



## **SAFEGUARDING POLICY**

### **1 Introduction**

- 1.1 Cowes Heritage and Community Group is a Charitable Incorporated Organisation run and managed by its trustees. One of the trustees, Jon Matthews, has particular responsibility for safeguarding.
- 1.2 Cowes Heritage and Community Group is based at the Beckford Centre, 5 Beckford Road, Cowes, Isle of Wight PO31 7SE
- 1.3 The trustees have adopted this Safeguarding Policy and expect every adult working or helping at the Cowes Heritage and Community Group to support it and comply with it. Consequently this policy shall apply to all trustees, committee members and volunteers working on behalf of the Cowes Heritage and Community Group.

### **2 Purpose of the Policy**

- 2.1 This policy is intended to protect children, young people and vulnerable adults who receive any service from the Cowes Heritage and Community Group, including those who are the children of adults who may receive services from it.
- 2.2 As an organisation the Cowes Heritage and Community Group believes that no child, young person and vulnerable adult should experience abuse or harm and is committed to the protection of children, young people and vulnerable adults. This Policy is intended to provide guidance and overarching principles to those who represent the Cowes Heritage and Community Group as volunteers to guide its approach to child protection and safeguarding.

### **3 The risks to children and vulnerable adults**

Nearly every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children and vulnerable adults need protection including sexual abuse, grooming, physical and emotional abuse and neglect, domestic violence, inappropriate supervision by trustees or volunteers, bullying, cyber bullying, acts of violence and aggression, victimisation, self-harm, unsafe environments and activities, crime and exploitation.

### **4 Universality of Protection**

The Cowes Heritage and Community Group recognises that:

- 4.1 the welfare of the child and any vulnerable adult is paramount;
- 4.2 all children and vulnerable adults regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm;
- 4.3 some children and vulnerable adults are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency; and
- 4.4 working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

## **5 Safeguarding children at events / activities**

- 5.1 There are three kinds of events/activities:
  - a) those open to adults and children of all ages,
  - b) those for children accompanied by a 'parent',
  - c) those for unaccompanied children, which are sometimes run alongside other events/activities.
- 5.2 At events and activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
- 5.3 At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
- 5.4 At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
- 5.5 Both event and activities are to be defined broadly to include any occasions where the Cowes Heritage and Community Group will be providing a service.

## **6 Disclosure and barring**

- 6.1 Cowes Heritage and Community Group offers occasional education and recreational classes for children and vulnerable adults.
- 6.2 Some of its activities may therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children.
- 6.3 The Board will take very seriously any allegation of impropriety on the part of any member of the Cowes Heritage and Community Group. A member of the Cowes Heritage and Community Group who discovers anything amiss should get in touch immediately with Jon Matthews (trustee).
- 6.4 The Board will review the allegation and the likely risk to children and, if appropriate, will consider banning the member from future events or revoking his or her membership or both - but only in full accordance with the rules and procedures of the Cowes Heritage and Community Group.

## **7 Health and safety aspects of safeguarding children**

- 7.1 Before starting any event for unaccompanied children, the Board will carry out a Risk Assessment and then take steps to minimise all risks to Health and Safety. Parents and children will be made aware of any particular risks and of the steps to be taken to minimise those risks. The trustees will keep a record of all risk assessments.

- 7.2 Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

## **8 Adventure activities licensing**

Cowes Heritage and Community Group may occasional run adventure activities for members but not for non-members. Restricting participation to members means that no licence is required under the Adventure Activities Licensing Regulations.

## **9 Policy on the prevention of bullying**

Cowes Heritage and Community Group will not tolerate the bullying of children or vulnerable adults. If any incident of child-on-child bullying should arise at a Cowes Heritage and Community Group event, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The Board will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the Board will consider banning a child from future events, but only in full accordance with the rules and procedures of the Cowes Heritage and Community Group. Allegations of adults bullying children will be dealt with under paragraph 6.3 above.

## **10 Photographing children**

People must expect to have their photograph taken at some Cowes Heritage and Community Group events and it reserves the right to publish suitable photographs of those attending, along with the names of members involved.

## **11 Managing behaviour, discipline and acceptable restraint**

- 11.1 Adults supervising children at Cowes Heritage and Community Group events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used but for that purpose only.
- 11.2 Unacceptable behaviour at Cowes Heritage and Community Group events for unaccompanied children will generally be stopped by separating the children from each other and from the group. The miscreants will be suitably supervised and will be returned as soon as possible to the care of their parents.
- 11.3 Cowes Heritage and Community Group may apply a further disciplinary sanction, namely the banning of the child from future events. Any such sanction would be determined and applied by Jon Matthews (trustee).
- 11.4 A parent who is aggrieved by this ban may appeal to the trustees who will hear the views of all relevant persons. The decision of the trustees is then final.

## **12 Other Policies**

This safeguarding policy should be read together with the Cowes Heritage and Community Group's **Code of Conduct** and **Health and Safety Policy**

## **13 Legal Framework**

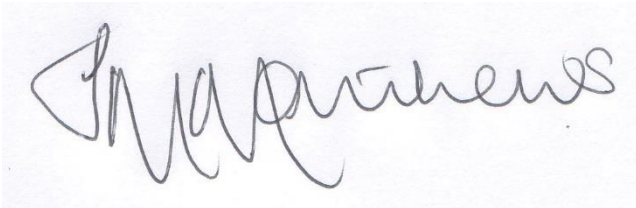
This Policy has been drawn up in accordance with the following:

- a. Children Act 1989
- b. United Convention of the Rights of the Child 1991
- c. Human Rights Act 1998
- d. Sexual Offences Act 2003

- e. Children Act 2004
- f. Safeguarding Vulnerable Groups Act 2006
- g. Protection of Freedoms Act 2012
- h. Children and Families Act 2014
- i. Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1<sup>st</sup> September 2014
- j. Information sharing: advice for practitioners providing safeguarding services
- k. Working together to safeguard children (2017)
- l. General Data Protection Regulation (2018)

NOTE: This Policy was approved by the trustees on 4<sup>th</sup> March 2021 and is due for review every 2 years.

Signed on behalf of the trustees:

A handwritten signature in blue ink, appearing to read 'Jon Matthews', is written on a light-colored background.

Jon Matthews (Chairman)