



## Greening Steyning Safeguarding Policy

Greening Steyning is a voluntary organisation whose aim is to create a sustainable, low carbon future for Steyning, Bramber and Upper Beeding. Achieving this goal involves reaching out to the whole community, young and old alike, for their support and help.

Greening Steyning will be working with young people in youth groups and schools and on occasions with vulnerable adults.

The purpose of this policy is to ensure that anything undertaken involving children, young people or vulnerable adults (CYV) will always have their best interests at heart and all reasonable steps will be taken to prevent harm to them.

### Safeguarding Principles

- Greening Steyning's underlying safeguarding principle is that everyone involved (children, young people and adult volunteers) should be protected at all times from behaviour and attitudes they find uncomfortable.
- Greening Steyning will not tolerate any behaviour which may harm children or young people, emotionally, physically or psychologically. Such behaviour includes physical, emotional, verbal or sexual abuse, bullying, harassment, undue or harsh criticism or violence directed towards individuals or groups. Greening Steyning will take serious action against any member found in violation of this policy.
- The welfare of the child is paramount, as enshrined in the Children Act of 1989;  
*All children regardless of age, disability, gender, racial heritage, religious belief, gender reassignment, pregnancy or maternity, sexual orientation or identity have a right to equal protection from all types of harm or abuse. Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.*
- Everyone has the right to speak out about behaviour and attitudes they find uncomfortable. They need to know who to speak to in advance and be confident they will be listened to.

### Procedural Principles

- An adult member of the Greening Steyning will be nominated to take the lead on safeguarding issues. They will be regarded as the primary contact for the purposes of safeguarding and child protection and will be expected to support and advise other volunteers and members.
- A dedicated email address has been set up for anyone to communicate with the safeguarding lead: [safeguarding@greeningsteyning.org](mailto:safeguarding@greeningsteyning.org)
- In addition to running one-off events and activities Greening Steyning members may be meeting up with groups of CYV on a regular basis. Members who are regularly engaged in contact with CYV will require a standard/enhanced DBS check.
- No unsupervised access to CYV will be allowed before an up-to-date standard/enhanced DBS check is received. If the DBS checks shows that the person has a relevant criminal record advice must be sought from the nominated safeguarding lead.
- If Greening Steyning works in partnership with another organisation Greening Steyning is responsible for checking they have satisfactory DBS checks and safeguarding procedures in place and require that they work to their own procedures.
- The name of the safeguarding lead must be noted on the risk assessment form for every event or activity involving CYV. Safeguarding procedures must be included on any pre-event briefing information.
- All adult members and volunteers must read and follow the procedures set out in the Safeguarding Policy.
- All children, young people and their parents/carers should be informed about this policy and who they should speak to about safeguarding and child protection issues.
- In the event of any allegation or complaint a 'Record of Concern' should be completed without delay by the safeguarding lead.
- All concerns and allegations will be taken seriously.
- The safeguarding head will take the complaint or allegation to the steering committee who will decide what further action should be taken. This may include referral to the police or to child protection teams or other agencies.
- Greening Steyning will co-operate with all relevant external persons and organisations in respect of any allegation, complaint or investigation.

## **Working Principles**

- Members of Greening Steyning working with CYV must be aware that boundaries exist between them and those they are looking after. These boundaries help to keep CYV safe from harm and members safe from allegations of inappropriate behaviour.
- When planning activities or events there should always be at least two adults present to supervise CYV.

- Greening Steyning members should never spend time alone, including online, with CYV away from others, take CYV on car journeys or make any home visits.
- Members should not develop relationships with CYV which could in any way be deemed exploitative or abusive.
- Members should not act in ways that may be abusive or may place CYV at risk of abuse.
- Members should not use language, make suggestions or offer advice which is inappropriate or sexually provocative.
- Members should not condone or participate in behaviour of a young person which is illegal, unsafe or abusive.
- Members should not act in ways intended to shame, humiliate, belittle or degrade a young person or perpetrate any form of emotional abuse.
- Greening Steyning members should not photograph, audio record or film CYV via any medium without adequate authorisation.
- Greening Steyning members should not share personal contact details, including social media with CYV.
- Greening Steyning members working on a regular basis with CYV have a duty of care towards those individuals and should be alert to the possibility that harm is taking place. This harm can include abuse and neglect.
- If a young person makes a disclosure to a Greening Steyning member it is important that everything said is taken seriously.
- The member needs to keep calm, not interrupt and actively listen. They should reassure the young person that they have done the right thing by telling someone what is going on. It must be explained that someone will need to be told.
- It is important not to panic, make any promises of secrets, ignore what you have been told, ask probing questions or assume anything or elaborate in your notes.
- If the CYV is involved with activities with Greening Steyning through school, a youth group or community group the safeguarding lead in these groups should be informed and they should make it clear to Greening Steyning what they intend to do with the information.
- A record will be kept of any incidents or behaviours that have been raised as a cause of concern, using the Record of Concern form appended to this policy.

Approved by Greening Steyning Steering Group

Date: 29 October 2020

## **Safeguarding Record of Concern**

Name of Greening Steyning member completing the Form

Date and time of Incident/Allegation

Location

Summary of circumstances

Name of person making allegation (if relevant)

Name of Safeguarding Lead

Name of CYV

Age of CYV

Action taken at time and to date

Follow up action to be taken