



# **Rickmansworth Waterways Trust**

## **Safeguarding Policy**

**Document Number P03**

**Date Reviewed and Approved by the Trustees - April 2019**

## 1. Introduction

Rickmansworth Waterways Trust (RWT) is a charity that works with children, young people and volunteers to provide inland waterways based Heritage Education. Our employees and volunteers are fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

All staff and volunteers working with children and other vulnerable people will be required to undergo checks by the Disclosure and Barring Service (DBS).

## 2. Policy Aim

This policy applies to staff and volunteers who work for or on behalf of RWT. It reaffirms the responsibility of the Trustee Board to ensure that all adults who work or volunteer on or on behalf of RWT are fully aware of the need to act in ways which promote and enhance the welfare and safety of children, young people and vulnerable adults.

## 3. Policy Statement

"At Rickmansworth Waterways Trust (RWT) we recognise our responsibilities to ensure that in line with our duty of care we safeguard and protect the children, young people and vulnerable adults with whom we work, doing all we can to promote their safety, health, well-being and happiness. We continually strive to be a respected and trusted organisation where everyone feels safe to participate in all our activities and children and adults understand their right to be protected from all forms of harm."

## 4. Legal Framework

This policy is in line with the legal requirements and statutory guidance of the United Kingdom. RWT supports the principles outlined in relevant legislation and believes that safeguarding children, young people and vulnerable adults is everyone's business.

## 5. Key Terms

The term 'safeguarding' refers to the actions taken by adults to promote the safety and welfare of children, young people and vulnerable adults to protect them from harm.

'Children' refers to all participants in RWT activities up to the age of 18 years. When the term young person is also used it should be understood to mean any child who has not yet reached their 18th birthday.

'Adults at risk' or 'vulnerable adult' refers to a person aged over 18 years who is in receipt, or may be in need of, support or care services by reason of learning or physical disability, age or illness and / or who may be unable to take care of themselves, against exploitation or harm.

'Duty of Care' - All adults who work or volunteer for, or on behalf of, RWT are accountable for the way in which they exercise authority, manage risk and use resources. The duty of care applies to all employees and volunteers and requires them to always act in the best interests of children, young people and vulnerable adults, taking appropriate steps to ensure they are protected from harm or abuse whenever they are in a position to do so.

## 6. Underpinning Values

RWT aims to provide a safe, responsive and supportive environment for everyone with whom we are in contact. The values of loyalty, respect, commitment, honesty and integrity provide a basis for all our safeguarding work which ensures that the safety and welfare of everyone in our organisation is our first priority.

## 7. Charity arrangements and responsibilities

RWT has appropriate arrangements in place that reflect the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults. These include:

- having a clear line of accountability
- having clear management oversight - the Chairman is responsible for ensuring effective safeguarding arrangements are in place. The Chairman and Trustee Board are supported by a Trustee who has many years of working experience and expertise in safeguarding.
- having a culture in which children, young people and vulnerable adults are respected, listened to and their views and wishes are taken into account
- ensuring that all staff and volunteers understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation
- creating an open culture where staff, trustees and volunteers feel confident and comfortable at passing on any safeguarding anxieties they may have to an appropriate person within the Trust
- using best practice in relation to the recruitment of all staff and volunteers
- ensuring that all staff and volunteers understand their responsibility to work to the standards and procedures detailed in the Procedures/Guidelines and schools briefing sheet
- ensuring that all staff and volunteers understand their obligations to report concerns about the care or protection of a child/young person, or a worker's conduct towards a child/young person, to the Education Programme Manager or to the person running the activity.
- arranging for DBS checks of all staff and volunteers working with children, young people and vulnerable adults.
- ensuring that all procedures relating to the conduct of staff and volunteers are implemented in a consistent and equitable manner
- providing opportunities for all staff and volunteers to develop their skills and knowledge, particularly in relation to the care and protection of children and young people
- encouraging parents and carers to be involved in the work of the Trust and, when requested, give them access to all guidelines and procedures
- endeavouring to keep up-to-date with national developments relating to the care and protection of children and young people
- once an alert has been made, whether or not it has been substantiated, the Chairman or nominated Trustee must be informed
- if a safeguarding incident is deemed to have occurred it is the responsibility of the staff member/Trustee or, if neither of these are present, a volunteer to immediately remove the child/young person/ vulnerable adult to a position of safety
- once all the appropriate information has been gathered the Trust Chairman or nominated Trustee has responsibility to refer any child protection concerns to the statutory child protection agencies (the Police or Social Services). This should be done on the same day the incident occurs.
- the Education Programme Manager will notify the school/ accompanying organisation of the action taken and keep the school/organisation abreast of any actions that have been taken to conclude the incident and prevent it occurring again