



## **Safeguarding Children, Young People and Adults Policy**

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# Safeguarding Children, Young People and Adults Policy

**Organisation Name: Racing Welfare & Racing Homes**

## Policy Statement

We recognise that the welfare of all children, young people and adults at risk, is paramount and that *all* have equal rights of protection. We have a duty of care, when they are in our charge and we will do everything we can to provide a safe and caring environment, whilst they attend our activities.

## Equal Opportunities Statement

We recognise that anyone can become subject to discrimination, harassment, or victimisation because of:

- age
- disability
- gender
- sexual orientation
- gender reassignment
- marriage and civil partnerships
- religion or belief

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with parents and carers and the relevant agencies, when necessary and appropriate.

### We will:

- ✓ Treat everyone with respect and celebrate their achievements.
- ✓ Carefully recruit and select all staff, whether paid or unpaid.
- ✓ Respond to concerns and allegations appropriately.

**When there are concerns** about the welfare of any child, young person or adult at risk, all responsible adults in our organisation are expected to share those concerns, without delay, with the Lead for Safeguarding (or the Deputy, if the Lead is unavailable).

**Our policy** is approved by our senior management and will be reviewed and updated annually. We will publish and promote this policy to all staff, paid or unpaid, through induction, training and supervision. We endeavour to disseminate, as appropriate, this policy to all who come into contact with our organisation e.g. children, young people, adults at risk, their parents, carers, families and others such as partners and fundraisers.

## Policy Aim

As members of SAFE, we aim at all times, to attain best safeguarding practice, throughout all our activities with children, young people, adults at risk, their parents, carers and/or families. We endeavour to provide a

safe and friendly environment and celebrate all achievements. We will achieve this by adhering strictly to this policy, guidance and risk assessments. Our organisation holds current Public Liability Insurance, which covers all our activities.

## **Lead and Deputy for Safeguarding**

The responsibility of managing the safeguarding of children, young people and adults at risk, can be both demanding and challenging and therefore must be appointed at managerial level, to personnel who are available whenever operational, which includes cover for sickness and holidays.

When organisations have more than one operational site, consideration should be given to appointing more than one Safeguarding Lead, depending on the size and locations of individual sites. Each site should appoint a Deputy Lead. An additional Senior Lead for Safeguarding may also be required for numerous and/or widespread sites.

### **Our Lead for Safeguarding is:**

Name: **Stella Cornell**

Contact details: 07966 425188 Email: [scornell@racingwelfare.co.uk](mailto:scornell@racingwelfare.co.uk)

### **Our Deputy Lead for Safeguarding is:**

Name: **Karen Ladym**

Contact details: 07551 170 757 Email: [kladym@racingwelfare.co.uk](mailto:kladym@racingwelfare.co.uk)

### **Our Deputy Lead for Safeguarding is:**

Name: **Brian Watson**

Contact details: 07788 188011 Email: [bwatson@racingwelfare.co.uk](mailto:bwatson@racingwelfare.co.uk)

Their role is to oversee and ensure that our safeguarding policy, which includes eSafety, is fully implemented and that we attain SAFE standards.

Their responsibilities are:

- ✓ Monitoring and recording concerns.
- ✓ Making referrals to social care, or police, as relevant, without delay.
- ✓ Liaison with other agencies.
- ✓ Arranging training for all staff.

The Deputy should be available to support or cover for the Lead. They will also handle any complaints or allegations against the Lead, if appropriate.

## **Additional Senior Lead for Safeguarding**

A Senior Member of the organisation at Board, Trustee, Governor, or similar level should be appointed to take leadership responsibility for the organisation's safeguarding arrangements. This person should have up to date and relevant training and the ability to develop knowledge, skills and expertise in safeguarding.

### **Our Additional Senior Lead for Safeguarding is:**

Name: **Rebecca Ireland**

Job role: Deputy Head of Welfare

Contact details: 07929659649 Email: [rireland@racingwelfare.co.uk](mailto:rireland@racingwelfare.co.uk)

## **Why do we need a Safeguarding Policy?**

All organisations that work or come into contact with children, young adults and/or adults at risk, need to have safeguarding policies and procedures in place.

