



WEALDEN VOLUNTEERING

79 High Street
Uckfield
East Sussex
TN22 1AS
01825 760 919

office@wealdenvolunteering.org.uk
www.wealdenvolunteering.org.uk
Charity number: 1206210

Safeguarding Policy

Approved by the Board of Trustees : MARCH 2024

Review By: MARCH 2026

Chair signature:

A handwritten signature in black ink, appearing to be 'S. P.', written over a faint horizontal line.

1. The Purpose of this Policy

This policy applies to anyone working on behalf of WV, including the CEO, trustees and volunteers. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the WV.

WV expect its partner organisations, including for example suppliers to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Policy and procedures.

WV will implement this policy and ensure that:

- Recruitment, Induction and Training are effective and transparent.
- Any concern that a child or adult is not safe is taken seriously, responded to promptly, and followed up in line with this Policy and Procedure.
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with WV's Data Protection Policy and Procedures.
- When planning activities and events these include an assessment of, and risk to, the safety of all from abuse and neglect. The CEO must identify the nominated Safeguarding Lead to be in attendance for that event.
- Staff and volunteers exercise a *Duty of Care* and, when necessary (see section 7), share information and/or concerns with the appropriate external agency e.g. Social Services Children 0127335906 Adults 03456080191. Uckfield Police 01273475432

2. Safeguarding Legislation

Safeguarding Adults is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- UK General Data Protection Regulations 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance.

- The Safeguarding Vulnerable Groups Act 2006
- The Children Act 1989
- Care and Support Statutory Guidance (especially chapter 14) 2014
- The Care Act 2014 principles are:
 - Empowerment: Encourage and support people when they're making their own decisions and giving informed consent.
 - Prevention: Take steps to prevent harm before it occurs.
 - Proportionality: It's best to adopt the least intrusive response to an adult at risk or child in danger.
 - Protection: Plan and provide support for those in the greatest need.
 - Partnership: The local community plays a role in preventing and detecting abuse. Within reason, use their support and help.

- Accountability: Have complete transparency and accountability when safeguarding vulnerable groups.

3. Accountability and responsibility

Ultimate responsibility for this policy lies with the Board of Trustees.

The CEO is the Safeguarding Lead for the WV. Their contact details are Email: CEO@Wealdenvolunteering.org.uk. Telephone: 01825760019.

4. Definitions

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or in hospital.

Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- | | | |
|-------------------------------|-----------------------------|--------------------|
| ● Bullying and cyberbullying | ● Child trafficking | ● Grooming |
| ● Child sexual exploitation | ● Domestic abuse | ● Historical abuse |
| ● Child Criminal exploitation | ● Female genital mutilation | ● Online abuse |

5. Recruitment

Applicants are required to complete an application form and if an applicant requires assistance this will be arranged. All applicants are interviewed to assess suitability and two references are requested.

WV use safe recruitment practices and continually assess the suitability of volunteers and staff to ensure the employment/deployment of unsuitable individuals in WV.

Volunteers and staff who have responsibility for children and vulnerable adults need to have a Disclosure and Barring Service (DBS).

6. Induction and Training

All employees, trustees and volunteers undergo ~~online~~ safeguarding training and regular refresher training at least every 4 years. This commences with their initial induction. This process is to ensure that they understand their role and responsibility for safeguarding children and adults when delivering the services of WV and know what to do and who to contact if they have a concern relating to the welfare or wellbeing of a child or adult.

For all employees who are working or volunteering with children, this requires them to have awareness training that enables them to:

- Have knowledge and understand what safeguarding is and their role.
- Recognise any child potentially in need of safeguarding and takes action.
- Understand dignity and respect when working with children and how to report a safeguarding alert.

7. What to do if you suspect that abuse or mistreatment is taking place

You will need to follow this procedure, which includes a requirement to notify the appropriate regulatory body immediately.

	<i>External Action</i>	<i>Safeguarding Lead</i>	<i>Written records</i>
If the person is in immediate danger	Where there is an urgent need for medical treatment or an immediate risk of harm to the person, call the emergency services (ambulance or police). You should also call the police if there is evidence that a criminal act has taken place.	Inform the CEO and discuss what you have seen or heard.	Record all your actions and observations. Details of the allegation or reasons for suspecting abuse. Date, time and place of the incident.
If the person is not in immediate danger		As above plus explain clearly why you think abuse or mistreatment has taken place.	People involved.
	<i>External Action</i>	<i>Safeguarding Lead</i>	<i>Written records</i>
If your concern involves a volunteer or Trustee		As above plus explain clearly why you think abuse or mistreatment has taken place.	Record all your actions and observations. Details of the allegation or reasons for suspecting abuse.
If your concern involves the CEO	Inform a Trustee and explain clearly why you think abuse or mistreatment has taken place.		Date, time and place of the incident. People involved

What to do and what not to do	
DO	DONT
<ul style="list-style-type: none"> • Listen very carefully and assure the person that their complaint or allegation will be taken seriously. • Clarify the bare facts. Summarise what you have heard back to the person and remain calm/non-judgmental. • Record the words the person uses. • If bruising or injury is apparent, describe the size and colour of any bruising and the exact location on the body, along with the date and time it has been observed. • Ask the person what they would like you to do about this matter and record their actual words in the response. Even if they do not wish this to be formally addressed, you must explain to them that you cannot keep information about abuse confidential and that you have a duty to inform the CEO. • Inverted commas for recorded speech 	<ul style="list-style-type: none"> • Promise complete confidentiality: you have a duty to pass on this information to the CEO. • Discuss the allegation with the alleged perpetrator. • Contaminate or disturb any potential evidence. • Ask probing questions. • Be judgmental or jump to conclusions. • Rush the person.

8. Review of Policy and Procedures

WV reserve the right to update this policy at any time and will provide access to a new policy when substantial updates are completed, following sign off by the Board of Trustees.

Where policies are reviewed/updated, volunteers will be notified and the latest copies will be available on the WV's website.

Volunteers are responsible to be aware of and have read the latest policies.