
AND RECORD**
Sign/Date/Time
*Include name and
job role*

When the concern is about the welfare of a child or adult at risk from schools, colleges, community groups or care settings you should refer to that organisation's Lead for Safeguarding in the first instance. Inform the relevant Deputy for Safeguarding that you have referred a concern. S/he will contact the organisation's Lead for Safeguarding to ensure it has been actioned. No identifying details should be shared

Any consultations should not delay a referral.
In an emergency do not delay: dial 999

Record Keeping

At all times when required, and especially where there is a safeguarding concern, all colleagues, trustees and volunteers will keep records which are:

- recorded on the Trust's Safeguarding Incident Form
- of sufficient details of child, young person or adult at risk to identify the individual who is subject of concern and any significant others
- accurate and factual/based on fact, as a true record of:
 - what has been monitored/observed
 - what has been said and by whom
 - what has given cause for concern
 - what action has and/or will be taken including the reason for those actions
 - the reason stated for no action being taken and by whom
- non judgmental
- timely and always on the same day
- signed, timed and dated by the person with the concern and co- signed by the relevant Deputy for Safeguarding who will then maintain a chronology of further actions, discussion, outcomes and sign off
- shared as appropriate by the relevant Deputy for Safeguarding
- stored safely and securely by the relevant Deputy for Safeguarding

Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures

The Trust's policies and procedures are in line with legislation and statutory guidance, the [LINKS HERE](#) disciplinary, complaints and grievance procedures and are available to all colleagues, trustees and volunteers

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the Lead or relevant Deputy for Safeguarding will, in all cases, discuss the situation with social care services, the LADO, and / or the police before making an open decision about the best way forward.

In the case where the Lead is implicated, the Chair of Trustees. should be informed. In the exceptional circumstances that both are involved, the person concerned will inform social care services and / or the police. If there is a belief that the concern has not been taken seriously or acted upon then anyone can "Whistleblow".

With regards to disciplinary and grievance procedures, the Trust will take no steps until the issues have been fully discussed and a strategy agreed with social care services, the LADO (for child abuse concerns England & Wales) , and / or the police. Any external investigation will override the need to implement any other procedures.

HR is responsible for making referrals, in consultation with the LADO or social care services, as relevant, to the:

- DBS or Disclosure Scotland
- Charity Commission or OSCR
- individual's professional body, if any

All media enquiries will be handled by the Head of Comms and Marketing in discussion with the CEO

Online Safety

The Trust takes online safety very seriously as cases of abuse can be very harmful and are increasing rapidly due to new modern technology developments. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy. The Trust has a robust Information Security and IT Usage Policy [LINK HERE](#) which outlines all colleagues, trustees and volunteers responsibilities and also expects all colleagues, trustees and volunteers to comply.

Concerns may be raised about

a child, young person or adult at risk who:

- is becoming secretive about where they are going to or who they are meeting.
- will not let you see what they are accessing online.
- is using a camera in a closed area, away from other people.
- is accessing the web or using a mobile for long periods and at all hours
- clears their device's history every time they use it.
- receives unexpected money or gifts from people you don't know.
- does not appear to have the money they should have.

or a member of colleagues, trustees and volunteers who:

- befriends a child, young person or adult at risk on the internet or by text messaging.
- has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a playscheme worker.
- is secretive about what they are doing and who they are meeting.

Online Safety Referral Flowchart – Child and Adult

Is a crime in progress or is anyone in immediate danger?

Yes
➔



Dial 999 Immediately

No
↓

Inform the relevant Deputy for Safeguarding who will take the following steps

Is the concern about child sexual content anywhere in the world?

No
➔

Yes
↓



Contact the IWF
(Internet Watch Foundation)
www.iwf.org.uk

Is the concern about a person communicating with a child or adult for sexual reasons?

No
➔

Yes, Child
↓

Yes, Adult
↓



Contact CEOP
(Child Exploitation and Online
Protection Centre)
www.ceop.police.uk

Is the concern about a known person, non-sexual harassment or other potential crime?

Yes
↓



Contact the local police

Record the concern and report to the relevant Deputy for Safeguarding who will liaise, await response, advise and review online safety arrangements as necessary.