Government guidance is clear that all organisations working with children, young people, adults at risk, parents, carers and/or families, have responsibilities for safeguarding. It is important to remember that children, young people and adults at risk, can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities, we:

- Have senior managers, board members and/or trustees committed to safeguarding.
- Are clear about people's responsibilities and accountability.
- Have a culture of listening to children, young people, and adults at risk.
- Undertake safer recruitment practices for all staff and volunteers, working with children, young people, and adults at risk.
- Have procedures for safeguarding children, young people, and adults at risk.
- Have procedures for dealing with allegations against, and concerns about any staff.
- Make sure staff, paid and unpaid, have mandatory induction and further safeguarding training, supervision, reviews, and support.
- Have agreements about working with other organisations and agencies.

## **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" (Article 1, 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

There is no single law that defines an adult at risk across the UK. An adult at risk is a person over the age of 18 years (16 in Scotland) 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.

## Data Protection

We will treat any personal information, by which an individual can be identified (i.e. name, address, email etc.) 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.

## Confidentiality

This policy is in line with government guidance about confidentiality and these details will be made available to all staff, children, young people, adults at risk, parents and carers.

We fully endorse the principle that the welfare of children, young people and adults at risk, override any obligations of confidentiality we may hold to others. No one working, or involved, with our organisation can promise absolute confidentiality. Individual cases will only be shared or discussed on a “need to know” basis.

## Whistleblowing

Whistleblowing 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.

Our organisation promotes the sharing of any concerns, regarding the safeguarding of children, young people and adults at risk, as soon as possible, with the Lead or Deputy for Safeguarding.

If individuals reporting their concerns, within our organisation, do not feel they have been acted upon, then we support their right to report these concerns to social care services, the police, and /or the relevant Regulatory Authority e.g. Charity Commission.

All media enquiries will be handled by:

**Nicola Strong** (Head of Communications & Marketing) & Lead eSafety Officer

Contact: 07966 296838 Email: [nstrong@racingwelfare.co.uk](mailto:nstrong@racingwelfare.co.uk)

## Information Sharing

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. It is important that records are shared at the appropriate time when necessary. Within our organisation, the decision to share written information and with whom, will be undertaken by the Lead or the Deputy for safeguarding.

## Safer Recruitment

Our organisation is committed to safer recruitment, in line with the relevant legislation and guidance from government and Regulatory Authorities, for recruiting all staff, paid or unpaid.

We do this by:

- Advertising vacancies, with a clear commitment required to safeguarding.
- Assigning all posts detailed job descriptions.
- Obtaining full personal details, including fitness to work with children, young people and adults at risk, by application form (not CVs), with particular relevance to previous work with children, young people and adults at risk
- When a candidate is selected for interview, the relevant criminal declaration form will be sent for completion, as set out by the Rehabilitation of Offenders Act 1974, as amended.
- Always taking up two written references, with one from the most recent employer.
- Undertaking all interviews face to face, based on the job description.
- Ensuring at least one person on each interview panel will have undertaken Safer Recruitment training, in line with the relevant safer recruitment guidelines.
- Having sound procedures and recording for interviewing, to ensure we are satisfied and can evidence that the applicant is appropriate and suitable.

Any appointment will only be confirmed subject to:

- ✓ A satisfactory criminal record check at the appropriate level.
- ✓ A follow up of two written references by telephone, if relevant to vacant post.
- ✓ A check of essential qualifications.
- ✓ Confirmation of the Right to Work in the UK for employed personnel.
- ✓ Fitness to work, as relevant.

## Induction and Training

We have a clear induction and training strategy with clear job descriptions and responsibilities and all relevant procedures. All new staff, paid and unpaid, 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.



When needed, staff will receive further safeguarding training, at the appropriate level, as soon as possible. We also agree a probationary period of six months, with clear goals and then provide supervision/mentoring/appraisals at regular intervals, with relevant line manager.

