



## **Safeguarding Policy Statement**

### **Children and Adults at Risk**

Lancashire Wildlife Trust is fully committed to operating in a manner that provides suitable protection for the health, safety and welfare of employees, volunteers, contractors and the general public. Our aim is to operate in a safe and environmentally conscious manner with the support and active participation of all of our employees so as to be a responsible partner in the community.

The Safeguarding Policy is endorsed by both the Management Team and the Board of Trustees. Responsibility for its implementation lies with the management structure, employees and others working on behalf of the Trust (See list for identified key contacts). The Safeguarding Committee, through its Chair will advise on the implementation of the Policy and monitor progress. The Policy will be reviewed annually.

The Wildlife Trusts, through our educational and WATCH programmes, come into contact with more children than any other UK charity. As we, rightly, reach out to include and involve a more diverse range of people with our work, so developing both a positive culture and a robust set of processes in relation to safeguarding becomes even more important.

Tom Burditt

Chief Executive

November 2022

## **The purpose and scope of this policy statement**

The LWT regularly works with children, adults, and families through a range of activities:

- Volunteering
- Environmental Education
- Teacher Training
- Events
- Mental and Physical Health and Wellbeing Programmes
- Youth Council
- Youth campaigning group

The LWT provides opportunities for children and adults to engage and participate in environmental project work undertaken on its land and within premises owned or leased by the LWT as well as partner organisations.

### **The purpose of this policy statement:**

- Create an organisational culture where safeguarding children, young people and vulnerable adults that we work with (and who work with and for us) are valued, understood and respected by everyone.
- Protect children and adults at risk who receive LWT's services. This includes the children of adults who use our services.
- Provide parent, staff and volunteers with the overarching principles that guide our approach to child protection.
- Ensure that staff and volunteers covered by this policy feel supported and comfortable dealing with safeguarding concerns and processes.
- Stop and prevent abuse or neglect wherever possible.
- Prevent harm and reduce risk of abuse or neglect to adults with care and support needs
- Promote the positive wellbeing of children and adults at risk
- Safeguard adults in a way that supports them in making choices and having control about how they want to live
- Raise awareness of safeguarding children and adults to ensure that everyone can play their part in preventing, identifying, and responding to abuse and neglect
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or wellbeing of children and adults at risk.

This policy applies to anyone working on behalf of the LWT, including senior managers and the board of trustees, volunteers, sessional workers, agency staff, students, and trainees.

## **Roles and Responsibilities**

- Over view responsibility for safeguarding management is that of LWTs Board of Trustees who appoint a Trustee lead for safeguarding.
- Direct management and lead of the implementation of safeguarding policy and procedures and monitoring is through the LWT's Safeguarding Committee Chaired by the appointed Trustee Lead, supported by Senior Management, Designated Safeguarding Leads, SHE Committee representation, and HR.
- The Designated Safeguarding Lead (DSL), and Deputy DSL will maintain up to date safeguarding information, proactively offer safeguarding training for staff and volunteers, and will be the key point of contact where safeguarding concerns are identified.
- The Senior Management Team, and other Managers will proactively promote an approach of 'professional curiosity' within their teams, and a culture of proactive training and reporting.
- Implementation of Safeguarding Policy and Procedure is the responsibility of all staff and volunteers.

## **Legal Framework**

This Policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and adults at risk in England.

## **Children**

The Department for Education (DfE) is responsible for child protection in England. It sets out policy, legislation and statutory guidance on how the child protection system should work. The key guidance for child protection is Working together to safeguard children (Department for Education, 2018). This states:

- Everyone who works with children has a responsibility for keeping them safe
- Everyone who comes into contact with children and families has a role to play in sharing information and identifying concerns.

## **Definition of a Child**

In England a Child is defined as anyone not yet reached their 18<sup>th</sup> birthday. Child protection guidance points out that even if a child has reached 16 years of age and is:

- living independently
- in further education
- a member of the armed forces
- in hospital
- or in custody in the secure estate

they are still legally children and should be given the same protection and entitlements as any other child (Department for Education, 2018a).

## **Adults**

The key guidance for adult safeguarding is the Care and Support Statutory Guidance issued under the Care Act (Department for Health and Social Care). Safeguarding guidance is provided in sections 42 to 46 of the Care Act 2014.

Safeguarding duties apply to **adults at risk**. Adults at risk are defined as individuals over 18 who:

- Have needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or at risk of, abuse or neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

### **LWT believes that:**

- Children and adults at risk should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and adults at risk to keep them safe and to practice in a way that protects them.

### **LWT recognises that:**

- The welfare of the child or adult at risk is paramount
- All children and adults at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, marriage and civil partnership, pregnancy and maternity, have a right to equal protection from all types of harm or abuse.
- Some children and adults at risk are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children and adults at risk, their parents, carers and other agencies as appropriate is essential to promoting welfare.

