



Safeguarding Policy



Document Title

Issue Number	Date	Reason for Issue
V 1.0	March 2017	Initial
V 2.0	March 2021	Total Revision

Document Authorization

Issue Number	Date	Group
V 1.0	March 2017	Safeguarding Lead
V 2.0	March 2021	Safeguarding Lead

Distribution List

Issue Number	Issued to
V 1.0	All volunteers
V 2.0	All volunteers



Name of organization: The Elham Valley Line Trust

Section heading **Section content**

1. Introduction

The Elham Valley Line Trust (TRUST hereafter) makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

The TRUST welcomes children and/or vulnerable adults through the following activities:

- General contact with site visitors
- Activity days for school groups
- Volunteering

This policy seeks to ensure that the TRUST undertakes its responsibilities regarding the protection of children and/or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support trustees, volunteers and staff in their practices and clarifies the organisation's expectations.

2. Responsibilities

Volunteers have a responsibility to comply with the guidance laid out in this policy and any related policies, and to pass on any welfare concerns using the required procedures.

The senior volunteer on duty at each site must ensure that all other volunteers on duty are aware of this policy document and comply with it.

Trustees of TRUST must encourage all volunteers to follow the spirit as well as the letter of the policy.

3. Definitions

- | | |
|---------------|---|
| Child - | Any person under the age of 18 yrs. |
| Adult - | Any person aged 18 yrs. or over. |
| Volunteer - | Any volunteer, contractor or concession holder working on the TRUST's property |
| Lead Person - | The person appointed by the Trustees to deal with anything concerning safeguarding. |
| DBS - | (Data Barring Service) the organisation that commits resources to providing suitability checks on trustees, volunteers, or staff (paid or unpaid) whose roles involve contact with children and/or vulnerable adults. |



- Carer - Any person over the age of 14yrs. who has responsibilities for the well-being of an individual or group of children, or vulnerable adults in the role of parent, relative, friend or group leader.
- Vulnerable adult - The Department of Health defines a vulnerable adult as a person who is aged 18 or over that is or may need community care services because of a disability (mental or other), age or illness and is someone who could be unable to look after themselves, or protect themselves from harm or exploitation:-
- Someone who is diagnosed to be mentally and/or physically ill
 - Someone who has mental health needs such as dementia or down syndrome
 - Someone who is unable to report abuse and make a decision for themselves
 - Someone who is old and frail due to physical disability

4. Policy

It is the general policy that no trustee, volunteer, or staff member should work alone with children and/or vulnerable adults. A parent/responsible adult must accompany any child under the age of 11 yrs. visiting the site during normal opening hours. School and other organised visits and events for children/vulnerable adults must have sufficient parents/responsible adults, teachers, teaching assistants or carers to ensure that TRUST personnel are not working alone with children and/or vulnerable adults.

4.1 Site Access

4.1.1 Children

TRUST reserves the right to refuse admission to any child under the age of 11 yrs unless they are accompanied by a parent or carer.

Special Educational Needs or Disability (SEND)

4.1.2

The TRUST reserves the right to refuse access to any person coming under the SEND umbrella unless:

- a. they are accompanied by a carer
- b. they are capable caring for themselves



4.2 Duties

4.2.1 Trustees

The Trustees have overall responsibility for all safeguarding issues within the trust

4.2.2 Lead Person

The Lead Person is appointed by the Trustees to front safeguarding within the TRUST.

4.2.3 Deputy Lead Person(s)

The Trustees shall appoint any Deputy Lead Person(s) in consultation with the Lead Person.

4.2.4 Volunteers

It is the duty of all volunteers to work within the guidance of this policy.

4.3 Roles

4.3.1 Trustees

- shall ensure that all volunteers and staff are aware of and work within this policy
- shall appoint a Lead Person and as many Deputy Lead Persons as required.
- in the event of an allegation being made against the Lead Person, the Trustees shall investigate the allegation and take over the Lead Persons duties until another suitable person is appointed
- designate any positions that need the holders to hold a DBS certificate
- ensure suitable training is available for all volunteers
- regularly receive reports from the Lead Person on any reported issues

