

Safe Anchor Trust Safeguarding Policy

Policy Statement

Safe Anchor Trust is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, all children and adults taking part in its activities.

We recognise that the safety, welfare and needs of children and adults are paramount and that all children and adults, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

For the purposes of this policy anyone under the age of 18 should be considered as a child.

No person under the age of 18 can be responsible for any trip.

No person under the age of 18 will be allowed to take part in a trip unless accompanied by a parent or carer. (Including open days).

Responsibility for the policy and its implementation

The board of trustees is responsible for the policy and its implementation.

They will appoint a named trustee with specific responsibility for oversight of the policy.

The board of trustees will ensure that: -

- A named Safeguarding Officer (and if necessary a deputy) are appointed to ensure the policy is implemented they will also identify the role and responsibility of the Safeguarding Officer. (see appendix 1 for contact details and responsibilities)
- Good Practice guidelines are produced and updated as practice develops. (See appendix 2)
- There is a safe recruitment policy for all volunteers and trustees, which is applied to all volunteers and trustees who undertake work for the trust. (See appendix 3)
- All volunteers are made aware of and agree to follow the safeguarding policy and are made aware of how to raise concerns as part of their induction programme. (see training and induction programme)

safeguarding policy (version 4.0 26 7 17)

- There is a one-page guide overviewing the policy (See appendix 4)
- There is a guide identifying what action to take if concerns are identified regarding the welfare of a child or vulnerable adult, which is given to all volunteers as part of their induction. (See appendix 5)

The trustees will receive reports, at least annually, on safeguarding practice and issues raised within the trust from the Safeguarding Officer.

They are made aware of any safeguarding issue raised by volunteers or members of the public or statutory agencies regarding safe anchor volunteers or anybody participating in Safe Anchor Trust activities.

The board will approve the action taken, or require further action to be taken if deemed necessary, in respect of any concern raised (See appendix 4)

They will ensure appropriate liaison with statutory bodies when required

They will review the policy annually.

All Safe Anchor Trust volunteers must be aware of the policy.

Recruitment

All Safe Anchor Trust volunteers will be recruited and inducted in accordance with the Safe Recruitment Policy (see appendix 3)

Good Practice

All Safe Anchor Trust trustees and volunteers must follow the good practice guidelines (see Appendix 2)

All Safe Anchor Trust trustees and volunteers must agree to abide by the Safe Anchor Trust Code of Conduct (see appendix 7)

All Safe Anchor Trust trustees and volunteers must be aware of the guidance on recognising abuse (see appendix 5).

All Safe Anchor Trust trustees and volunteers are required not to enter the toilets /wet rooms at times when children and adults are using them. If this is unavoidable in an emergency or to ensure the safety of a passenger it is advised that another adult accompanies them.

safeguarding policy (version 4.0 26 7 17)

The Safe Anchor Trust will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images.

All people taking photographs or videos must be prepared to identify themselves if requested and state their purpose for photography/filming.

If Safe Anchor Trust publishes images of children or adults no identifying information will be included.

Any concerns about inappropriate or intrusive photography or the inappropriate use of images must be reported to the Safeguarding Officer.

Concerns

Anyone who is concerned about the welfare of a child or adult who is participating in Safe Anchor Trust events/trips, must inform the Safeguarding Officer as soon as is practicably possible, in strict confidence. The Safeguarding Officer will ensure the concern is addressed in the appropriate manner and where necessary take necessary action to safeguard children and vulnerable adults.

See appendix 6

Any member of Safe Anchor Trust failing to comply with the Safeguarding Policy and any relevant Codes of Conduct will be advised regarding their future behaviour and the trust will decide whether to continue their approval as a trustee or volunteer.

Publication of the safeguarding policy

Everyone in the organisation must know who the Safeguarding Officer is and how to contact them.

