



WESSEX TREC SAFEGUARDING AND ANTI BULLYING POLICY

This Safeguarding and Anti Bullying Policy is in addition to the TREC GB Safeguarding Policy, and expands areas that Wessex TREC acknowledge need clarifying further from the TREC GB Policy.

What is Safeguarding?

Safeguarding means protecting people's right to live in safety, free from abuse and neglect.

Any form of abuse or neglect is unacceptable and never justifiable, no matter what reason may be given for it.

It is about protecting vulnerable people, for example children, young adults, adults at risk like those who may be in situations or circumstances that leave them at risk of abuse and/or neglect due to another's/**others** actions or lack of action.

Safeguarding is everybody's business!

There is collaboration between organisations, public services and local authorities.

We will raise awareness of our Safeguarding policy via the Wessex TREC Facebook group, our web site and by direct email to our members.

We will inform that Safeguarding is everybody's business and how concerns should be reported. The Wessex TREC Committee Safeguarding Officer would receive non urgent submissions. If there is a serious, immediate risk the police should be called in the first instance.

To whom does it apply?

The Safeguarding Vulnerable Groups Act 2006 was updated by the Protection of Freedoms Act 2012 and applies to the following

Children (those aged under 16)

Young adults (those aged 16 – 18 years old)



Vulnerable Adults – this is someone who is over 18 and has the dependency on others for the performance of or the requirement for assistance in basic functioning, a severe impairment in communication ability or a reduced ability to protect themselves from abuse, assault or neglect.

However, Wessex TREC also acknowledge that Safeguarding principles apply to any adult (a person 18 years of age or above), regardless of their mental capacity but who may need Care and Support (whether these have been assessed or are being met by the Local Authority or not).

Why Safeguarding is important at Wessex TREC?

Some of our training is carried out directly with young people. Whilst the adults/guardian maintain overall responsibility for checking the appropriateness of activities for their children it is of vital importance that we can offer a robust standard of vigilance for our own volunteers and for those involved in the events we run.

Our committee members and volunteers also have a great deal of direct contact with the public. It is important that Wessex TREC can offer all of its participants security and peace of mind by maintaining high standards in safeguarding. It is also important that our members are aware of how to protect themselves from allegations and of how to access local level Safeguarding Services if they have concerns.

Wessex TREC has a zero tolerance policy for bullying, be this physical, mental or cyber bullying. If you wish to report an incident that involves Wessex TREC or one of its members but wish to remain anonymous please fill in the form at the end of this policy.

1 Policy Statement and Objectives

Wessex TREC accepts its legal and moral obligation and recognises that it has a duty of care to protect all children, young people and adults at risk and safeguard their welfare. Everyone who participates in TREC GB and Wessex TREC activities is entitled to do so in a safe and enjoyable environment.

Wessex TREC aims to provide a secure and safe environment for all its volunteers, participants and visitors who enter the activities and is committed to take all reasonable steps to ensure the safety and welfare of all individuals we come into contact with in our activities.



Wessex TREC recognises its responsibility to safeguard the well-being of children and adults and has put appropriate measures in place to ensure compliance with statutory duties. This policy is aimed at minimising any risk to people and to protect volunteers from the possibility of false accusations.

Wessex TREC will ensure that all volunteers are aware of our policy and their responsibilities to comply with it.

Wessex TREC will share all information with other professionals and with the Local Safeguarding Children Board (LSCB) or the Local Adult Safeguarding Board (LASB) and other professionals as appropriate.

2 Accountability - Who is responsible for the safeguarding process?

EVERYONE!

Contacts are named at the end of this document for the nominated Committee member officer with responsibility for Safeguarding.

Parental Consent Forms

The entries secretary for each event will collate any parental consent forms and will keep all signed informed consent forms for at least 3 years in a secure locked cabinet or in a password protected computer folder by our membership secretary. This time frame is determined by the need for access to this information in the unfortunate case of an unanticipated problem or a complaint. One parental or guardian signature is permitted however it would be advisable to obtain the consent of both parents.



