MALVERN COMMUNITY FOREST

Safeguarding of Vulnerable Adults and Young Children Draft Policy

Date: 24/03/16

Revision No: 03

1. Objective

Malvern Community Forest (MCF) wishes to ensure that it maintains the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children, young people and vulnerable adults when involved with us; whilst recognising that ultimate responsibility will continue to rest with parents and guardians.

- This policy seeks to ensure that MCF undertakes its responsibilities with regard to the safeguarding of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support volunteers in their practices and clarifies the charities' expectations.

2. Introduction:

Safeguarding of children and / or vulnerable adults from abuse is not restricted to any socio-economic group, gender or culture. Abuse can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

2.1 This Policy covers children and vulnerable adults defined as follows:

Definition of a child - A child is under the age of 18.

Definition of Vulnerable Adults - A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

2.2 This policy applies to any working party; training or social event organised by MCF, approved by the Trustees of MCF and managed by Trustees or members of MCF.

2.3 MCF will refer concerns that an individual might be at risk of significant harm to children's and vulnerable adults social care services and/or the police.

2.4 All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

2.5 Key MCF Trustees and volunteers will register under the Disclosure and Barring Service and complete basic and approved safeguarding training. MCF retains records of DBS checks and training.

Current and pending DBS checked MCF members are listed at Appendix 1.

2.6 All of the listed volunteers at Appendix 1 will complete a recognised training course and as required, renew training.

2.7 Wherever possible a DBS checked member of MCF will lead, manage or attend all MCF activity days. The DBS check will be specific to MCF activity.

3. Responsibilities

3.1 The trustees of MCF are responsible for:

- implementing and promoting this Policy;
- ensuring that the Policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children and vulnerable adults;
- ensuring that appropriate MCF Trustees and members are provided with information, advice and training on the protection of children and vulnerable adults

3.2 The persons responsible for ensuring all appropriate volunteers are trained and enabled to implement this policy; and that escalation takes place as required are David Munday, Programme Secretary with support from the Chair, Mike Goodfellow-Smith.

4. Arrangements

4.1 MCF policy is to allow children and accompanied by a parent or guardian vulnerable adults access to our events. Unaccompanied children should not be permitted to engage with the planned activity, without written permission provide from a parent or guardian. The designated leader for any event will need to ensure that they can fulfil their responsibilities to the group as a whole, when determining allocation of time to children and vulnerable adults.

4.2 MCF nominated and trained Trustees and volunteers will wherever practicable manage all those engaged in an MCF working party, training or social event; ensuring that children and vulnerable adults are not left unattended; and are not left at any time with just one other individual, (unless with parents, guardians or with the prior consent of a parent or guardian).

4.3 MCF nominated and trained Trustees and volunteers will carefully listen to any issues raised by children and vulnerable adults, consulting with the MCF key designated person responsible – David Munday - as to what course of action should be taken. Any course of action will be confidential to those directly involved. Any conversations must be openly recorded and any records retained until issues have been dealt with to the satisfaction of all involved parties. The Governance Coordinator will retain records.

4.4 Any issues raised on site or at subsequent meetings / discussions will follow the following escalation route.

If you have reason to believe that a child or vulnerable person is at immediate risk from harm contact the Police on 999

In all other circumstances contact:
Emergency Duty Team (EDT) on 01905 768020 (5:00pm to 8:30 am weekdays and all day at weekends and bank holidays)
Access Centre on 01905 822666 from Monday to Friday 8.30am to 5.00pm.

Communicate your concerns with David Munday and the MCF Chair-Mike Goodfellow-Smith

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Seek medical attention for the vulnerable person if needed

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If you have any concerns about a particular child or young person and feel that they may be in need of protection or safeguarding, then contact the Access Centre to make a referral to Children's Social Care - Jon Hancock is the LADO for Worcestershire and is available for advice if you are not sure whether to make a referral.

Email: jhancock22@worcestershire.gov.uk Phone: 01905 766090

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If on site volunteers or above named individuals are implicated, then refer to the trustees or peer.

4.5 Allegations Management

MCF recognises its duty to report concerns or allegations against its volunteers within the organisation. The process for raising and dealing with allegations is as follows:

4.5.1 Any volunteer from MCF is required to report any concerns in the first instance to either the responsible person David Munday, the Chair, Mike Goodfellow-Smith or Linda Hirschhorn, Membership Coordinator and Abundance Project Coordinator. A written record of the concern will be completed.

4.5.2 Contacting the local authority for advice:

Access Centre on 01905 822666 from Monday to Friday 8.30am to 5.00pm.

For assistance out of office hours (5:00pm to 8:30 am weekdays and all day at weekends and bank holidays) please contact the Emergency Duty Team (EDT) on 01905 768020.

4.5.3 Follow the advice provided until all parties are satisfied with the outcome.

MCF recognises its legal duty to report any safeguarding concerns regarding its volunteers to the Independent Safeguarding Authority (ISA).

5. Review

The Chair and the responsible person will review and update this policy on an annual basis.

6. Procedure approved:



M. Goodfellow-Smith

Chair, Malvern Community Forest

Date: 24/03/16

Appendix 1 DBS Checked or pending

Name	Date of DBS cert	DBS Position
M.Goodfellow-Smith	Feb 2016	Sports Coach
D. Munday		
J. Goodfellow-Smith		
R. Tilley		
S. Roe		
C. Hughes		
L. Hirschhorn		
P. Radnor		
M. St.John		