Updated training is normally required every 2 years (online) or three years (face to face). Staff working directly with at risk groups, will also undertake the free online government training for PREVENT/Channel and FGM.

## **Working Practices**

### **Consent**

When consent is required for any care, activity or intervention, we will, unless it is an emergency, obtain consent from the individual, if of sufficient age and or understanding.

Where relevant, we will ensure we fulfil our 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.

### **Staff Ratios to Children, Young People and Adults at Risk**

There must always be a minimum of two responsible adults present for any activities.

Many organisations encourage suitable participants/members to help supervise others. It is important to be clear about their responsibilities and to remember that they may need support and guidance to do this.

### **Lone and One to One Working**

We will avoid lone working and one to one working with children, young people and adults at risk whenever possible, to protect both individuals. However, we recognise this will happen, especially when staff are not based in an office and need to meet children, young adults and adults at risk, in a confidential safe space.

A risk assessment will always be undertaken to ensure:

- ✓ The care or activity provided is suitable for one-to-one working.
- ✓ The lone worker has been recruited, trained, and supervised to undertake this particular role.
- ✓ Health and safety issues have been identified and recommendations followed.
- ✓ Safeguards are in place to protect individual's rights to safe working practice.
- ✓ Safeguards are in place in relation to strategies for emergency situations.
- ✓ Relevant business insurance is in place for use of personal vehicles.
- ✓ Accurate and relevant written recording is maintained following any care and activity, signed and dated.

### **Home Visits**

Home visits will only be made when necessary and booked by the organisation.

Each home visit will be carefully planned and recorded and include:

- The person being visited.
- The purpose of the visit.
- The name of the person carrying out the visit.
- The time expected to carry out the visit.
- Who will also be present during the visit.
- Members of staff paid or unpaid, and others.
- Any physical contact, which may be required and will be undertaken in line with the code of conduct, within this policy.

All home visits will be made in a polite and friendly manner. Personal relationships or showing favouritism must not happen.

Any safeguarding concerns raised and any untoward incidences, such as no access or a child being at home alone, should be followed up, recorded and managed in line with this safeguarding policy.

## **Young People who work and volunteer in our Organisation**

No young people under 18 work in our charity.

All young people under the age of 18, who are undertaking volunteer work within our organisation are to be included in this policy and their safeguarding as individuals, given the same importance as all young people who we come into contact with. Any disclosures, observations of possible harm or disturbing behaviour must be reported to the lead or deputy immediately.

## **Codes of Conduct**

We aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity, and inclusion.

We 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.
- ✓ Ensure any intimate touch required, to carry out care, treatment or training is within relevant guidelines and is safe and appropriate. Intimate touch and care will always be part of a plan, agreed with the individual concerned, their parents or carers.
- ✓ Always listen to individuals and take into account their wishes and feelings.
- ✓ Always act in a professional way and not accept bullying, swearing or other disruptive behaviour.
- ✓ Liaise openly with parents and carers.
- ✓ Only use physical contact if absolutely necessary.
- ✓ Avoid being alone with children, young people, and adults at risk, whenever possible.
- ✓ Listen to, and act upon, any disclosure allegations, or concerns of abuse.
- ✓ Participate in approved safeguarding training at appropriate levels.
- ✓ Follow our safeguarding policy at all times.

## 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?

- Alcohol and substance misuse
- Breast Ironing
- Carrying offensive weapons
- Child criminal and sexual exploitation including County Lines
- Concealed pregnancy
- Criminal exploitation
- Discriminatory
- Domestic violence, including "honour" based abuse
- Emotional
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Gangs
- Gambling
- Hate and "mate" crime
- Hazing and initiation rites
- Hoarding
- Online safety
- Modern slavery
- Neglect and acts of omission
- Organisational or institutional
- Peer on peer abuse including sexual violence
- Psychological
- Physical
- Radicalisation
- Self-neglect
- Sexual
- Spiritual abuse
- Trafficking
- Up skirting

## 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

## **Responding to Concerns**

We ensure and emphasise that everyone in our organisation, understands and knows how to share any concerns immediately, with the Lead or Deputy for Safeguarding. Everyone, including both the Lead and Deputy for Safeguarding, will deal with concerns using the following:

See flow chart on page 13.

