

## SAFEGUARDING POLICY – guidance

The following are crucial elements to any safeguarding policy. The accompanying template, which you can use to develop your own policy, provides suggested text to support these intentions.

Policy basics  
Mission statement  
Safer recruitment  
Volunteers  
Safeguarding Officer

Awareness of harm and abuse  
Confidentiality  
Communications  
Specific circumstances

Due reference should be made to the Social Services and Well-Being (Wales) Act 2014 <https://socialcare.wales/hub/sswbact>, the well-being duty and the provision in Part 7:

- requires local authorities to investigate where they suspect that an adult with care and support needs is at risk of abuse or neglect (section 126);
- provides for adult protection and support orders to authorise entry to premises (if necessary by force) for the purpose of enabling an authorised officer to assess whether an adult is at risk of abuse or neglect and, if so, what if any action should be taken (section 127);
- requires local authorities and their relevant partners to report to the appropriate local authority where they suspect that people may be at risk of abuse or neglect (sections 128 and 130);
- establishes a National Independent Safeguarding Board to provide support and advice to ensure the effectiveness of Safeguarding Boards (sections 132 and 133);
- provides for Safeguarding Boards for adults and children and for combining such boards (sections 134 to 141).

### Policy

All organisations that work with vulnerable groups should put in place a safeguarding policy stating how they intend to keep those people safe. Although a template can provide a good starting point, it is important that your own policy reflects what your organisation does, who you work with and how you do what you do.

Only commit to procedures that you can carry out, and once the policy is in place, it must be implemented as written. Make sure it says what you intend it to say and that you then put it into practice. The safeguarding policy should be signed and dated by an appropriate senior person, usually the chair or chief executive, when it has been approved and accepted by the board/committee.

It is best practice to set a date for review as external policies can change rapidly and your internal policy should be kept up-to-date. Share the policy with your staff and service users; you may wish to provide a summary or easy-read version. Many funders will also ask if you have such a policy as part of a funding application.

### Mission statement

This should state clearly your organisation's commitment to keep people safe and demonstrate an awareness of specific vulnerabilities which might affect your service users and how you would respond to keep them safe.

## **Safer recruitment**

It is important that your organisation uses clear and fair procedures to recruit all staff and volunteers.

The use of criminal record checks is an important part of safer recruiting but should always be used alongside other safeguarding practice. Disclosure and Barring Service (DBS) checks can be requested on conditional offer of employment (paid staff or volunteer) providing there is eligibility to do so. There are also other safeguards you can put in place once the person starts work such as probation, supervision, mentoring etc.

## **Volunteers**

It is important that all volunteers are treated fairly, are given clear expectations of their role within the organisation and are supported to fulfil that role.

## **Safeguarding Officers**

Appointing and naming a safeguarding officer and a deputy demonstrates your organisation's commitment to safeguarding. They provide an important role in supporting service users and other workers.

The role can sound daunting so support for the two officers, both mutual and from the trustees, is vital. It is also useful to have a named trustee dedicated to safeguarding issues.

## **Awareness of harm and abuse**

Demonstrate an understanding of harm, abuse and neglect and the responsibility to act if it takes place within your organisation. Give clear guidance and state your commitment to training.

## **Confidentiality**

There is nothing in legislation that prevents the sensible sharing of relevant information to prevent harm to an individual or to assist in the prevention or detection of a crime.

Personal information on all personnel and service users should be kept securely and not shared unless there is reason to do so. Personnel should understand that any personal information they may learn about service users in the course of their work should not be discussed outside the organisation.

There should be separate data protection and confidentiality policies in place to support data collection, storage and sharing.

## **Communication**

It is important to give the clear message that safeguarding is everybody's business and vital to plan and prepare for the appropriate sharing of information within and beyond the organisation. Staff and service users or their families may have communication difficulties,

Speak languages other than Welsh and English, or be unable to hear, see, read, speak etc. Everyone should know they have the right to speak up about suspicions or allegations.

The organisation has a duty to communicate with other agencies to best support their service users and to fulfil their safeguarding/protection responsibilities. The Wales Accord for Sharing Personal information (WASPI) can provide further guidance.

