

Safeguarding Children, Young People & Adults at Risk Policy

Part 1 – EWT Policy

This Policy is part of Essex Wildlife Trust’s approach to Safeguarding and should be read in conjunction with the following additional documents:

- Part 1 – EWT Procedure : Safeguarding Children, Young People & Adults at Risk
- Part 2 – EWT Policy – Early Years Provision
- Part 2 – EWT Procedure – Early Years Provision

| | |
|-------------------------|---|
| Trust update | |
| Responsible for policy | Designated Safeguarding Lead |
| Last update | August 2022 |
| Updated by | Designated Safeguarding Leads (S Quill and R Yates) |
| | |
| Governance | |
| SLT review date | August 2022 |
| Board approval date | N/A |
| Next review date | August 2023 |
| | |
| Version no. | 02 |
| | |
| Organisation | |
| Uploaded to EWT Website | August 2022 |
| Uploaded to WildPoint | August 2022 |

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Safeguarding Children, Young People and Adults at Risk Policy

Part 1 – EWT Policy

(NB: Part 2 refers to Essex Wildlife Trust Policy for Early Years provision)

1.0 Introduction

Essex Wildlife Trust (EWT) is committed to safeguarding all staff, volunteers, trustees, EWT members and members of the public who use the Trust land, services and facilities, and to protecting children, young people and vulnerable adults from abuse and harm. We are committed to practices that protect everyone and consider that safeguarding of all is everyone's responsibility.

This Policy is supported by the Safeguarding Children, Young People and Adults at Risk Procedure (Part 1 – EWT Procedure). Additional policy and procedures exist specific to Early Years provision – Part 2 Policy and Procedure documents on Safeguarding in Early Years should be read in addition to this policy.

2.0 Policy Statement

Our policy is:

- To protect children, young people and adults at risk who use all and any services and facilities of Essex Wildlife Trust;
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection;
- To ensure full commitment to the principle that Safeguarding and promoting the welfare of children, young people and vulnerable adults is everyone's responsibility.

In order to fulfil our commitment, EWT will operate in accordance with the following legislation and guidance:

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|--|
| Children Act 1989 (as amended 2004) |
| United Nations Convention on the Rights of the Child 1991 |
| Data Protection Act 2018 |
| The Children and Social Work Act 2017 |
| Safeguarding Vulnerable Groups Act 2006 |
| Working Together to Safeguard Children 2018 |
| Keeping Children Safe in Education 2020 & 2022 |
| Equality Act 2010 |
| Human Rights Act 1998 |
| Sexual Offences Act 2003 |
| Protection of Freedoms Act 2012 |
| Children & Families Act 2004 |
| Special Educational Needs and Disability Code of Practice 2014 |
| Information Sharing Guidance 2018 |

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| Care Act 2014 |
| Care & Support Statutory Guidance 2020 |
| Mental Capacity Act 2005 |
| Charity Commission Safeguarding Guidance 2019 |
| Serious Crime Act 2015 |
| Female Genital Mutilation Act 2003 |
| Modern Slavery Act 2015 |
| Counter Terrorism and Security Act 2015 |

The Safeguarding Policies & Procedures (Part 1 & Part 2 Early Years) will be reviewed **annually** and updated accordingly. All staff and volunteers will be informed of any changes, and an updated policy and procedure will be published on the EWT website, and internally on WildPoint.

3.0 Aims of this Policy

This policy aims to:

Leadership & Governance

- Support the health, development and protection of all children, young people and vulnerable adults in ways that will foster security, confidence and a systematic means of monitoring those known to be or thought to be at risk of harm, including through radicalisation.
- Ensure that the Trust contributes to assessments of needs which includes referral to early intervention services if they are in need of specialist support services.
- Develop a structured procedure within the Trust which will be followed by all members of the Trust in cases of suspected abuse.
- Ensure the Trust has robust systems in place for ensuring that true and accurate records of events are kept and appropriately stored, and to ensure that any such records clearly differentiate between fact and opinion.
- Develop and promote effective working relationships with other agencies, including the Police and Social Care, including in relation to preventing terrorism.
- Ensure that all staff and volunteers working within the Trust have been checked as to their suitability, including verification of their identity.