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

- you have seen something
- someone says they've been abused
- somebody else has told you they're concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed they were abused as a child
- a child, young person or adult has said they are abusing / have abused someone



Check our safeguarding policy for guidance. Talk to a Lead or Deputy for Safeguarding without delay. If they are implicated, report to the Additional Senior Lead (ASL). Any consultations should not delay a referral.  
**In an emergency do not delay, call 999**



Complete relevant form - found at [H:\forms & policies\welfare forms](#) OR [H:\Safeguarding\Adult & Child Safeguarding Forms and Policies 2022](#))

Is the incident a referral (as guided by Lead or Deputy)?

YES



The Lead, Deputy or ASL will support you to refer the concern to the relevant adult or children's social care service and/or the police and follow up the referral in writing within 24hours.

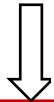
In England and Wales in cases of allegations against a 'person of trust' with a 'duty of care' towards a child(ren), the Local Authority Designation Officer (LADO) will co-ordinate the next procedural steps.

When the concern is about the welfare of a child or adult at risk from schools, colleges, health providers, GP practices, prisons, or social care settings, you should refer to that organisation's Lead for Safeguarding in the first instance. Inform the Lead or Deputy that you have referred a concern.

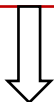
Under 'whistleblowing' anyone can refer directly to the police or social care services and the Charity Commission when they are concerned an organisation is not managing safeguarding concerns appropriately.



NO



Create a comms note on ICARIS stating there is a safeguarding referral / concern, the advice from the Safeguarding team and any actions taken as a result (or request this to be done if you haven't access to ICARIS). Make a note under critical notes e.g. 10/11/21 - Safeguarding concern.  
Once the Safeguarding record sheet is created, signed & dated, save in [h:\welfare\bens misc](#) using the ICARIS ID and 'safeguarding record' as the file name.



Inform the safeguarding team via email that the record sheet is ready for counter signature. A member of the safeguarding team (usually whomever gave the advice) will sign & date the record sheet and then remove it from [h:\welfare\bens misc](#) to the Safeguarding e-file and record on both the excel annual record and the cover sheet. They will then confirm the above actions to you via email and ask to be kept informed of any updates.

## Record Keeping

At all times when required and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a safeguarding incident report form
- of sufficient details of child, young person or adult at risk to identify 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 within 24 hours
- signed and dated by the writer and co- signed by the Lead or Deputy
- shared as appropriate by the Lead or Deputy for Safeguarding
- stored safely and securely by the Lead or Deputy for Safeguarding

## Handling Allegations / Dealing with Complaints / Disciplinary & Grievance

### Procedures

Our policies and procedures are in line with the statutory guidance.

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

In the case where the Lead is implicated, the Deputy should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Additional Senior Lead. If there is a belief that the concern has not been taken seriously or acted upon then any one can “Whistle blow”.

With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with social care services and / or the police, (the LADO, with regards to children England and Wales only). Any investigation will override the need to implement any such procedures. Our management are responsible for making referrals to the relevant:

- Criminal records service
- Regulatory Authority
- Professional body

## **Bullying and Harassment**

Bullying and harassment can take many forms and include:

- 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.

Whether directed at children, young people, adults at risk, staff, volunteers, parents and carers, bullying and harassment, physical and/or emotional abuse will not be tolerated. All such behaviour will be treated as a safeguarding concern, when aimed at children, young people and or adults at risk.

We will:

- Provide a culture of equality and respect for all with zero tolerance, to any form of bullying or harassment.
- Report all incidents of bullying or harassment observed or disclosed, to the Lead or Deputy.
- Take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment.
- Record all incidents with observations and witness statements, and action taken, signed, timed and dated.

