Action on Climate in Teignbridge CIC

Safeguarding Policy

Version 1 7th July 2022

1. Policy statement

   Action on Climate in Teignbridge (ACT) undertakes a range of activities in pursuit of its objectives. Some of them involve people who are vulnerable, either because they are children or for another reason. ACT does everything it can to keep them safe. This policy describes how it does this.

   First, the policy describes the different groups of people who are at risk. Then it looks at the different kinds of abuse which could happen. After that, it says what it will do to reduce the risk of any abuse happening. Its final section lays out the society's Code of Conduct, which directors and volunteers working with people at risk must obey.

2. People who are at risk

   The people who are at risk include:

   a) Any child. This means anyone who has not yet reached their 18th birthday. All children are vulnerable because of their age and stage of physical, mental and emotional development.

   b) Any vulnerable adult. This means anyone who is 18 or older and living with mental or other disability, illness, or who is vulnerable because of their age, and who is, or may be, unable to protect themselves against significant harm or exploitation.

   c) In certain circumstances, all adults, because they may become vulnerable to abuse or exploitation.

ACT aims to protect people in all of these groups.

3. Different kinds of abuse

   Abuse is when someone does or says something which harms someone else, or makes them upset and scared. It is always unacceptable; everyone has a right to be treated with dignity and respect. Abuse is more likely to happen when someone has power over someone else.

   There are different kinds of abuse, including:

   a) Physical abuse, such as hitting, slapping, kicking, pushing, pinching and (in specific circumstances) withholding or misusing medication

   b) Sexual abuse, such as sexual assault and rape, or sexual acts where the vulnerable person has not given (or could not give) consent, or was forced into consenting.

   c) Grooming someone with a view to sexual abuse.

   d) Mental abuse, such as threats of harm, emotional abuse, humiliation, undermining, verbal abuse, intimidation, coercion or harassment.

   e) Financial abuse, such as fraud, theft and financial exploitation

   f) Taking someone's property, benefits or possessions.

   g) Neglect, such as ignoring physical care and medical needs, or not providing access to health or social care.

   h) Discrimination, such as offensive remarks, slurs, harassment and other behaviours based on a person's age, gender, sexuality, race, creed or culture.

4. How ACT will protect vulnerable people at risk of abuse

   ACT will protect people at risk of abuse by:

   a) Sharing responsibility: All of its directors recognising that they share responsibility for delivering this policy.

   b) Nominating one director or member of the coordination committee to be its Safeguarding Officer. The Safeguarding Officer is responsible for making the board and coordination committee aware of the need to follow this policy, and providing recommendations regarding the need for any Disclosure and Barring Service (DBS) checks.

   c) Having a Code of Conduct, which all directors and volunteers undertaking activities with people who are at risk, understand and agree to obey.

   d) Review this policy and the Code of Conduct annually.

Action on Climate in Teignbridge CIC

Code of Conduct

Version 1 7th July 2022

1. Duties of directors and volunteers

All ACT's directors, contractors (such as its Wildlife Wardens and Climate Cutters co-ordinators) and volunteers must:

a) treat people at risk with respect and sensitivity, such that their safety and dignity is maintained at all times.
b) declare any criminal conviction relevant to safeguarding to the Safeguarding Officer.
c) ensure that people at risk involved in the society's activities are aware, when appropriate, that there is a designated Safeguarding Officer who can help them with any concerns or difficulties.
d) If there is time to do so, use the Cause for Concern Form to report any concerns to the Safeguarding director.
e) Keep all concerns otherwise confidential, except where they are required to share them with the police or other agencies.

2. Sharing Information

a) If any director or volunteer has concerns about the possible abuse of a person at risk, or where a disclosure has been made, she or he
   i. must report it as soon as possible to the Safeguarding Officer, and
   ii. make an accurate written record of concerns, disclosures and any related incident(s) on the 'Cause for Concern Form'.
b) The Safeguarding Director will liaise with relevant agencies, forwarding the 'Cause for Concern Form' where necessary, and keep a copy of it for information and will ensure a copy is kept on file. The copy will be kept secure, and be shared only with other directors where necessary.
c) Confidentiality, and respect for the person at risk involved is of the utmost importance.

Guidance

Directors, contractors and volunteers must never-

- Undertake any tasks and duties for individuals which are over and above what is usually expected as part of a community activity
- Verbally abuse, smack, hit or physically discipline a child or vulnerable adult
- Allow or engage in inappropriate touching
- Allow the use of inappropriate language to go unchallenged
- Make sexually suggestive or physically threatening comments, even in fun
- Allow allegations regarding a person at risk to go unchallenged, unrecorded or not acted upon, as appropriate

Directors, contractors and volunteers must avoid:

- Being alone with a child in all circumstances, or with a vulnerable adult where possible, without another adult being nearby.
- Taking images of children with a mobile device or camera.

Guidance on the taking of pictures

From time to time, pictures may be taken for publicity or other purposes. In such circumstances:

- Any pictures taken of children should be taken only with the consent of their parent/guardian/carer.
- Any pictures should be appropriate, and children must be clothed appropriately.
- Any comment or caption in connection with the picture should not include any method of identifying the child/ren.

Appendix 1 --- Cause for Concern Form

Name of person at risk:

Address (if known):

Telephone number:

Parent's or Carer's or similar person's details (if known):

Telephone number:

Please give an account of why you are concerned, including date, time and location of the incident or occurrence. Continue on additional paper if necessary.

ACTION TAKEN

BY WHOM

FOLLOW UP REQUIRED?

NAME (PRINT) .....

POSITION (PRINT) ……..

SIGNATURE .....DATE……