



# STEYNING DOWNLAND SCHEME

## Safeguarding Policy

### Statement of Intent

The SDS aims to engage local people, and young people in particular, in enjoying and protecting the natural beauty of the surroundings, for the benefit of the community, the land, and its wildlife.

This policy is about creating a positive experience for children, young people and vulnerable adults (CYV), as well as keeping them safe and protected from abuse. The Scheme commits to responding with respect to the CYV where necessary.

The SDS operates within the West Sussex Safeguarding Standards for Organisations ([www.westsussex.gov.uk](http://www.westsussex.gov.uk)). As an A Rocha associated project, it also comes within the scope of the A Rocha Safeguarding Lead. The Scheme adheres to relevant legislation, which includes The Children Act 1989, The Children Act 2004, The Data Protection Act 1998, The Protection of Children Act 1999, The Human Rights Act 1998, and the United Nations Convention for the Rights of the Child, and Government Guidance “Working Together to Safeguard Children 2006”.

### 1. SDS Safeguarding Procedures

#### 1.1 Disclosure Barring Service (DBS)

For the purposes of this Policy, ‘staff’ refers to paid employees and volunteers (which includes trustees where applicable).

For staff who have regular direct contact with CYV, a standard/enhanced DBS check will be undertaken.

When the SDS works in partnership with other organisations and individual service providers, the SDS will check that they have satisfactory DBS checks and Safeguarding procedures, and require that they will work according to their own procedures.

No unsupervised access to CYV will be allowed before an up to date standard/enhanced DBS check is received. If the CRB check proves that the person has a relevant criminal record, advice must be sought immediately from the trustees.

## 1.2 Events

Every SDS event or activity must include the name of the SDS Safeguarding Lead for it, and the procedures must be included in the pre-event briefing information. The Safeguarding Lead will be noted on the risk assessment form for the event. Where staff are in loco parentis, a parental consent form will be required for all attendees under 18.

## 1.3 Photographs

Photographs capable of identifying children whilst participating in SDS events or activities will not be used for publicity or marketing purposes without written consent from the parent(s) or guardian(s).

## 1.4 Incidents

In the case of any allegation or complaint, a Record of Concern in the form set out in Appendix A must be completed without delay by the Safeguarding Lead or Nominated Person.

## 2. Organisational Responsibilities

### 2.1 Responsibilities of the trustees

The trustees will appoint a nominated person to be responsible for compliance with this Policy. In the absence of the nominated person, the chair will deputise in this role.

The trustees are responsible for ensuring any allegations of abuse made against any staff are investigated and if applicable reported following procedures laid down by West Sussex's Safeguarding Children Board.

The trustees will review this Policy annually.

## 2.2 Responsibilities of the nominated person

The nominated person is regarded as the primary contact for the purposes of Safeguarding and Child Protection, and is expected to support and advise other staff.

## 2.3 Responsibilities of staff

All staff must read and follow the procedures set out in this Safeguarding Policy, and seek to be aware of the signs and symptoms of abuse.

## 2.4 Co-Operation with Other Bodies

The Scheme will co-operate with all relevant external persons and organisations in respect of any allegation, complaint or investigation.

Appendices

A. Record of Concern

Name of SDS staff completing the Form

Date and time of incident / allegation

Location

Summary of circumstances

Name of person making allegation (if relevant)

Name of Safeguarding Lead

Name of CYV

Age of CYV

Action taken at the time and to date

Follow up action to be taken

B. Useful Contacts

West Sussex County Council

West Sussex Police

NSPCC Helpline

Childline