Appendix 1- Contact details and role /responsibilities of Safeguarding Officer

Safe Anchor Trust Safeguarding Officer is:

Name Michelle Day

Phone, mobile, 07854 735 311

or you can send your concern to safeguardingSAT@gmail.com

Their role and responsibilities are: -

- Maintaining up-to-date policy and procedures,
- Ensuring that All Safe Anchor Trust trustees and volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Advising the board of trustees on safeguarding issues.
- Maintaining contact details for local Children's Services and Police.
- Producing an annual report on safeguarding incidents/training etc. for the Trustees
- Ensuring all trustees and volunteers have a up to date enhanced DBS check and maintain the renewal of DBS checks.
- If a DBS check is not clear the Safeguarding office in conjunction with the safeguarding trustee will decide on whether to approve the individual as a volunteer. Their decision will be recorded.
- DBS checks will be renewed every five years.

If there is a concern, Safe Anchor Trust Safeguarding Officer would:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that appropriate confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in conjunction with the trustee responsible for safeguarding and where necessary statutory agencies.
- Ensuring any action that flows from a concern being raised is carried out in a timely manner

Appendix 2 Good Practise guidelines

Safe Anchor Trust believes it is important to develop a culture where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated with appropriate confidentiality and will not make the situation worse for themselves or others. Good practice protects everyone – children, adults and volunteers.

Some people may be more vulnerable to abuse or find it more difficult to express their concerns. For example: • a disabled person who relies on a carer to help them get changed may worry that they won't be able to sail any more if they report the carer • a deaf person may not be able to express themselves or speak confidentially if they need an interpreter • a person who has experienced racism may find it difficult to trust an adult from a different ethnic background • a person with low self-esteem or mental health problems can be more vulnerable to bullying or abuse, as can gay, lesbian, bisexual or transgender people, or any person who has a characteristic that marks them out in others' eyes as 'different'.

Good Practice Guide

This guide only covers the essential points of good practice when working with children and young people and vulnerable adults. You must also read the Safe Anchor Trust Safeguarding Policy, which is available for reference on the Safe Anchor Website at all times www.safeanchor.org.uk.

You should

- Avoid spending any significant time working on your own with children or vulnerable adults in isolation
- Not take children or vulnerable adults alone in a car, however short the journey
- Not take children or vulnerable adults to your home as part of your organisation's activity
- Ensure activities are within the ability of the individual
- If a child is having difficulty with a buoyancy aid or other equipment, ask them to ask a friend/carers to help if at all possible, If you do have to help a child or vulnerable adult, make sure you are in full view of others, preferably another adult
- Restrict communications with young people or vulnerable adults via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the person's parent or carer.

You must never:

- Engage in rough, physical or sexually provocative games
- Allow or engage in inappropriate touching of any form
- Allow children or adults to use inappropriate language unchallenged, or use such language yourself

- Make sexually suggestive comments to a child, or vulnerable adult or carers even in fun.
- Fail to respond to an allegation made by a child or vulnerable adult; **always act**
- Do things of a personal nature that children or vulnerable adults can do for themselves. It may sometimes be necessary to do things of a personal nature for children or vulnerable adults, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation, which requires this type of help, parents/carers should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion

Appendix 3 Safe Recruitment Policy for all trustees and volunteers

Safe Anchor Trust trustees and volunteers will be recruited in a manner that ensures that the users of the trust will be protected from harm wherever possible.

Although it is not a legal requirement Safe Anchor Trust **will require** all prospective trustees and volunteers to apply for an enhanced DBS checks prior to being confirmed as a trustee or volunteer. Failure to do this will mean the applicant will not be permitted to be a trustee or volunteer for the trust.

When a person applies to become a volunteer they will be informed of the recruitment process and the role and responsibilities of becoming a volunteer. All potential volunteers will be asked to complete a self-declaration form in their induction period prior to DBS check (this indicates to potential volunteers that safeguarding is a priority for the trust.)

Until they have completed an enhanced DBS check which has been approved as satisfactory they will not be permitted to undertake any activity for the charity unless they are supervised AT ALL TIMES by an approved volunteer.

This application must be completed within the applicant's induction period. The Safeguarding Officer is responsible for ensuring all volunteers have the appropriate checks undertaken prior to them being confirmed as a volunteer.