### Specific circumstances

There may be a need within your policy to consider the specific activities of your organisation. The following are suggested considerations which you may want to include in a policy that is better tailored for your organisation.

### Child performers (may in part also apply to child artists)

Child performers are children first and foremost and should be treated accordingly:-

- With respect, accorded their rights to dignity and privacy
- Given appropriate and regular breaks, for meals and comfort, and to prevent tiredness and burnout
- Given appropriate guidance to shape their performance or participation which does not bully the child or belittle their efforts
- Supported at all times to participate appropriately alongside all other contributors and in all elements of the production
- Consulted on their level of participation and not pressurised into too many or too lengthy engagements
- Careful consideration given to their part in any publicity and protected from inappropriate exposure e.g. identification, in the (social) media

### Check list

<input checked="" type="checkbox"/>	Parental consent form - for regular activities; one-off and special events
<input checked="" type="checkbox"/>	Medical information form - with notification details in case of emergency
<input checked="" type="checkbox"/>	Code of Conduct for all - shared with all persons involved
<input checked="" type="checkbox"/>	Parent as chaperone information - when responsible only for own child(ren) or Named chaperones/tutors - per group or individual and appropriately checked
<input checked="" type="checkbox"/>	Transport arrangements - other than by parent themselves or by informal arrangement

<input checked="" type="checkbox"/>	Communication plan
<input checked="" type="checkbox"/>	Body of Persons approval - sought on all appropriate occasions amateur performances
<input checked="" type="checkbox"/>	Adherence to Child Working Conditions - at all times when engaged under individual license (salaried)
<input checked="" type="checkbox"/>	Appropriate insurance

**Community events**

When events are held open to the public (e.g. craft fairs, open days, street festivals, carnivals), the organising committee has a general duty of care to safeguard anyone who might attend.

Members of the public who may be vulnerable (e.g. children/adults at risk) and who choose to attend an event remain the responsibility of their accompanying parent/carer. The organising committee are not responsible for such and there is no eligibility for DBS checks for committee members in this capacity.

Where children or adults at risk are to play a particular role in the event e.g. in a choir or dance group, the leaders of that specific activity should be appropriately checked and trained to offer the support that the children/adults need to deliver their part as planned, with the minimum of stress, distress or risk to the individuals involved.

Good practice in planning in advance for any situation e.g. lost children, a medical emergency, should include elements that meet the needs of people when they are their most vulnerable. Any area specific to children, including a muster point for missing children, should be staffed by appropriately checked and qualified personnel.

All First Aiders should be qualified and hold ID. Organisations such as St John's and Red Cross will have addressed these requirements and carried out DBS checks as appropriate but it is good practice to confirm this. Staff or volunteers who are First Aiders *in addition to* other roles they hold within the organisation are not eligible for DBS check just because of their First Aid duties.

Team leaders should have communication devices to call back up immediately should this be required e.g. ambulance or social services.

**Check list**

<input checked="" type="checkbox"/>	Health and Safety good practice guidelines are in place
<input checked="" type="checkbox"/>	Local police and relevant agencies informed



Required licenses obtained



Company insurance, including public liability, is sufficient to cover the event



Have a Plan B if possible e.g. if it rains!



Social Services and Well-Being (Wales) Act 2014

<https://socialcare.wales/hub/sswbact>



Disclosure and Barring Service Referral

<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>



Wales Accord on the Sharing of Personal Information

<http://www.waspi.org/>



Data Protection and Information Commissioners Office . Also GDPR (May 2018)

<https://www.gov.uk/data-protection/the-data-protection-act> and  
<https://ico.org.uk/> <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>



Disclosure and Barring Service for all DBS guidance

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

DBS eligibility criteria/ regulated activity/ supervision guidance

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>



Child working hours and Body of persons

<https://www.gov.uk/child-employment/minimum-ages-children-can-work>  
<https://www.cardiff.gov.uk/ENG/Business/Licences-and-permits/Child-Licences/Children-in-Entertainment/Pages/default.aspx>



## See our companion information sheets

TSS Safeguarding policy template

TSS Safeguarding and protection overview

TSS Role of safeguarding officer

TSS Safeguarding in your organisation self audit tool

