



# **The Elham Valley Line Trust**

## **Safeguarding Policy & Procedures**





Name of organisation: The Elham Valley Line Trust

| Section heading               | Section content   |
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| <p><b>1. Introduction</b></p> | <p>The Elham Valley Line Trust (EVLT hereafter) makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>The EVLT comes into contact with children and/or vulnerable adults through the following activities:</p> <ul style="list-style-type: none"> <li>General contact with site visitors</li> <li>Activity days for school groups and volunteers</li> </ul> <p>The types of contact with children and/or vulnerable adults will be via controlled activities; these comprise acting as guides and volunteers for family, school and other groups that visit the Railway Museum and Countryside Centre.</p> <p><b>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 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 EVLT personnel are not working alone with children and/or vulnerable adults.</b></p> <p>This policy seeks to ensure that the EVLT undertakes its responsibilities with regard to 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.</p> |
| <p><b>2. Definitions</b></p>  | <p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and/or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following: Physical abuse, Sexual abuse, Emotional abuse, Bullying, Neglect, Financial (or material) abuse</p> <p><b>Definition of a child</b><br/>A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p> <p><b>Definition of Vulnerable Adults</b><br/>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 <b>may</b> include a person who: 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>   |

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| <p><b>3. Responsibilities</b></p>      | <p><b>All trustees, volunteers and staff</b> (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.</p> <p>We expect all <b>trustees, volunteers and staff</b> (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p><b>Additional specific responsibilities</b><br/>       Trustees have responsibility to ensure:<br/>       The policy is in place and appropriate</p> <p>The designated Lead Officer is Clive Nuttman. This person's responsibilities are:<br/>       The policy is accessible<br/>       The policy is implemented<br/>       The policy is monitored and reviewed<br/>       Promoting the welfare of children and vulnerable adults<br/>       Ensure volunteers and staff (paid and unpaid) have access to appropriate training/information<br/>       Receive trustee, volunteer and staff concerns about safeguarding and respond to all seriously, swiftly and appropriately<br/>       Keep up to date with local arrangements for safeguarding and CRB<br/>       Take forward concerns about responses</p>   |
| <p><b>4. Implementation Stages</b></p> | <p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:</p> <p><b>Safe recruitment</b><br/>       The EVLT ensures safe volunteer and staff recruitment through the following processes:</p> <p>Descriptions for all roles involving contact with children and/or vulnerable adults will contain reference to safeguarding responsibilities.</p> <p><del>DISCLOSURE &amp; BARRING SERVICE</del><br/> <del>Criminal Bureau Records Gap Management</del>      <b>DBS</b></p> <p>The organisation commits resources to providing <del>Criminal Bureau Records</del> check on trustees, volunteers or staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.</p> <p><del>DBS</del><br/>       In order to avoid <del>CRB</del> gaps, the organisation will maintain and review a list of roles across the organisation which involve contact with children/vulnerable adults</p> <p>In addition to checks on recruitment for roles involving contact with children/vulnerable adults, for established staff the following processes are in place:<br/> <del>CRB</del> checks will be conducted for specific roles for all trustees, volunteers and staff (paid or unpaid) working with children and vulnerable adults. Portable/carry over <del>CRB</del> checks from another employer will not be deemed to be sufficient. It is a criminal offence for individuals barred by the Independent Safeguarding Authority to work or apply to work with children or vulnerable adults in a wide range of posts.</p> |

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| <p><b>5. Induction, training and communication for staff</b></p> | <p>The EVLT will provide induction and training of volunteers and staff (paid and unpaid), and effective communication mechanisms in relation to Safeguarding</p> <p><b>Induction will include</b><br/>       Discussion of the Safeguarding Policy (and confirmation of understanding)<br/>       Ensure familiarity with reporting processes, the roles of the Lead Officer and the Chairman of trustees (who acts in their absence)</p> <p><b>Training</b><br/>       All trustees, volunteers and staff who, through their role, are in contact with children and/or vulnerable adults will have access to safeguarding training at an appropriate level.</p> <p><b>Communications and discussion of safeguarding issues</b><br/>       Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:</p> <p>Team meetings (prior to activities involving contact with children and/or vulnerable adults)<br/>       Trustee meetings<br/>       One to one meetings (formal or informal),</p>   |
| <p><b>6. Reporting</b></p>                                       | <p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at EVLT</p> <p style="text-align: center;">Communicate your concerns with the Lead Officer</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Seek medical attention for the vulnerable person if needed</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Discuss with parents of child or with vulnerable person.<br/>Obtain permission to make referral if safe and appropriate</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">If needed seek advice from the Children and Families helpdesk or Adults helpdesk</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">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</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Ensure that feedback from the Local Authority is received and their response recorded</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">If the Lead Officer is implicated, then refer to the Chairman of the trustees.</p> |

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| <p><b>7. Allegations Management</b></p>                  | <p>The EVLT recognises its duty to report concerns or allegations against its trustees, volunteers and staff within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:</p> <ol style="list-style-type: none"> <li>1. Any trustee, volunteer or member of staff (paid or unpaid) from The EVLT is required to report any concerns in the first instance to the Lead Officer.</li> <li>2. Contact local authority for advice.</li> <li>3. Follow the advice provided.</li> </ol> <p>The EVLT recognises its legal duty to report any concerns about unsafe practice by any of its trustees, volunteers or staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document <a href="http://www.isa.gov.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf">http://www.isa.gov.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf</a></p> |
| <p><b>8. Monitoring</b></p>                              | <p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> <li>Safe volunteer recruitment practices</li> <li>CRB checks undertaken where appropriate</li> <li>Training – register/record of training on child/vulnerable adult protection</li> <li>Monitoring whether concerns are being reported and actioned</li> <li>Checking that policies are up to date and relevant</li> <li>Reviewing the current reporting procedure in place</li> </ul>  |
| <p><b>9. Managing information</b></p>                    | <p>Information will be gathered, recorded and stored in accordance with the following policies</p> <ul style="list-style-type: none"> <li>Data Protection Policy</li> <li>Confidentiality Policy</li> </ul> <p>All trustees, volunteers and staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.</p> <p>All trustees, volunteers and staff must be aware that they cannot promise site users or their families that they will keep secrets.</p>   |
| <p><b>10. Communicating and reviewing the policy</b></p> | <p>The EVLT will make site users aware of the Safeguarding Policy through the following means: Website.</p> <p>This policy will be reviewed by the Lead Officer every year and when there are changes in legislation.</p>   |