

Rowney Green Peace Memorial Hall

Safeguarding Policy

1. Purpose of This Policy

Safeguarding is everyone's responsibility.

This Safeguarding Policy outlines how the Rowney Green Peace Memorial Hall Charity (referred to as Charity) trustees and volunteers will protect **children, and vulnerable adults** involved in or present during our activities. The charity welcomes adult volunteers and children, including those completing their Duke of Edinburgh Award and is committed to ensuring their safety and wellbeing.

Safeguarding responsibilities apply even when activities are volunteer-led and take place in public spaces. UK safeguarding expectations apply when volunteers, may be involved in **regular or unsupervised activity with children or vulnerable adults**, which can fall under regulated activity.

2. Scope

This policy applies to:

- All volunteers taking part in Saturday morning working party park sessions.
- Any volunteer taking part in an activity under the remit of the charity.
- Participants aged under 18 who volunteer with the group.
- Visiting helpers, partner organisations, or temporary volunteers.
- Any situation where volunteers may interact with children or vulnerable adults in the park and within the scope of the village hall.

3. Safeguarding Principles

See below for definition of Safeguarding.

- **Protect** all participants, especially those other under 18s and vulnerable adults.
- **Prevent** harm through good practice, supervision, and awareness.
- **Respond** quickly to concerns or disclosures.
- **Respect** everyone using the park and village hall, modelling the Charities values and principles.

4. Roles and Responsibilities

Safeguarding Lead

The charity will appoint a Safeguarding Lead/s who:

- Acts as the first point of contact for safeguarding concerns.
- Keeps written records of safeguarding incidents.
- Ensures volunteers understand safe practice when working with under-18s and vulnerable adults.
- Liaises with parents and guardians.
- Ensures regular training is undertaken by volunteers.
- Ensures that the policy is kept up to date and relevant. **All Volunteers**

Volunteers must:

- Follow this policy and safeguarding guidance.
- Ensure under 18s, including DofE volunteers, and vulnerable adults are appropriately supervised.
- Avoid one-to-one situations with children, (under 18s).
- Report concerns immediately.

5. Working With Under-18s:

The Charity regularly hosts **Duke of Edinburgh volunteers**, typically aged 14–17, during Saturday morning sessions within the park. These children join activities such as litter picking, planting, conservation tasks, and community projects.

Supervision Requirements

- DofE volunteers must always be **supervised by at least one trained adult volunteer or their parent/guardians**.
- Volunteers should not be left one-to-one with children.
- Parents/guardians or DofE leaders may attend sessions if appropriate.
- Activities must be planned to ensure children remain in open, visible areas.

DBS Expectations

Any supervising adult volunteers may require a DBS check **if** the role involves:

- **Regular, unsupervised teaching, training, or instruction** of under 18s, occurring more than three times in a 30-day period, or

- Any form of activity that qualifies as **regulated activity** under UK safeguarding regulations. [ncvo.org.uk]

However, most park work where interaction with young people is **supervised and incidental** does **not** require a DBS check. Volunteer DBS checks follow the same rules as paid roles when regulated activity is involved. [crbdirect.org.uk]

6. Code of Conduct for Volunteers

Do:

- Treat ALL volunteers with respect and uphold the charity's values and principles.
- Provide clear instructions and check understanding.
- Work in open, observable spaces.
- Report concerns without delay.
- Encourage teamwork and inclusivity.

Do NOT:

- Be alone with a vulnerable adult or under 18.
- Use inappropriate language or behaviour.
- Exchange personal contact details with under 18s.
- Take photos of an under 18 without parental permission.
- Ignore signs of distress or disclosures.

7. Recognising Signs of Abuse

Volunteers should be aware of potential signs such as:

- Unexplained injuries
- Sudden withdrawal or behaviour changes
- Disclosures of harm
- Evidence of neglect

Always **report—do not investigate**.

8. Responding to Concerns

If a vulnerable adult or child discloses harm:

- Take it seriously (however unlikely the story may sound).
- Keep calm, be honest, do not pass judgement.

- Let them know you will need to tell someone else – don't promise confidentiality.
- Reassure them they are right to raise it and you are glad they have told you.
- Never push for information, do not probe or ask leading questions.
- Avoid making false promises.
- Reassure them they were right to tell you and that you take it seriously.
- Report immediately to the Safeguarding Lead.
- Call **999** if a child is in immediate danger.
- Let them know what you are going to do next.

9. Data Protection & Record Keeping

- Safeguarding records will be stored securely.
- Information will be shared only with appropriate authorities when necessary.

10. Health & Safety

- All volunteers, receive a safety briefing.
- Proper tool training must take place.
- Activities must be risk-assessed, considering the age and capability of young people.
- First-aid equipment must be present at every session.

11. Training & Induction

- All volunteers receive safeguarding induction.
- All volunteers receive age-appropriate guidance on safe working and expectations.
- The Safeguarding Lead will provide updates when legislation or procedures change.

12. Policy Review

This policy will be reviewed bi- annually or sooner if:

- Safeguarding legislation changes, or
- There are new risks linked to youth participation.

Next review date: March 2028

13. Definitions

[What is Safeguarding?](#)

Safeguarding means the measures we put in place to protect one another from harm or abuse. Whilst the primary focus of safeguarding is the protection of children and adults at risk, Rowney Green Peace Memorial Hall as a caring and positive community, will take seriously any report of suspected harm, abuse or neglect, no matter whom it relates to.

Safeguarding Children

A child is someone who has not yet reached their 18th birthday.

Rowney Green Peace Memorial Hall has a duty to comply with legislation and statutory guidance to keep children and vulnerable adults safe.

Safeguarding children means protecting children from maltreatment, preventing impairment of children's mental and physical health or development, ensuring that children grow up with safe and effective care, and taking action to enable all children to have the best outcomes. (See Working together to safeguard children 2023: statutory guidance for further information.)

Safeguarding 'Adults at Risk'

Safeguarding 'adults at risk' means protecting their right to live in safety and free from abuse and neglect. An 'adult at risk' is the term used to describe those aged 18 or over, deemed to require additional protection measures because they may be unable to ensure this for themselves.

An 'adult at risk' is anyone aged 18 or over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or is at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect

Please note, that being 'an adult at risk' can be temporary or changeable and there may be other factors to consider:

- have an illness affecting their mental or physical health
- have a learning disability
- suffer from drug or alcohol problems
- be frail

Further information may be found at Care Act 2014.

We may have volunteers, beneficiaries or other connections who are classed as 'adults at risk' and it will not always be obvious that you are interacting with such a person. We do not expect you to assess whether someone is an 'adult at risk' before reporting concerns about abuse or neglect. If you feel someone is at risk or abuse of neglect, tell our Safeguarding Lead.

What is Abuse?

There are four recognised categories of abuse relating to children: physical abuse; sexual abuse; emotional abuse; and neglect.

There are ten categories of abuse relating to adults: physical abuse; psychological abuse; financial or material abuse; sexual abuse; neglect and acts of omission; self-neglect; organisational abuse; domestic abuse; modern slavery; and discriminatory abuse.

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