4.3.2 Lead Person

- must be suitably trained within the structure of Kent Safeguarding Children Multi-Agency Partnership
- should have undertaken a DBS check
- must ensure that all volunteers are aware of the contents of this policy and are kept regularly updated
- must be able to investigate any allegations made against volunteers in an objective and sensitive manner
- must keep up to date on all safeguarding matters
- must regular review and update the safeguarding policy

4.3.3 Deputy Lead Person(s)

- will assist the Lead Person
- deputise in the absence of the Lead

4.3.4 Volunteers

- every volunteer must be familiar with this policy document
- must take care never to be in a one to one situation with any child or vulnerable adult. If this is not possible:
 - a. should be in a room that has windows and make sure curtains are open.
 - b. should keep any doors to the room open. If you must close the door for privacy, make sure it is kept unlocked.
 - c. Should make sure you can always access a working phone in case of emergency.
 - d. Should choose somewhere easily accessible for the children or young people and yourself.
 - e. Should never drive children without a parent or carer, even on short journeys,
- children who are or seem to be under the age of 11 yrs should not be admitted to the Trusts premises unless accompanied by a Carer
- all children and vulnerable adults must be treated in an appropriate manner. They must be treated with respect, but without physical contact. If their behaviour causes any concerns their carer should be consulted. When not accompanied by a carer, then any instructions regarding their safety must be given in an appropriate manner
- a written record must be made of any concerns or actions taken as soon as possible after the incident. This report is to be given to the Lead Person.



4.4 Training

4.4.1 The Trustees encourage all volunteers to undergo familiarization training in basic safeguarding. This can be found free of charge at the Kent Safeguarding Children Multi-Agency Partnerships elearning website: <https://www.kscmp.org.uk/training/e-learning-courses>.

- All volunteers should undertake Level 1
- Lead or Deputy Lead Persons should also undertake Level 2

4.5 Confidentiality

4.5.1 All disclosures under safeguarding must be treated as confidential and are only to be discussed on a need to know basis.

- no promise of secrecy must be made to any person making a disclosure
- any information gathered and recorded will be treated under the General Data Protection Regulation

4.6 Photography

4.6.1 Any person visiting the Trust has a right to take photographs for their own use. However, they do not have the right to include any person without their consent. Any person wishing to withhold their consent should be encouraged to take their concerns to the photographer.

4.6.2 Any photographs or videos taken by the Trust must have the consent of the people included. If any person included is a Vulnerable Adult or under the age of 18yrs then a Consent form must be obtained. (Appendix 4).

4.6.2 If the photographs or video is of a Wheels of Time (WoT) presentation, then the WoT Photo-consent form (Appendix 5) must be completed as well.

4.6.3 All completed Photo-Consent forms must be handed to the Lead Person.



4.7 Allegations against members of the Trust

4.7.1 The TRUST recognises the duty to report concerns against any of its Trustees and Volunteers. The process for raising and dealing with allegations is as follows:

- all concerns must be reported to the Lead Person
- if the concern is against the Lead Person then the report must be made to the TRUST Chair.
- the Trustee or Volunteer against whom the concern is raised will be suspended until any investigation is completed
- this suspension is not a sign of guilt, but for their protection

5. Enquiries

5.1 Any enquiries about this document should be directed to the Lead Person in the first instance. If they are not available, then they should be directed to the Chair of Trustees.

6. Authorization

Signature of Chairman of Trustees

Name

G Bullett

Date

17 March 2021



INTENTIONALLY BLANK



Appendix 1

LEAD PERSON

Name	David F Gilbert
Address	113 Surrenden Road Folkestone Kent CT19 4AQ
Normally to be found	At the Museum during opening hours
Contact	Mobile: 07976 587268 Tele: 01303 276640 Email: dfgevt@btinternet.com
Qualifications	Kent Children's Safeguarding Board Multi-Agency elearning: Safeguarding Children - Level 1 Safeguarding Children - Level 2 v2 Safeguarding Children - Level 3



Appendix 2

DEPUTY LEAD PERSON / S

Name	
Address	
Normally to be found	
Contact	
Qualifications	

Name	
Address	
Normally to be found	
Contact	
Qualifications	



Appendix 3

SAFEGUARDING INCIDENT REPORTING FORM

Your Name:	
Date and time of incident	
Child's name	
Child's date of birth	
Parent / Carer name and address	
Your observations	
Exactly what did the child say	
Action taken so far	



External agencies contacted (date and time):

Police	If yes – which
	Name and contact number
	Details of advice received

Children's Services	If yes – which
	Name and contact number
	Details of advice received

Local Authority	If yes – which
	Name and contact number
	Details of advice received

Any other agency	If yes – which
	Name and contact number
	Details of advice received

Signature	
------------------	--



Appendix 4

Name of organisation:	The Elham Valley Line Trust
-----------------------	------------------------------------

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the child or the parent if the child is under 18.