Safeguarding Practical Guidance

A Child, Young Person or Adult goes Missing from an Organised Activity

If a child, young person or adult at risk goes missing when attending an activity or event it should be reported to the police within 20 minutes for an under 5, 30 minutes for an under 10 and 45 minutes for anyone else. Use 999 where there is a concern that they cannot be found or are vulnerable.

A missing person may be assessed as 'at risk' if they fit one or more of the following categories.

- is under 16
- has expressed feelings of suicide
- has dementia
- has been acting totally out of character
- has mental health issues
- is under increased stress
- has an illness or a physical disability
- has a learning disability
- is in need of regular medication/care

The relevant Deputy for Safeguarding should be informed as soon as possible, and all details and actions recorded, signed, timed and dated.

In the case of a serious incident the Trust's Incident Management Plan [LINK HERE](#) must be followed

Activities, Events and Visiting Speakers/Activity Leaders

The Trust always ensures all such events and activities undertaken are risk assessed and is committed to:

- ensuring that those who run activities have the expertise, knowledge and skills to do so properly
- completing a risk assessment which involves identifying risks and the means of reducing or eliminating those risks for all activities or events
- risk assessing any changes being made to activities or events involving children, young people and adults at risk
- having a written plan in place if the event or activity has to be cancelled
- having a written plan in place in case of emergency including contact numbers
- implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis

Buildings and Venues, Including LT Community Centres

Safeguarding risk assessments are carried out on all building and venues used by the Trust or by the host's venue management, such as schools

The safeguarding risk assessments cover:

- security and CCTV
- access to buildings and sites
- signing in protocol
- use of keys
- toilets and changing rooms

- any outside spaces
- isolated areas
- car parks
- any other relevant issues

[Link here](#) to the Health and Safety policy

Photography & Filming Guidance

Both still and moving images are key to recording the successes and achievements of children, young people and adults at risk in their lives and activities. However, it is vital to remember that images (especially digital images) can be used, shared, stored and/or distributed inappropriately, and that their storage and use must comply with the UK GDPR. The Trust's Photography Agreement Form [LINK HERE](#) must normally be completed except in cases of under 18's from schools, colleges or other organised groups who will already have sought permission from those with parental responsibility. If any adult lacks mental capacity, no consent can be sought from them or anyone else on their behalf.

It is also important that colleagues, trustees and volunteers are clear, as relevant about:

- the purpose of images e.g. the website, social media, publications
- the content required when using a professional photographer
- publishing only necessary identifying details alongside individual's photos in newspapers, websites etc
- taking photographs openly and away from sensitive areas (changing rooms, toilets, etc)
- the suitability of clothing e.g. swimsuits
- ensuring secure storage of all images
- identifying how long unused images will be retained
- identifying how long copies of published images will be retained

Appropriate signage will be displayed at any large events where there may be any filming

The Late Pick Up of a Child, Young Person or Adult at Risk

If attempts to contact the parent and nominated emergency contact fail, then the supervising adult should wait with the child, young person or adult at risk with other colleagues, trustees and volunteers or parents wherever possible.

Colleagues, trustees and volunteers must avoid:

- taking the child, young person or adult at risk home or to another location
- waiting alone with the child, young person or adult at risk in a vehicle or at the venue
- sending the child young person or adult at risk home with another person, without parental consent
- leaving the child young person or adult at risk alone.

If all attempts to make contact fail, the police should be contacted for advice.

Transport

The Trust does not own any transport

Summary

In order to attain the highest standards of safeguarding practice, all colleagues, trustees and volunteers need to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. It is the responsibility of everyone to draw the attention of the Lead for Safeguarding to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting robust policies and practices that the Trust can be confident it has done everything it can to safeguard the children, young people and adults at risk whenever they have contact with the Trust


Policy Date

This policy was agreed and disseminated on 21st March 2024 and will be reviewed annually or when there are substantial legal, organisational changes or serious “near miss” events

Policy Review Date:

Trustee for Safeguarding:

Name: Sandra Kelly

Signature: 

Date: 05/4/2024

Lead for Safeguarding:

Name: Alan Carter

Signature: 

Date: 28th March 2024

Deputy for Safeguarding:

Name: Julie Smith

Signature: 

Date: 05/04/2024