## **eSafety**

### **Why do we need to include eSafety?**

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations working with children, young people, adults at risk, families, parents and carers have responsibilities. 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

### **eSafety Code of Conduct:**

We expect everyone in our organisation to agree and sign up to our eSafety code of conduct to:

- Use the internet and other forms of communication in a sensible and polite way.
- Only access websites, send messages or access and use other resources that will not hurt or upset anybody.
- Seek permission if I want to use personal information or take photographs of other people.
- Report any concerns to the Lead or Deputy
- Be clear that we cannot maintain confidentiality, if there is a concern about the welfare of a child, young person, or adult at risk.

## What are the risks?

There are many potential risks including:

- Accessing inappropriate or illegal websites.
- Receiving unwanted or upsetting texts, e-mail messages or images.
- Being “groomed” by another, with a view to meeting the child, young person or adult at risk for their own illegal purposes, including sex, drugs or crime.
- Viewing or receiving socially unacceptable material, such as inciting hatred or violence.
- Sending bullying messages or posting malicious details about others.
- Ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
- Overspending on shopping and gambling sites.
- Being at risk of identity fraud for money transactions.
- Inappropriate relationships or prostitution.

## What else might be of concern?

**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 webcam in a closed area, away from other people.
- Is accessing the web or using a mobile for long periods and at all hours.
- Clears the computer 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.

**A person 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 sports coach or care worker.
- Is secretive about what they are doing and who they are meeting.

## What do I do if I am concerned?

If you have any concerns, speak to the Lead ESafety Officer for Safeguarding or if unavailable speak to the Lead or Deputy Safeguarding officers.

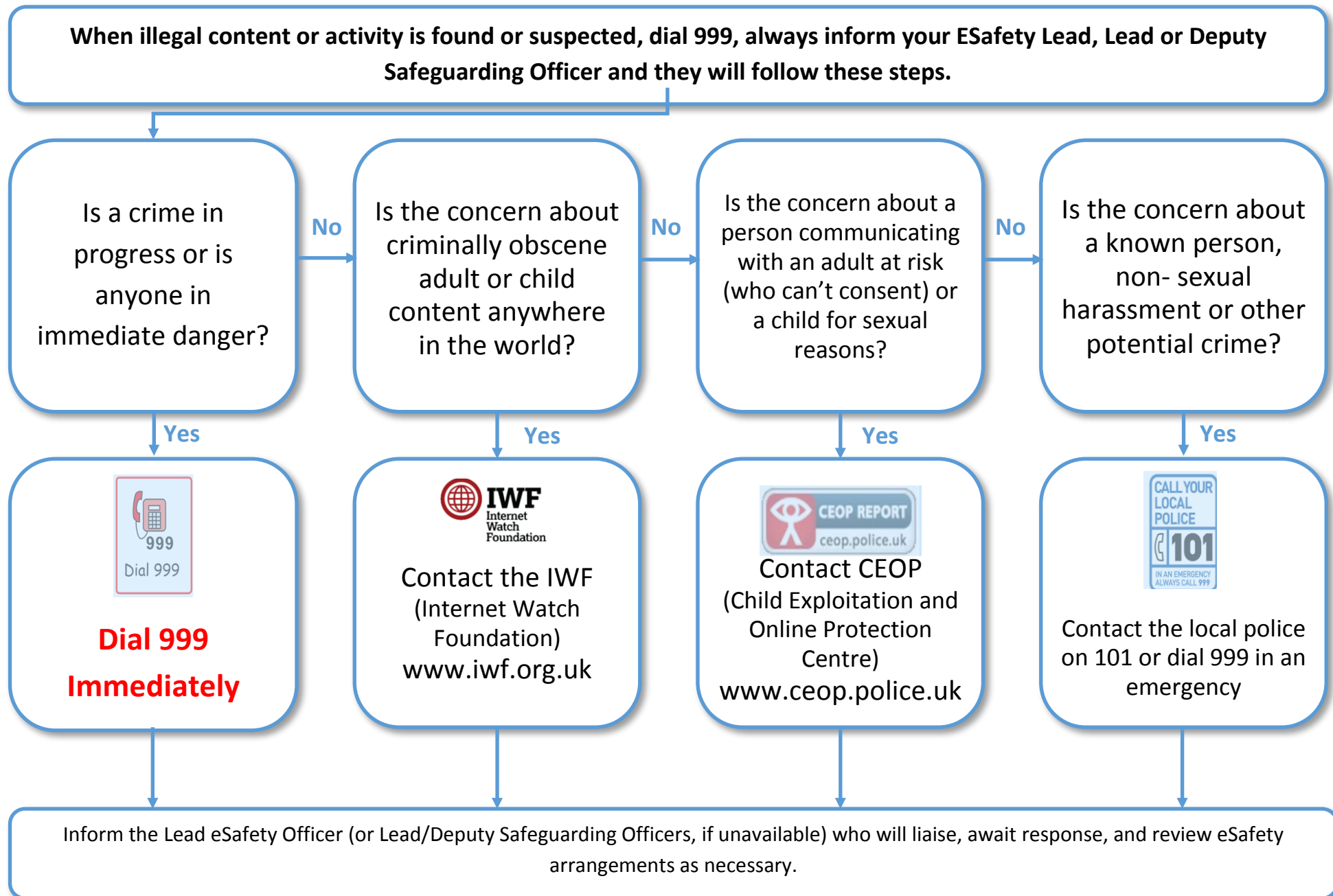
**Lead eSafety Officer: Nicola Strong** Tel: 07966 296838 Email: [nstrong@racingwelfare.co.uk](mailto:nstrong@racingwelfare.co.uk)