The *Elham Valley Line Trust* (hereafter “The Trust”) will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the *Trust* immediately.

Consent information:	
<i>To be completed by child:</i>	
<input type="checkbox"/> I give permission for my photograph to be used within the Trust for display purposes <input type="checkbox"/> I give permission for my photograph to be used within other printed publications <input type="checkbox"/> I give permission for my photograph to be used on the Trust’s website <input type="checkbox"/> I give permission for videos of me to be used on the Trusts website <input type="checkbox"/> I give permission for my photograph to be used on the Trust’s social media pages <input type="checkbox"/> I give permission for videos of me to be used on the Trusts social media pages	
Signature of child:	Print name of child:
Date:	

If the child is under 16, consent must be obtained from parents.

If over 16, it’s still good practice to inform parents that photographs/videos of their child may be used if the child has given consent.

<i>To be completed by parent:</i>	
<input type="checkbox"/> I give permission for my child’s photograph to be used within the Trust for display purposes <input type="checkbox"/> I give permission for my child’s photograph to be used within other printed publications <input type="checkbox"/> I give permission for my child’s photograph to be used on the Trust’s website <input type="checkbox"/> I give permission for my child to be videoed for use on the Trusts website <input type="checkbox"/> I give permission for my child’s photograph to be used on the Trust’s social media pages <input type="checkbox"/> I give permission for my child to be videoed for use on the Trusts social media pages <input type="checkbox"/> I can confirm that I have read or been made aware of how these images or videos will be stored within the organization.	
Signature of parent:	Print name of parent:
Date:	

Appendix 5



Wheels of Time

Child photo / video consent form

We would be grateful if you would fill in this form to give us permission to take photos of your child and use these in our printed and online publicity.

Wheels of Time means Ashford Borough Museum Society, members of the Wheels of Time Scheme and persons acting on their behalf.

Name of child

Name of parent /guardian

Date.....

Engagement:

I give **Wheels of Time** permission to take photographs and / or video of my child.

On behalf of my child, I agree with Wheels of Time to the Consent, the Assignment / Waiver / Agreement and Other Provisions below in return for The Wheels of Time award badge and a copy of the photograph

Consent:

I irrevocably consent to the Wheels of Time using the Photographs:

in their printed* and online* publicity, social media*, press releases* and funding applications*.

* Delete any that do not apply

I permit / do not permit my child's name to be published with the photographs.

Assignment/Waiver/Agreement:

Subject to the Restrictions below, on behalf of my child I:

- assign to the **Wheels of Time** any interest in the copyright in the Photographs that the child may have;
- waive any right to any further payment for the use of any of the Photographs for any purpose to which the I have consented; and
- agrees that the Photographs may be altered or modified in any manner.

Restrictions:

The Photographs shall not represent the Child in any derogatory manner.

Other Provisions:

I agree that the terms of this Form are for the benefit of the Wheels of Time and any licensee or assignee of Wheels of Time.

This permission Form shall be governed by English law.

Signed by parent /guardian.....

By signing below the photographer grants **Wheels of Time** royalty free licence to use the photograph for the purposes consented by the Parent/ Guardian.

Signed by the photographer on behalf of Wheels of Time.....

26 May 2017

"Wheels of Time", "Roamin' Rex" and the Roamin' Rex Graphic are trademarks of Ashford Borough Museum Society



AIDE MEMOIRE

The process outlined below details the stages Involved in raising and reporting safeguarding concerns within the TRUST

Communicate your concerns with the Lead Officer

Seek medical attention for the vulnerable person if needed

Discuss with parents of child or with vulnerable person.

Obtain permission to make referral if safe and appropriate

If needed seek advice from the Children and Families helpdesk or Adults helpdesk

Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact

Ensure that feedback from the Local Authority is received and their response recorded

If the Lead Officer is implicated, then refer to the Chairman of the trustees.