

Safeguarding Policy and Procedures



Halesworth Millennium Green Trust (“The Trust”)

Section heading	
<p>1. Introduction</p>	<p>The Trust makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>The Trust potentially comes into contact with vulnerable adults and/or children through the following activities:</p> <ul style="list-style-type: none"> • visits to schools • school visits to the Green • walks and talks for all comers • meetings, consultations • festivals, plant sales • work parties and associated tasks not necessarily in parties (eg. Individual mowing) • collection of wildlife data • photography • fundraising, including in public areas in the Town and in private businesses <p>This policy seeks to ensure that The Trust undertakes its responsibilities with regard to protection of vulnerable adults and/or children and will respond to concerns appropriately. The policy establishes a framework to support all volunteers in their practices and clarifies the organisation’s expectations.</p>
<p>2. Definitions</p>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of vulnerable adults and/or children wherever possible. Safeguarding also encompasses the protection of those adults who might engage with vulnerable adults or children during any Green activities.</p> <p>Abuse is a violation of another person’s human or legal rights. This can be caused by those inflicting harm <i>or those who fail to act to prevent harm</i>. It can be physical, verbal, or psychological. Abuse is not restricted to any particular social group, gender or culture. It can take a number of forms, including the following:</p> <ul style="list-style-type: none"> • Physical abuse • Sexual abuse • Emotional abuse • Bullying • Neglect • Financial abuse • Theft • Discrimination

	<p>A child is a person under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p> <p>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 might include a person who:</p> <ul style="list-style-type: none"> • 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
<p>3. Responsibilities</p>	<p>All volunteers (including Trustees) <i>might receive disclosures of abuse or observe vulnerable adults or children who are at risk. This policy will enable volunteers to make informed and confident responses. Everyone has a responsibility to pass on any welfare concerns.</i></p> <p>Specific Trustee responsibilities Trustees have responsibility to ensure the safeguarding policies are in place and are appropriate Trustees have responsibility to ensure volunteers are aware of the policy, and to ensure all volunteers (including Trustees) can identify a Trustee with whom they can raise any concerns Trustees have responsibility for ensuring that any concerns raised are responded to seriously, swiftly and appropriately.</p>
<p>4. Implementation Stages</p>	<p>Elements of Safeguarding will appear in a range of policies and procedures within the organisation. These include Volunteer Briefing, Work Parties Practical Tips, Health & Safety, Equal Opportunities, Access Strategies, Data Protection, Confidentiality.</p> <p>The Trust recognises the legal requirement to take steps to safeguard vulnerable people if we work with them. The Trust</p> <ul style="list-style-type: none"> • employs no staff and so has no recruitment procedure; • children do not attend work parties or organised events without bringing an accompanying adult (or adults, if a school group); • there are no specialised roles within the organisation which involve particular volunteers in organised contact with vulnerable adults and/or children. <p>In all these circumstances, the Trust does not consider it appropriate at this time to submit applications to the Disclosure and Barring Service.</p>
<p>5. Allegations Management</p>	<p>The Trust recognises its duty to report concerns or allegations, whether against its volunteers (including Trustees) or disclosed to its volunteers about people outside the organisation.</p>

	<p><i>It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. This is a task for the professional adult protection agencies.</i></p> <p>No promise of confidentiality should be made as this might conflict with ensuring safety and welfare, but the person should be assured that only people who need to know will be told. If possible, they should consent to information being shared.</p> <p>The process for raising and dealing with allegations is as follows:</p> <p>First step: The allegation, or any concerns, should be reported to a Trustee. This will include any concerns about the impacts of any vulnerable person on other volunteers. A written record of the concern will be completed by that Trustee. The alleged abuser should not be confronted at this stage.</p> <p>Second step: Contact local authority for advice. A child: if concerned about the safety of a child at risk of abuse, harm or neglect call Customer First on 0808 800 4005 An adult: if in immediate danger call 0808 800 4005 (or 999) but otherwise complete an Adult Safeguarding referral form or contact adultsafeguardingbusinesssupportteam@suffolk.gov.uk</p> <p>Third step: Follow the advice provided.</p>
<p>6. Monitoring, reviewing and communicating the policy</p>	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • whether concerns are being reported and actioned • to check that policies are up to date and relevant • to review the reporting procedure <p>The Trust will make volunteers aware of the Safeguarding Policy on first volunteering. This policy will be reviewed by the Trustees every 4 years.</p>