Any DBS check that is returned with any information indicating previous offending or concern about the applicant will be discussed with the applicant and a decision made by the Safeguarding Officer and the safeguarding trustee as to whether the applicant will be confirmed as a volunteer or asked to withdraw from the charity. The decision will be proportionate to the information and will be recorded and given to the applicant in writing.

All Safe Anchor Trust volunteers will undertake safeguarding training as part of their induction programme.

Should any person have concern about a person who is applying to be a volunteer they should inform the Safeguarding Officer as soon as possible. Those responsible for induction training should be particularly vigilant in this respect, as they will have the opportunity to work closely with all applicants

Appendix 4 Overview of Safeguarding Policy for all involved in Safe Anchor Trust

Safe Anchor Trust is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children and adults taking part in its activities.

The full policy document can be read on the safe Anchor Trust Website www.safeanchor.org.uk

The trust will: -

Have a designated trustee and designated Safeguarding Officer (and where necessary a deputy) who will be responsible for the development and implementation of the policy.

Maintain a code of good practice, which all volunteers must comply with.

Recruit all volunteers in a safe way and ensure all volunteers have an up to date DBS checks.

Ensure the Safeguarding Policy is fully addressed in the induction of every volunteer.

Every volunteer will be informed how to deal with concerns about the welfare of children and vulnerable adults that come to their attention while working for the trust.

Publish the contact details of the Safeguarding Officer so that members of the public can raise concerns about volunteers if necessary.

It is this Safeguarding Officer's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

Take all expressions of concern seriously and respond appropriately.

Cooperate with statutory agencies where necessary.

The Safeguarding Officer is :-

Name

Contact telephone number

Appendix 5--A guide identifying what action to take if concerns are identified regarding the welfare of a child or vulnerable adult

We do not expect you to be a safeguarding professional and formally identify abuse.

What we expect is that all trustees and volunteers will be aware of how our passengers are treated by other volunteers from Safe Anchor Trust and by their carers.

We expect that if you notice something that appears to make the passenger uncomfortable you must report it the Safeguarding Officer and where appropriate the group leader if it is safe to do so.

A complaint, concern or allegation may come from a number of sources: the child, their parents or carers, adults or their carers, someone else within the organisation. It may involve the behaviour of one of the volunteers, or something that has happened to the child or adult outside the activities of the trust.

An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a child may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns and report them to the safeguarding officer who will liaise with the appropriate statutory authorities.

Handling an allegation from a child or vulnerable adult

If the volunteer considers the person to be in need of medical attention they must immediately contact ambulance service and inform them that there is concern regarding abuse of child/vulnerable adult.

Always:

- Stay calm – ensure that the child or adult is safe and feels safe
- Show and tell the child or adult that you are taking what he/she says seriously
- Reassure the child or adult and stress that he/she is not to blame
- Be careful about physical contact, it may not be what the child or adult wants
- Be honest; explain that you will have to tell someone else to help stop the alleged abuse
- Make a record of what the child or adult has said as soon as possible after the event, using their own words where possible.

. Never:

- Rush into actions that may be inappropriate
- Make promises you cannot keep (eg. you won't tell anyone)
- Ask leading questions
- Take sole responsibility – consult someone else (ideally the Safeguarding Officer so that you can begin to protect the child or adult and gain support for yourself.

If you notice a concern or have a concern raised with you then you **do have a responsibility** to report it to the Safeguarding Officer (contact details below)
 If a passenger expresses a concern you **MUST** in all cases report the concern regardless of your view.

The Safeguarding Officer's Contact details are

Name

Phone Number

Or in cases where you cannot contact the Safeguarding Officer you must tell the trip leader who will ensure either the Safeguarding Officer or the trustee who is responsible for safeguarding is informed as soon as possible.

It is their responsibility to follow up your concern.

You should also complete a copy of the following report and hand it to the Safeguarding Officer (copies of which are available in the Office.)