3 Prevention - reducing the risk

Wessex TREC will undertake a Safeguarding assessment at the start of all events. Where volunteers will be working with groups or individuals that have an identified safeguarding risk, Wessex TREC will ensure a DBS certificate is obtained if needed.

The Designated person will:

- Ensure systems and policy are reviewed regularly to comply with the most up to date legislation
- Ensure that every member of the committee has access to and is informed of the safeguarding policy
- Ensure that procedures are in place for managing any allegation against volunteers
- Liaise with TREC GB to ensure that the club works within a safe process including obtaining a Disclosure and Barring Service (DBS) certificate where appropriate. Should any relevant criminal convictions come to light they will be prevented from working with groups that have an identified safeguarding risk.
- Ensure that safeguarding training is included within mandatory induction for new committee members and periodically (every three years) updated for committee members working with groups that have an identified safeguarding risk.
- In the event of an incident, liaise with the local authority Children's and Adult Services Teams to ensure compliance
- Keep central, secure log of all recorded safeguarding concerns which will only be shared if appropriate with the relevant authorities
- Ensure that all project activities follow this policy and that it is applied to volunteers involved.

All Volunteers and Committee members will:

- Take note of the policy and its guidance, especially The Code of Practice (below)
- Co-operate with safeguarding training and DBS check needs and raise these needs to the Designated Lead if necessary
- Be familiar with guidance around reporting concerns
- Comply with requirements of any Safeguarding investigation.



CODE OF PRACTICE

The code of practice applies to all members of committee and club associates including volunteers working with groups or individuals with an identified safeguarding risk.

You should:

- Be an excellent role model in your own behavior by demonstrating the code of practice in your dealings with groups or individuals that have an identified safeguarding risk.
- Understand your responsibilities to safeguarding groups or individuals that have an identified safeguarding risk
- Be vigilant about attending regular training courses to keep your knowledge up to date
- Promote the welfare of groups or individuals that have an identified safeguarding risk
- Discuss any incidents or behaviour that give rise to concern with the designated person
- Report any allegations or suspicions immediately
- Records should be prepared under the guidance of the designated lead who can then ensure these are securely kept.

You should not:

- Make any unnecessary physical contact including personal care. Request the presence of another adult/volunteer to go with you
- Take vulnerable people on car journeys alone unless it is an emergency
- Engage in rough physical games
- Allow inappropriate language to be used



4 Responding to incidents

Recognition of abuse is not always easy. However, should you have any concerns or you are given information that someone is at risk of harm or abuse you must report this to **the designated person immediately**.

4.1 Dealing with suspicions or allegations of abuse noted by Wessex TREC about a person outside of Wessex TREC.

- It is essential to act professionally and swiftly in suspected cases of abuse
- Whilst you should not promise confidentiality to those who disclose information to you, you must not discuss suspicions with any other party other than the designated person
- Tell the person they are not responsible for what has happened
- Do not interrogate, keep questions to a minimum to clarify your understanding
- Do not ask leading questions
- Do not promise not to tell
- Reassure the person that the information will only go to those who need to know
- Describe any physical injury that is visible
- Make an accurate record of what you have witnessed or have been told, using exact words if possible, as it could be used in a disciplinary or in any criminal action

4.2 Dealing with suspicions or allegations of abuse made against a member of Wessex TREC (anyone, including committee and members).

- It is essential to act professionally and swiftly in suspected cases of abuse
- Whilst you should not promise confidentiality to those who disclose information, you must not discuss suspicions with any other party other than the designated lead
- If the issue relates to the designated lead then it should be raised with the Clubs Chair
- Do not interrogate, keep questions to a minimum to clarify your understanding
- Do not ask leading questions
- Reassure the claimant that the information will be passed to the designated lead immediately
- Reassure the claimant that the information will only go to those who need to know



- Make an accurate record of what you have witnessed or have been told as it could be used in a disciplinary or in any criminal action

The designated lead will consider the details of the incident and provide guidance on the next steps. These may include:

