



The Steyning Downland Scheme

Safeguarding Handbook

Version 1 - February 2022

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Project Manager:	Matthew Thomas
Safeguarding Coordinator:	Rev. Canon Nigel Hartley
Safeguarding Tel:	01903 810085
Safeguarding Email:	nigel.hartley2@btinternet.com

The Trustees recognise the need to provide a safe and caring environment for children, young people and adults (regardless of gender, ethnicity or ability). We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect

We are concerned with the welfare and wholeness of each individual. We seek to safeguard all who access our scheme including all ages. It is the responsibility of each one of us to prevent physical, sexual, and emotional abuse, and neglect of children, young people and adults at risk.

The Steyning Downland Scheme seeks to promote best safeguarding practice by ensuring all staff and volunteers realise they are responsible for promoting it.

The Trustees are committed to supporting both staff and volunteers and ensuring they receive supervision.

What is abuse?

No one deserves to experience abuse in any capacity and every type of abuse is serious. People often assume physical violence when they hear about abuse, but that's not always the case. There are several categories of abuse and somebody may abuse or neglect a child by inflicting or by failing to prevent harm.

Does it look right? Does it sound right? Does it feel right? Trust your gut instinct - if it feels wrong, it probably is wrong.

Safeguarding is everyone's responsibility

Please don't assume someone else will report an incident. If you have a concern, you must always share it with the Safeguarding Coordinator - it is their job to listen and to decide if further action is needed.

It is better for more than one person to report a concern, than no one at all

How should you respond if you become aware of abuse?

Under no circumstances should staff or volunteers carry out their own investigation into an allegation or suspicion of abuse.

1. If you have any concerns, report these as soon as possible to:

- * Safeguarding Coordinator: Rev. Canon Nigel Hartley
- * Tel: 01903 810085
- * Email: nigel.hartley2@btinternet.com

2. In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

- * Project Manager: Matthew Thomas
- * Tel No: 01903 817996
- * Email address: SDS@wistonestate.co.uk

3. If the suspicions implicate both the Safeguarding Co-ordinator and the Project Manager, then the report should be made in the first instance to:

- * Thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.
- * Tel: 0303 003 1111.
- * Alternatively contact Social Services or the police.

4. Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made as quickly as possible, within 24 hours, and given to the Safeguarding Coordinator. Case sheets for recording concerns can be found in the First Aid boxes and in the Gateway building.

What is the process if you are made aware of abuse?

You become aware of potential abuse concerning a child, young person, vulnerable adult or the behaviour of an adult.

Write a report and give it to the safeguarding Coordinator within 24 hours

If a child is in imminent danger of harm a referral should be made to the Police and Social Services without delay



The Safeguarding Coordinator receives the report

The Safeguarding Coordinator will review the report (often in liaison with others at thirty one:eight). Any formal referral to Social Services should be made within 24 hours

If a child is in imminent danger of harm a referral should be made to the Police and Social Services without delay



After the decision has been made regarding the action to be taken

The Safeguarding Coordinator may have a duty to give a report to the Independent Safeguarding Authority or the Charity Commission

All information needs to be kept confidential and secure

What should you do if you have a safeguarding concern?

- * Do not dismiss your concerns
- * In particular do not ignore or dismiss concerns about a professional or a colleague
- * Do not confront the adult about whose behaviour you have concerns
- * Do not take responsibility for deciding whether or not child/adult abuse is actually taking place
- * Do not investigate allegations
- * Do not act alone
- * Do not take sole responsibility for what has been shared or any concerns you may have
- * Do follow the Steyning Downland Scheme policy for responding to concerns.

What are the Do's and Don'ts if abuse is disclosed?

Do's	Don'ts
Listen carefully and clarify	Minimise
Give support	Show shock, alarm or disapproval
Explain what happens next	Question or push for information
Take action	Offer false re-assurance

Supervision

All new volunteers can expect to be placed under the supervision of a more experienced member of staff or volunteer. There may be occasion where your work places you in a position of contact with children, young people or vulnerable adults, as part of an organised Steyning Downland Scheme group. It is therefore important that you remain in the sight of other members of the group that you have been assigned to.

Where Steyning Downland Scheme staff or volunteers are running an organised programme, they need to adhere to the ratios set on page 7 of this handbook.

Training

Safeguarding training will be organised by SDS on a regular basis. It is expected that staff trustees and volunteers will attend training as soon as possible after appointment.

Risk assessment

A risk assessment will be carried out for any activity that SDS are running that involves children, young people and or vulnerable adults. All staff and volunteers who are involved in that activity should be made aware of the outcome of the assessment, and of any specific actions that need to be taken to ensure the welfare of attendees.

What are the absolute minimum ratios?

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

Be aware of children, young people, and vulnerable adults:

- * Treat everyone with dignity and respect.
- * Be available but don't intrude on personal space and privacy.
- * Be vigilant to relationships in the group and challenge unacceptable behaviour.
- * Be prepared to refer to someone with greater experience or expertise.
- * If in doubt, report all allegations or suspicions of abuse or inappropriate behaviour.
- * Ensure you are within sight of, and in communication with, other responsible adults when supervising activities.
- * Listen- don't ask leading questions; don't be judgmental.
- * Don't promise confidentiality.
- * Write down what you have seen and heard. Sign, date and keep safely.
- * Report all incidents and concerns immediately to the Safeguarding Coordinator in the first instance, and no one else.



Steyning Downland Scheme
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