Safeguarding Policy

The Creative Outdoor Group Child and Vulnerable Adult Protection Policy

Responsibilities

The Creative Outdoor Group will:

- Promote the health and welfare of children and vulnerable adults by providing opportunities for them to take part in **therapeutic, educational and adventurous activities** safely.
- Respect and promote the rights of children and vulnerable adults.
- Promote and implement appropriate procedures to safeguard the well-being of children and vulnerable adults and protect them from abuse.
- Recruit, train, support and supervise its members to adopt best practice to safeguard and protect children and vulnerable adults from abuse and to minimise risk to themselves.
- Inform members of staff, volunteers and committee members this policy and ensure they abide by it and adhere to our procedures.
- Respond to any allegations of misconduct or abuse of children or vulnerable adults in line with this Policy and these Procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Review and evaluate this Policy and these Procedures on a regular basis.

Principles

The welfare of children and vulnerable adults is everyone's responsibility, particularly when it comes to protecting them from abuse. This Policy and these Procedures are based on the following principles:

- The welfare of children and vulnerable adults is the primary concern.
- All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.
- It is everyone's **responsibility to report any concerns** about abuse and the responsibility of the Police to conduct, where appropriate, a joint investigation.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously, must be reported and will be responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

Procedure

Staff and volunteers will be provided with details of this policy and their responsibilities made clear to them. Where possible staff will be provided with training in child protection and vulnerable adult procedures.

Staff and volunteers have a responsibility for the safety of people using our services and they must not agree to ‘keep things confidential’ in the event of an incident happening in our facilities or if information concerning abuse taking place elsewhere is disclosed to them.

In the event of an allegation of abuse, of disclosure of abuse or of any abusive misconduct the person receiving or witnessing this must **immediately take action** and without delay report the matter to the Manager who will automatically involve the police and other authorities where appropriate. Failure to take this action this will be a breach of our procedures and could result in dismissal.

A statement should quickly be taken from the victim, dated and signed so that if required a copy of this can be passed on to the police or other authorities where necessary. Other authorities can include the Social Services Child Protection team who are part of the county council.

Review

This Policy and these Procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of children and vulnerable adults or any changes within The Creative Outdoor Group.
- Following any issues or concerns raised about the protection of children or vulnerable adults within The Creative Outdoor Group.
- In all other circumstances, at least annually.

Guidance to all organisations developing Child Protection & Vulnerable Adults Policy

Children up to age 18 are included under child protection.

Vulnerable adults can include people with learning difficulty such as Downs Syndrome, Autism and physical disabilities as well as frail older people.

It is crucial that your child and vulnerable adult policy and procedures are brought to the attention and apply to **everyone** who works on behalf of your organisation. This includes all professional and non-professional, full and part-time staff, paid and unpaid employees, coaches, officials, Committee members, volunteers, parents, guardians and the children and vulnerable adults themselves.

Advice should be sought as to whether your constitutional and contractual provisions ensure that this can be achieved.

In this Policy and these Procedures the term ‘members’ has been used to describe those to whom the policy and procedures apply. It may be necessary to include an opening statement in your Policy defining to whom your Policy and Procedures apply to ensure that all of the categories listed above are included.

It is advisable to formally require any other individual who is associated with your organisation to agree to abide by your policy and procedures for the duration of their involvement with your organisation e.g. a specialist working with a group of young people or children who is not a member of the team but whose services are used by the organisation either paid or unpaid temporarily. You should assure yourselves that this person is safe to work with all sections of the community and see a copy of their current DBS (Disclosure and Barring Service) check if this is relevant.

Monitoring and evaluation are critical components of this Policy and these Procedures due to the possible amendments required as a result of changes in legislation, case reports, changes in the environment, etc.