

Caenhill Countryside Centre

Safeguarding Policy and Procedure

As a charity which mainly supports children, young people and vulnerable adults, our top priority is the protection of children and young people. We are not a statutory child care organisation – the police, children's social care and the NSPCC are the only agencies with statutory powers.

It is the policy of the Caenhill Countryside Centre to ensure that the welfare of children is considered whilst providing courses, supported work programmes for children, young people and vulnerable adults.

For matters arising at the Caenhill Countryside Centre:
The Wiltshire's Local Safeguarding Children Board multi-agency procedures, available at:
http://www.swcpp.org.uk/swcpp/swcpp_procedures.htm must be adhered to.

Further information about The Wiltshire's Local Safeguarding Children Board can be found
at <http://www.wiltshirelscb.org>

Caenhill Countryside Centre will take all reasonable steps to ensure that all staff and volunteers associated with the project, who may have such contact, are people of integrity and can be trusted with the welfare of children. We are committed to safe recruitment of all staff and volunteers who have direct or indirect contact with children, young people and vulnerable adults.

Training

- All our staff and volunteers complete mandatory induction training which includes safeguarding, regardless of whether they work directly with children and young people.
- All staff who work directly with children and young people also receive regular update training.

In the event that any volunteer or staff member identifies any person at risk then the following procedures will be implemented:

To ensure that children are protected from deliberate or accidental harm whilst being supported by staff and tutors at the Caenhill Countryside Centre.

If you have concerns about a person's welfare you MUST:

Discuss your concerns with the tutor in charge or the accompanying support staff.

If the child, young person or vulnerable adult is unaccompanied it is the duty of the staff member to contact the correct support network with a view to discussing concerns on a one-to-one basis.

Following discussions with the tutor or support staff either of the following steps must be taken:

If the concerns about the person's welfare remain then a further steps meeting must be arranged to include management.

If your concerns are upheld by the placement officer / organisation a course of action needs to be agreed and implemented. This may include additional supervision or change of project participation.

All discussions must be documented (date, times and names) along with the actions which each party has agreed to carry out.

In reaching a decision with the placement officer / organisation it may be appropriate to arrange further meetings

your manager it may be appropriate to seek advice from other agencies in order to understand the child's needs and circumstances (it may not be necessary to identify the child in question to do this).

Caenhill Countryside Centre treats all issues with confidentiality. This will only be deferred in extreme cases.

The Caenhill Countryside Centre will inform the correct chain of authority regarding behaviour, concerns, disclosures only when the safety of the child, young person or vulnerable adult becomes an issue of concern.

When reporting procedures are required by the placement officer / organisation, the Caenhill Countryside Centre will ensure all reports are of an informative and supportive nature with no personal references made within general reports.

However, it is acceptable to discuss any behavioural concerns where the child, young person or vulnerable adult is on a recorded placement and noted in the first instance for reporting on specific areas of work, behaviour or procedures.

The work at the Caenhill Countryside Centre involves working with animals, tools

and small machinery in the work areas.

It is appropriate for staff to ensure the safety of all participants at project work sessions which may include direct contact to keep all persons safe.

To avoid any contamination from animal and farm waste areas, all participants will be expected to undertake wash down of hands, footwear and outer waterproof clothing.

It may be appropriate for the countryside centre staff to offer assistance to ensure non-contamination.

Additional Information

During the COVID-19 pandemic and subsequent closure of public meeting areas we at Caenhill CC have followed Government Guidelines throughout to the best of our ability. We check and update procedures regularly.

If further information is required, contact us directly or look at our website.

Signed:.....

Position:

Signed:

Position:

Approval and Amendment History:

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Authorised at Trustees' Meeting :

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