



ALTON CLIMATE ACTION & NETWORK [ACAN]

SAFEGUARDING POLICY

PROTECTING CHILDREN AND VULNERABLE ADULTS

Trustee lead for safeguarding: Philippa Brealey (appointed April 2020)

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ACAN Chair: Jenny Griffiths Jenny@GriffHobbs.co.uk 07813 594306

ACAN aims to organise activities and deliver services that keep children and vulnerable adults safe and free from harm.

All volunteers who meet members of the public are required to read this policy.

1. Purpose of Alton Climate Action & Network

ACAN aims to bring people together to take action to tackle the climate and environmental crises, for example by improving green space and reducing CO2 from food production, the consumer goods we buy, transport and energy production.

ACAN is staffed by volunteers who meet members of the public, mainly at public talks, events, displays, exhibitions and street fairs and indoor resource centres.

Most ACAN volunteers do not work directly with children or vulnerable adults. They may attend school or public events where teachers or parents are present. But a small number of experienced volunteers may run activities for children who are not supervised by their parents or carers, for example with the Young ACAN group or at a community event.

2. General responsibilities of volunteers with regard to safeguarding

Volunteers are expected to treat all members of the public with courtesy and respect and talk with them in a non-judgemental manner.

There should always be at least two adults present when with children. A single adult should never be left alone with a child, indoors or out-of-doors or for example, escorting a child to the toilet.

Volunteers are expected to know how to respond if told about potential allegations of abuse and what to do if they witness abuse. See Appendix One.

Volunteers should not touch a child/ young adult/ vulnerable person, except in cases of emergency such as removing them from immediate danger, e.g. falling from a height or for the urgent safety of all within the building, e.g. evacuation due to fire.

3. Safer recruitment

Volunteers running activities for children or vulnerable adults on a regular basis, e.g. with Young ACAN will be required:

To have an up-to-date enhanced DBS check (where appropriate).

To give ACAN contact details of a referee. ACAN will ask referees for their views on the suitability and ability of the volunteer to work with children and young people on a regular basis where appropriate.

4. Risk assessment of activities

An adequate risk assessment must be undertaken of all activities and events, identifying the hazards and how they are being controlled or mitigated. ACAN has a form for this purpose available on request from the Chair or from the Trustee lead for safeguarding.

5. Parental consent and registration form

Parental consent and registration forms for any children's activities should be completed in full for all children under 18 who are not accompanied by a parent or carer. The sections on any special medical needs, allergies, use of epi-pens, dietary requirements etc. should be completed for ALL children attending an activity. The form is available on request from the Chair or from the Trustee lead for safeguarding.

6. Training

Volunteers offering activities to children and/or vulnerable adults, and members of the ACAN Management Committee, will be offered a training session on their responsibilities as regards protecting children and vulnerable adults, how to recognise and respond to any concerns, and how to run activities that are as safe as possible for participants. The training session will be organised and funded by ACAN.

7. The ACAN Chair is responsible for appointing a Lead for Safeguarding from within the management committee and will ensure that all safeguarding incidents are recorded and reported as appropriate. She will work with the Safeguarding Lead to organise training for volunteers, to undertake safer recruitment checks of volunteers and ensure that risk assessment is carried out of activities offered by ACAN to the public.

8. The Lead for safeguarding is responsible for:

- a) Sending a copy of the safeguarding policy to all new volunteers working with children or vulnerable adults.
- b) Keeping a written record of reported incidents including: date and time; who was present at the time; actions taken by anyone involved; telephone or other conversations that took place; details of anyone else involved. The record must be signed and dated.
- c) Informing the Chair or another trustee.
- d) Securing the written record in a separate file that is not accessible to others.
- e) Providing advice on how to deal with the situation and whether to refer to Social Services Department
- f) Supporting any volunteers who report allegations or witness abuse

DEFINITIONS

- **Children** are defined as a child/ young person aged 0-17 years.
- **Vulnerable adults:** A vulnerable adult is a person who is a) aged 18 years or over and is receiving /or may be eligible to receive help and services to live in the community and b) may be unable to take care of themselves or protect themselves from harm or exploitation. People with learning disabilities, mental health problems, older people and people who have a physical/sensory disability may fall within this definition.
- **Safeguarding:** The safeguarding of children, young people and vulnerable adults can be defined as protecting such groups from abuse. Abuse can be:

A violation of an individual's human and civil rights by another person(s)

Consist of a single or repeated acts

Can be physical, sexual, verbal, psychological, financial, emotional, or institutional

Can be seen as an act of negligence or omission to act and may be the unintended consequences of a person's actions

Abuse can take place in any setting, public or private and can be perpetuated by anyone.

Appendix One

If you **hear** about possible allegations of abuse:

- Listen and observe
- Remain calm
- Reassure the person speaking
- Do **not** ask questions or try to elicit further information
- Do **not** promise to keep it a secret
- Record the event on paper or digitally as soon as possible after the event. Date and time it with your name and signature.
- Inform the ACAN Lead for Safeguarding as soon as possible. If unavailable contact the ACAN Chair or another trustee.

If you **witness** abuse:

- Ensure your own safety first
- Call the police on 999 and say you think a crime has been committed
- Call an ambulance if needed
- Keep others present safe, if possible
- Keep hold of any evidence, if possible
- Inform the ACAN Lead for Safeguarding. If unavailable contact the ACAN Chair or another trustee.
- Record what you have seen as soon as possible. Date and time it with your name and signature

Appendix Two. Contacts

1. Hampshire County Council Children's Services: Tel 0300 555 1384. 24-hour service
2. Hampshire County Council Adult Services: Tel 0300 555 1386 24-hour service
3. Hampshire Police: 101 (non-emergency) 999 (emergency)

More information:

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

<https://learning.nspcc.org.uk/safeguarding-child-protection/voluntary-community-groups>

<https://learning.nspcc.org.uk/safeguarding-checklist?state=1#safer-activities>

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