### **LWT will seek to keep children and adults at risk safe by:**

- Valuing, listening to, and respecting them
- Appointing a designated safeguarding lead and a lead trustee for safeguarding
- Actively developing safeguarding policy, procedures, and guidance notes which reflect best practice
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, parents, families, and carers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Developing and implementing effective online safeguarding procedures
- Sharing information about child protection and safeguarding best practice with staff and volunteers via training, posters, team meetings, and supervision. Ensuring staff have clear procedures establishing accountability, responsibility, and processes for reporting safeguarding concerns
- Recruiting staff and volunteers safely, ensuring all necessary DBS checks are made

- Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures
- Implementing a code of conduct for staff and volunteers
- Using our procedures to manage any allegations against a trustee, employee, or volunteer appropriately
- Ensuring that we have effective complaints and whistle blowing measures in place
- Ensuring that we provide a safe physical environment for our children, adults at risk, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Recording and storing information professionally and securely in accordance with General Data Protection Regulations (GDPR)

### **Related policies and procedures**

This policy statement should be read alongside our organisational policies and procedures, including:

- Health and Safety Policy
- Environmental Policy
- LWT Safeguarding reporting procedure
- LWT GDPR policy and procedure
- LWT Disciplinary Procedure
- LWT Volunteer Policy and Procedures
- H&S Note 1- Risk Assessment
- H&S Note 24 Transport of People
- H&S Note 36- Safe Use of Tools
- Safer Recruitment Policy
- Guidance notes on Handling DBS certificates
- Whistleblowing policy

### **Key Contact details**

#### **Designated Safeguarding Lead:**

Name: Vicki McDermott

Position: Education Manager

Phone/email: 07738418934 [vmcdermott@lancswt.org.uk](mailto:vmcdermott@lancswt.org.uk)

#### **Deputy Designated Safeguarding Lead:**

Name: Rhoda Wilkinson

Position: Nature and Wellbeing Manager

Phone/email: 07738121238 [rwilkinson@lancswt.org.uk](mailto:rwilkinson@lancswt.org.uk)

#### **Lead Trustee for Safeguarding (Safeguarding Committee Chair):**

Issue 4 – November 2022

Revision 5

Ref: 2022 LWT Safeguarding Policy Statement

Name: John Wells

Email: [jwells.trustee@lancswt.org.uk](mailto:jwells.trustee@lancswt.org.uk)

NSPCC Helpline 0808 800 500

This Policy sits with: HR Department    Next Review Date: June 2023

#### Amendment History

Version / Issue No.	Date	Author	Remarks / Reason for Change
Draft Issue 1	2020	Rhoda Wilkinson	First Produced. Sets out our approach to safeguarding children, young people and vulnerable adults.
Draft Issue 3	April 2021	Rhoda Wilkinson, Myplace Manager	Draft following feedback at Safeguarding Committee on 21/04/21
Draft Issue 4	June 2021	Vicki McDermott, Education Manager	Draft following feedback from Safeguarding committee

#### History

Committee	Date	Purpose
Safeguarding committee	2020	For discussion & Approval
Council	July 2020	Approval
Safeguarding Committee	30/06/21	For review and comments

#### Related Documents

Ref. No.	Title	Author	Version & Date
	Recruitment and Selection Policy	Kay Hempson, Head of HR & Administration	Version 1. 2002
	Recruitment of Ex-Offenders Policy Statement	Kay Hempson, Head of HR & Administration	April 2012
	Handling DBS Certificates	Nicola Mercer, HR Manager	Version 1. May 2018
	Safeguarding Procedures & Guidance	Rhoda Wilkinson, Myplace Manager	Currently in Draft
	Grievance Policy & Procedure	Nicola Mercer, HR Manager	Version 2. March 2020

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Ref: 2022 LWT Safeguarding Policy Statement

	Safer Recruitment Policy	Nicola Mercer, HR Manager	Draft v4 June 2021
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Review of Document & Contents

Ref. No	Review Date	Initiated By	Comments
2022 LWT Safeguarding Policy Statement	Nov 2022	Vicki McDermott	Change to logo, no amendments to policy statement

**NB Guidance to Formatting of Lancashire Wildlife Trust Documents as above.**

**Introduction**

The Trust now produces a wide range of formal documentation from policy to ecological reports. Standardised formatting helps the reader understand the information, sets a standard for the organisation to follow and aids house style recognition.

**Standard Amendment History Table for Policy Documents, Major Reports and Guidance Notes.**

Standardising the Progress information on Lancashire Wildlife Trusts will help at several levels, including:

- those involved in production of policy to keep track of changes in the drafting
- identify when documents were adopted as policy or guidance
- those using the document to better understand the context and whether they have the latest approved copy

An amendments table should form a front page of the document being developed. Once a document has been approved for circulation, the table should be amended to reflect the approval and appended to the back of the document. An appropriate document review period should be agreed and added to the table. These notes can be deleted from the front page.