

# Friends of the Porter Valley Safeguarding Policy

## Definitions

- A 'Child' is defined as a person under the age of 11;
- A 'Young Person' is defined as an individual aged 11-18 (The Children Act 1989).
- A 'Vulnerable Adult' is a person aged 18 or over who is, or may be, in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.
- 'Volunteers' in this policy refers to all people engaged in the delivery of such activities.
- 'Members' refers to volunteers who have paid an annual subscription to the Friends of the Porter Valley.

## Responsibility of FoPV and its Members

The Friends of the Porter Valley (FoPV) has a duty to act in the best interests of the public and its members. Everyone, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, has the right to protection from abuse, and this policy document is designed to ensure that FoPV manage relations with children, young people, and vulnerable adults in line with legislation and best practice.

FoPV must ensure that its reputation is not harmed by any action which might lead to doubt that it is fulfilling its role when organising events and activities. As such it is important to enable all participants in activities to make informed and confident responses to specific safeguarding issues, in the context of a relaxed and friendly environment in which everyone feels comfortable and confident.

Members may find themselves running events and activities such as selling to the public at fairs, organising games, or organising specific group activities. These activities may include school groups or youth groups, and also vulnerable adults, including (but not limited to) Council employees, Volunteers, and Work-Placement personnel. Members may also find themselves dealing with a 'lost child' during an event.

Members and volunteers must familiarise themselves with this policy, and where possible all dealings with children, young people, or vulnerable adults should be done in the presence of the individual's parent, guardian, or other responsible adult.

Everyone involved with FoPV activities has a responsibility to report concerns to a Trustee. All suspicions and allegations of abuse shall be taken seriously as a matter of urgency.

*Approved by FoPV Trustees August 2023*

*Next review July 2024*

# Friends of the Porter Valley Safeguarding Policy

## Dealing with Children / Young People

- Members will be briefed to treat children with dignity and respect.
- Events will always be run in an open environment avoiding unobserved and secluded locations or situations.
- Members will be reminded to be good role models, particularly by not using offensive language, not making sexually suggestive comments, and by not smoking or drinking alcohol in the presence of a child or young person.
  - Where possible avoid being on your own with a child / young person/ vulnerable adult.
  - Treat them with dignity and respect.
  - Respect their right to personal privacy.
    - *Remember, someone else might misinterpret your actions, even if you mean well.*
  - Do not make suggestive remarks or threats to a young person, even in fun.
  - Do not use inappropriate language when dealing with children / young people / vulnerable adult.
  - avoid spending excessive time with individual young people
  - Do not take children home without their parent / guardian.
  - Avoid rough play or games of physical contact.
  - Do not perform tasks of a personal nature that is the role of the carer
  - Refrain from physical restraint, other than to prevent;
    - danger to the child or others,
    - damage to property,
    - harm to wildlife,
    - a criminal offence or serious anti-social behaviour.
  - Do not allow or engage in any form of inappropriate touching.
  - Do not allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

## Dealing with Lost Children / Young People

Larger FoPV events, such as the Duck Race and Fairs, should have a designated and easily identified 'Lost Child Point'.

- If you find a lost child at an event take them to the Lost Child Point.
- If a child is reported missing, you must record the following;
  - A description of the child,
  - Where they were last seen,
  - Any other helpful details deemed appropriate.

# Friends of the Porter Valley Safeguarding Policy

- Relay this to the Lost Child Point and, where provided, arrange for an announcement on the PA system.
- Alert other members and volunteers in the vicinity of the last sighting so that they can assist with any search.

## **Responsibility of care**

Children visiting FoPV activities and events must do so with a parent, guardian, or responsible adult, who shall retain primary responsibility. FoPV members shall NOT take on the role of responsible adult where one is not in attendance.

The FoPV acknowledge that some of its participants in activities may have DBS clearance with other organisations. However, the FoPV does not fall within the eligibility criteria required to undertake basic, standard or enhanced DBS checks.

## **Photography**

In line with our Privacy Policy, FoPV reserve the right to use photographs and images, taken at its public events and activities, for its own publicity purposes, unless a parent, guardian, or responsible adult specifically requests that their child / young person etc. is excluded from any such images. FoPV is not responsible for images taken by other individuals or organisations at its events and activities.

## **Third Parties**

Others involved with FoPV events and activities e.g. First Aiders, Stall Holders etc. must agree to this policy. The FoPV member responsible for organising an event or activity must provide such third parties with a copy of this document. By continuing to take part in the event or activity, FoPV consider the third party to have agreed to this policy.

## **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only.