**Remember:**

- Do not delay.
- Do not investigate.
- Seek advice from the Lead or Deputy.
- Make careful recording of anything you observe or are told.



## eSafety Referral Flowchart



## Minimising the risks

We will:

- Talk to children, young people and adults at risk about what they are accessing online.
- Ensure everyone uses PCs, iPads, and other technology, in a general space where we can monitor what is going on.
- Explain the risks of giving out personal details online.
- Talk about how people can be anyone they want to be online, e.g. by using misleading emails, photographs of other people, telling lies about their age, hobbies, school.
- Encourage children, young people and adults at risk to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- Advise children, young people, and adults at risk to only text, chat or webcam to people they know in real life.
- Talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments.
- Discuss how people hide their identities online and the importance of never meeting new online “friends” in real life.
- Make sure children, young people and adults at risk understand they can always talk to us, or their parents and/or carers, about anything that makes them feel uncomfortable.
- Look on the internet together, for information about how to deal with or report problems.
- Talk about how/when information or images get on to the internet, they can never be erased.

## Photography & Filming Guidance

The use of photography is really important to record the successes and achievements of children, young people, and adults at risk, in their lives and activities. However, it is vital to remember that photography can be used and distributed inappropriately, including on the Internet.

It is therefore important to be clear about:

- Explaining to parents and carers why caution is necessary.
- The purpose of photos e.g. parent’s and carer’s own record, media and publicity etc.
- The content required when using a professional photographer.
- Informing parents and seeking their consent for any publication or media use.
- Publishing only limited details, alongside individual’s photos in newspapers etc.
- Taking photographs openly and away from changing areas.
- The suitability of clothing e.g. swimsuits.
- Any group photos being taken only during the activity or on the premises.
- All those taking photos signing a registration form, which includes the reason, use and storage of all photographs and films.

The above guidance applies to any photographic and filming equipment including camera phones, digital or video cameras, which and who’s equipment is used, should also be recorded on the registration form.

## Transport

Our staff **do not** provide transport.

However, we do provide transport, in the form of coaches and taxis.