- (in the case of children) Reporting to the Local Authority Designated Officer (LADO) to be involved in the management and oversight of individual cases.
The relevant contact should provide advice and guidance to employers and voluntary organisations, liaising with the police and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.
- Contact the Local Adult Safeguarding Board to complete a Safeguarding Adults at Risk (SAAR) referral.
- Wessex TREC will cooperate fully in any investigation at the request of the relevant safeguarding board.
- Following the outcome of any investigation or reported incident, the designated person will oversee the incorporation of any findings into review of this policy or in one-off training as appropriate.
- The member concerned may be suspended from attending club activities or from particular duties pending investigation of any allegation made against them

In response to incidents the following stages would be followed:

- 1st report - Offenders would receive a verbal warning
- 2nd report - Offenders would receive a written warning
- 3rd report - If a member, offender's membership and attendance at events would be suspended for a period to be decided by the committee; if a non-member, attendance at events would be agreed by the committee for a period of time.

If allegations are made against individual members, Wessex TREC will work with them to ensure the individuals concerned are removed from our activities during investigations



Following the outcome of an investigation, if Wessex TREC remove an individual from activities (or would have if the person had not left first) because the person poses a risk of harm to vulnerable people, Wessex TREC will make a referral to the Disclosure Barring Service.

Individual members should never deal with abuse disclosures in isolation and should always refer to the designated lead(s). These are the only people who should deal with the case and report suspected abuse to the relevant local safeguarding authority or the Police.

4.3 Risk assessment

A designated member of committee or event should complete a risk assessment before any new or changed event. The risk assessment is not only a way to mitigate or remove any potential risks, but it may also be a prompt to consider alternative working practices.

The risk assessment should:

- a) incorporate the standard health and safety risk assessment;
- b) identify the nature of the contact;
- c) consider children and adults who are particularly at risk;
- d) consider whether any children or adults at risk have allergies, are on medication, have any disabilities (physical or mental), have behavioural difficulties;
- e) identify any potential areas for harm and detail action to prevent harm occurring, which might include consideration of alternative working practices;
- f) identify those situations that would require a DBS check, as they are regulated activity.



5 Contacts

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| Training requirements | All volunteers working/interacting with children and adults with an identified safeguarding risk are required to read this policy and where a training requirement is identified, this will be provided by a qualified expert in safeguarding policy. |
| Wessex Designated Safeguarding Officer | Yvonne Allen |
| TREC GB Designated Safeguarding Lead | Trish Donnelly |
| Other information | All committee members and event organisers have completed TREC GB Safeguarding training |

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| Policy drafted by Wessex TREC | Date: 14/1/22 |
| Policy approved by Committee | Date: |
| Next scheduled review date by the Committee | Date: January 2023 |



Other Useful Contacts

| Service | Contact Details | Service |
|---|--|--|
| Local Authority Safeguarding Team: | | |
| Local Police: | | |
| Childline: | 0800 1111 | 24 hour free and confidential helpline for children |
| NSPCC Helpline | 0808 800 5000 | 24 hour free and confidential helpline that provides counselling, information and advice |
| Child Protection Support Unit (CPSU) | 0116 234 7278 | www.thecpsu.org.uk |
| The Samaritans | 08457 90 90 90 | www.Samaritans.org.uk |
| Victim Support | 0845 3030 900 | |
| Children First – Scotland | 0131 446 2300 | www.children1st.org.uk |
| Kidscape | www.kidscape.org.uk | Advice about bullying and cyber bullying |
| Young Minds Parents' line | 0808 802 5544 | Advice and help with any mental health issues relating to young people |
| Family Lives | 0808 800 2222 | For parents who need help or someone to talk to |
| NHS Direct | 111 | |
| Barnardos and Sexual Assault Referral Centres (SARCs) | Full list available at https://www.nhs.uk/service-search/other-services/Rape%20and%20sexual%20assault%20referral%20centres/LocationSearch/364 | Offer support and counselling to victims of sexual abuse |
| Rape Crisis England and Wales | 0808 802 9999 12-2.30pm, 7-9.30pm | www.rapecrisis.org.uk/ |
| Child Exploitation Online Protection Centre (CEOP) | www.ceop.police.uk/safety-centre/ | Advice, guidance, counselling, support and referrals for bullying or inappropriate behaviour on-line |