All Volunteers must follow this policy if they wish to take part in Safe Anchor trust activities

Confidential Safeguarding report		
Details of concern	Date	Time
Describe the event that led you to have a concern. Who told you What did they say Who was involved Include who the concern is about what role they have how the concern was noticed Who else was present (Crew/ Carers) What the effect on the person was		
Form passed to	Who	When
	Signed	Print name

Appendix 6 actions to be taken by Safeguarding Officer

Concern raised

If concern is about passenger/carer of passenger

If the volunteer considers the person to be in need of medical attention they must immediately contact ambulance service and inform them that there is concern regarding abuse of child/vulnerable adult.

Volunteer will inform Safeguarding Officer of the incident (including names of those involved, what was seen /said to raise concern, date, time etc. and organisation the passenger is from) as soon as is possible. The volunteer will record the incident on the incident form (see appendix 5) and pass this to the Safeguarding Officer a.s.a.p.

Safeguarding Officer will decide if the statutory agencies should be contacted in order to discuss how to best safeguard the child or vulnerable adult.

If the decision is not to contact the statutory agencies the Safeguarding Officer will record the reasons for this decision on the incident form.

If the decision is not to inform statutory agencies the Safeguarding Officer **MUST** inform the management of the organisation the child or vulnerable adult is from regarding the concern. This must be done by phone and followed up in writing.

The decisions of the Safeguarding Officer will be agreed/not agreed by the trustee responsible for safeguarding. In the case where the decision is not agreed the trustee must record what action is required, and ensure that action is taken.

If concern is about Volunteer

If it is about minor/ poor practice and **definitely not** abuse follow complaints procedure /follow disciplinary procedure
Inform safeguarding trustee of action to be taken

Possible outcomes

No case to answer

Volunteer spoken to and advised

Complaint resolved between parties

Training or mentoring agreed

A record of the incident should be kept in a confidential folder

More significant concern identified

If it is serious poor practice or a repeat of minor poor practice or alleged child /adult abuse

Must Contact statutory agencies
(Social services /police etc.) If the concern is about alleged or actual abuse

Advise volunteer that they are temporarily suspended from any activity until the investigation is completed

Possible outcome

No case to answer

Possible disciplinary action

Civil or criminal proceedings

Dismissal of volunteer

Referral to DBS service must be made if volunteer is dismissed

In all cases inform trustees to ensure they agree the outcome proposed.

Volunteer informed in writing of outcome.

All records to be kept confidential and to be kept for 10 years after the event

The Aim of safe Anchor Trust is to ensure that there is safe access to the canal and River system for groups and individuals

This is best achieved by:-

- All SAT volunteers working with children and vulnerable adults must have read and understood the Safeguarding Policy
- All SAT volunteers must respect the rights, dignity and worth of every person and treat everyone equally.
- All SAT volunteers must prioritise the wellbeing and safety of the passengers.
- All SAT volunteers must develop an appropriate working relationship with passengers based on mutual trust and respect. All SAT volunteers must not exert undue influence to obtain personal benefit or reward. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with passenger, or an inappropriate relationship with any passenger.
- All SAT volunteers must encourage and guide passengers to accept responsibility for their own behaviour.
- All SAT volunteers must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- All SAT volunteers must, at the outset of the trip, clarify with passengers (and where appropriate their parents/carers) exactly what is expected of them and what passengers are entitled to expect from their crew.
- All SAT volunteers must co-operate fully with other specialists (eg. other All SAT volunteers, carers/parents) in the best interests of the passengers.
- All SAT volunteers must consistently display high standards of behaviour.
- All SAT trip leaders will be responsible for the conduct of workers from partner agencies (e.g. Cummins Volunteers/ D of E) while they are acting on behalf of the trust. The trip leader will as a matter of course set out the expectations of the trust and the role of the volunteers to those from partner agencies.

Appendix 8 training safeguarding issues

For trainee's undertaking RYA coursed run by SAT:-

- Bookings for those under 18 must be made on their behalf by a parent guardian or carer.
- Children on training courses must be accompanied by parent guardian or carer
- Any trainee with special needs should be accompanied by a responsible adult