Therefore, we ensure that we:

- Gain written permission from parents or carers to carry children, young people and adults at risk.
- Keep a register of who is being transported and who is driving, when, to where and return, with collection and return times being specified.
- Provide all coach companies and coach passengers with emergency contact numbers.
- Plan journeys regarding time, distance and stopping points.
- Avoid transporting children, young people, or adult at risk on their own.
- Consider if another driver might be required, or the possible need for extra supervision.
- Have emergency procedures in place.
- We ensure that we hire transport from registered companies, who therefore apply the following:

Ensure their drivers:

- Are recruited under safeguarding recruitment procedures.
- Suitably qualified to drive the required vehicle.
- Provide proof of insurance regarding business use and comprehensive insurance.
- Can evidence the vehicle is roadworthy and suitable for transporting each individual.
- Provide suitable and age-appropriate seat belts, booster seats and wheelchair anchor points.

## Activities, Events and Visiting Speakers/Activity Leaders

We will always ensure visitors and activities undertaken are risk assessed and we are 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 an 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.

## **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 staff, volunteers, or parents, wherever possible.

Staff paid and unpaid should 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, it may be advisable to contact the police for advice.

## **Child, Young Person or Adult goes Missing**

If a child, young person, or adult at risk goes missing from the group or organisation, it should be reported to the police. 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
- is an addict

The Lead or Deputy should be informed as soon as possible, and all details and actions recorded, dated, timed and signed.

## **First Aid**

Our First Aiders have completed specific training, as set out by the Health and Safety Executive (HSE). They hold valid and up to date certificates of competence, issued by an organisation whose training and qualifications are approved by the HSE.

The duties of a First Aider are:

- To give immediate First Aid to children, young people, adults at risk, staff or visitors, when needed.

- To ensure that an ambulance or other professional medical help is called when necessary.

Our organisation undertakes to ensure there is always a trained first aider on site at our venues or, if other venues used such as schools, that they have appropriate first aid cover.

We also provide training and guidance on dealing with hazardous materials such as blood, other bodily fluids and chemicals. We ensure sufficient equipment is available to deal with accidents or spillage.

All incidents will be reported and recorded in the First Aid and Incident Accident Books.

## Buildings and Venues

Safeguarding risk assessments will be carried out on all buildings and venues used by our organisation or by the host's venue management, such as schools.

The safeguarding risk assessment should cover:

- access especially how people enter and leave the building
- signing in protocol
- use of keys
- toilets and changing rooms
- any outside space
- car parks
- any other relevant issues

## Ethical Fundraising

We are committed to our fundraising being:

- **Legal:** All fundraising must meet the requirements of the law.
- **Open:** Fundraisers must be open with the public about their processes and must be willing to explain (where appropriate) if they are asked for more information.
- **Honest:** Fundraisers must act with integrity and must not mislead the public about the cause they are fundraising for, or the way a donation will be used.
- **Respectful:** Fundraisers must demonstrate respect, whenever they have contact with any member of the public.

## SAFE Recommendations

In order to attain and retain our SAFE Award everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. These risk assessments will be carried out annually by the Lead and/or Deputy. However, it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting SAFE policies and practices that we can all be confident we have done everything we can, to safeguard the children, young people and adults at risk in our care. (For large organisations, safeguarding audits may optionally be carried out by the SAFE team every three years, for each site).

## Policy Date

This policy was agreed and disseminated on 15<sup>th</sup> February 2022 and will be reviewed annually or when there are substantial organisational changes.

**Policy Review Date: 16<sup>th</sup> February 2023**

Signed:   
Stella Cornell (Mar 9, 2022 10:57 GMT)

**Lead for Safeguarding – Stella Cornell**

Signed:   
Karen Ladym (Mar 9, 2022 11:00 GMT)


**Deputy for Safeguarding – Karen Ladym**

Signed:   
Brian Watson (Mar 9, 2022 11:03 GMT)

**Deputy for Safeguarding – Brian Watson**

Signed:   
Rebecca Ireland (Mar 9, 2022 11:12 GMT)

**Additional Senior Lead for Safeguarding – Rebecca Ireland**

Signed:   
Dawn Goodfellow (Mar 21, 2022 15:17 GMT)

**Chief Executive - Dawn Goodfellow**

**Date:** Mar 21, 2022