



# THE FRIENDS OF ST MARY'S, BACTON

## SAFEGUARDING POLICY

### Introduction

The purpose of this policy is to inform all members of the Friends of St Mary's, Bacton of their responsibilities when working with members of the public.

The policy was approved by the Friends of St Mary's, Bacton committee on 10th January 2019, and applies to all members of the group or volunteers assisting at any event organised by the Friends.

This policy and procedures are based on the following principles:

- The welfare of the public is of primary concern, particularly children and those in vulnerable situations.
- All people, whatever their age, culture, ability, gender, language, racial origin, socio-economic status, religious belief or sexual identity have the right to safeguarding from abuse.
- A Duty Officer having appropriate DBS certification shall be appointed for any event where children or vulnerable adults may be in attendance.
- It is the responsibility of all members or volunteers to report any concerns they have about abuse to the Duty Officer or Committee member. It is the responsibility of the Social Services Department and the Police to conduct, where appropriate, an investigation.

|                      |              |
|----------------------|--------------|
| Police Emergency     | 999          |
| Police non-emergency | 101          |
| Social Services      | 0843-2778155 |

- All personal data will be processed in accordance with the requirements of the General Data Protection Regulation (GDPR) 2016.

### Definition of Abuse

Abuse is any behaviour towards a person which, whether deliberately or unknowingly, causes them harm, endangers their life or violates their rights. Abuse may be:

- Physical
- Sexual
- Psychological – repeatedly being made to feel unhappy, humiliated, afraid or devalued by others
- Financial or material – stealing or denying access to money or possessions
- Neglect
- Discriminatory – abuse motivated by discriminatory attitudes towards race, religion, gender, disability or cultural background
- Cyber abuse - psychological abuse, including bullying, through the medium of social networking, messaging apps, chat rooms or other electronic channels.

### Responsibility

All members and volunteers are required to take shared responsibility for the safety of any members of the public they come into contact with.

All members and volunteers must be aware of and abide by the Code of Good Practice (Appendix 1).

- Ensure that all members and volunteers having contact with members of the public whilst engaged on Friends business, know who is responsible for safeguarding and how to report any concerns.
- Inform the Duty Officer or Committee member of any abuse who will then report it to the Social Services and/or Police as appropriate.

The Chairman of the Friends of St Mary's, Bacton has responsibility for the oversight of this Safeguarding Policy with delegated responsibility to the Secretary.

## Criminal Records Bureau (DBS) checks

The Friends of St Mary's, Bacton will ensure that all members and volunteers who are in Regulated Activity have a satisfactory DBS check prior to undertaking that activity.

A 'satisfactory' check is defined as having no criminal convictions (including cautions, reprimands and final warnings) relevant to the post.

All members and volunteers of the group must report any subsequent criminal convictions to the Friends of St Mary's, Bacton Secretary.

This policy and procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on safeguarding, disclosure and barring.
- Following any issues or concerns raised about safeguarding.
- In all other circumstances, at least annually.

## Disclosure Protocol

If a member of the public discloses any abuse to a member or volunteer or makes an allegation of abuse, the following protocol shall be observed.

- Give priority to ensuring their immediate safety.
- Do not panic and try to remain calm.
- Take time to listen carefully to what is being said.
- Ask questions which are non-leading, allowing them to share whatever is important to them.
- Make a note of what was said, where it was said and who was there, including any questions that were asked.
- Accept what is being said without comment or judgement, and treat the allegation seriously. Reassure the person that they have done the right thing by sharing the information.
- Ask the person what they would like to do about what has happened.
- Do not promise to keep the information a secret and make explicit the fact that you will have to share what you were told, but only to the Friends of St Mary's, Bacton Duty Officer or Committee member, not to other volunteers.
- Reassure the person that their wishes will be taken into account at all times.

**This policy was adopted unanimously by the committee on 10th January 2019**

Original Signed & Dated

Sue Holdich, Chair:

Date:

Sarah Spink, Secretary:

Date:

# APPENDIX 1

## Code of good practice for members and volunteers

The following guidelines are intended to be a common sense approach that both reduces opportunities for abuse and helps to protect all volunteers from any false allegation.

### **You must:**

- Treat all people with respect, and respect their right to personal privacy.
- Ensure that, whenever possible, there is more than one adult present during activities with children aged under 18 or that you are within sight or hearing of others.
- Exercise caution when discussing sensitive issues.
- Exercise caution in initiating any physical contact.
- Operate within the guidance offered by this Code.
- Challenge all unacceptable behaviour and report all allegations or suspicions of abuse.
- Keep parents, guardians and carers fully informed of all anticipated activities where relevant.

### **You must NOT:**

- Spend excessive time alone with children under the age of 18 away from others.
- Engage in physical or sexually provocative games including horseplay.
- Allow or engage in inappropriate touching of any form.
- Make over-familiar or sexually suggestive comments or approaches even as a joke.
- Let allegations, over-familiar or sexually suggestive comments or approaches go unchallenged or unrecorded.
- Do things of a personal nature that a person is able to do for themselves.
- Take photographs, videos or other images of people without the express permission of the person in question or their parent, guardian or carer where relevant.