Environment & Culture

- Provide an environment in which all children, young people and adults at risk feel safe, secure, valued and respected, and feel confident and enabled to approach adults if they are in difficulty, believing they will be effectively listened to regardless of race, gender, sexual orientation, gender reassignment, religion or belief.
- Emphasise the need for, and promote, good levels of communication between all members of staff.
- Advise staff and volunteers to maintain an attitude of “it could happen here” wherever safeguarding is concerned and always to act in the interest of the child, young person or adult at risk.

Learning & Development

- Raise the awareness of all staff of the need to safeguard children, young people or adults at risk and of the responsibility incumbent on every member of staff to identify and report

promptly possible cases of abuse to the relevant agency and to enable everyone to have a clear understanding (through our procedures) of how their responsibilities should be carried out.

- Raise awareness through ongoing training, ensuring staff are made aware of the indicators of abuse and the action to take if such an action is suspected.
- Develop a robust system of continuous learning, through reflective practice, lessons learned from case management reporting, feedback from staff and volunteers via a safeguarding forum, collaboration with external agencies, and strong communications across the Trust.

We recognise that:

- The welfare of the child, young person or adult at risk is paramount, as legislated for in the Children Act 1989 (amended) and the Safeguarding Vulnerable Groups Act 2006.
- Children, young people and adults at risk regardless of age, religion or belief, race, disability, sex, gender, sexual orientation, gender reassignment, or marital status have a right to equal protection from all types of harm or abuse.
- Some children, young people or adults at risk may be additionally vulnerable due to the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with other agencies is essential in promoting welfare and safeguarding.

4.0 Policies & Procedures

This Part 1 policy should be read alongside the following policies/procedures/guidelines:

- **Part 1 – EWT Procedure** – Safeguarding Children, Young People & Adults at Risk Procedure
- **Part 2 – EWT Policy** – Safeguarding Children Policy – **Early Years Foundation Stage**
- **Part 2 – EWT Procedure** – Safeguarding Children Procedure – **Early Years Foundation Stage**
- Safer Recruitment
- Health & Safety
- Lone Working
- Whistleblowing
- Complaints
- Code of Conduct
- Recording and Sharing Information

5.0 Our Commitment to Delivery

We will deliver on our commitment to safeguarding children, young people and vulnerable adults by:

Leadership & Governance

- ✓ Appointing a Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Lead(s) (DDSLs), Safeguarding Officers (with representation across the Trust), Safeguarding Champions and a lead Board Member for Safeguarding.
- ✓ Establish a Safeguarding Action Team (SAT), to undertake case management, reflective learning and monitoring and reporting to Board via Risk Management Committee.
- ✓ Adopting and applying child protection and safeguarding practices through robust procedures and a Code of Conduct for staff and volunteers.

- ✓ Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- ✓ Recording and storing all information securely.
- ✓ Developing and implementing an effective e-Safety Policy/Procedure via GDPR documentation.
- ✓ Abide by our legal responsibility to report all and any safeguarding concerns.
- ✓ Maintain confidentiality regarding all incidents and concerns, ensuring they are only shared with the CEO, DSL, DDSLs, or nominated Safeguarding people (at sites), and relevant external agencies. All reporting will adhere to the principles of GDPR
- ✓ Using our safeguarding procedures to share concerns with relevant agencies, involving children, young people and vulnerable adults and families as appropriate.
- ✓ Creating and maintaining an anti-bullying environment and dealing effectively with any bullying that may arise.

Environment & Culture

- ✓ Valuing them, listening to and respecting them.
- ✓ Establish a Safeguarding Forum, working alongside the Safeguarding Action Team (SAT), with all sites represented, to maximise communications and embed a culture of safety at the Trust.
- ✓ Undertaking DBS checks at the appropriate level for roles that work with, or oversee those who work with, children, young people and adults at risk (see Appendix 2).
- ✓ Expecting the reporting of concerns.
- ✓ Ensuring that a safe physical environment is in place for all by applying health and safety measures in accordance with law and the regulatory guidance.
- ✓ Enabling a culture of openness and honesty where people can be challenged and where unacceptable behaviour is reported (following due procedure).
- ✓ Applying robust recruitment procedures to ensure safe recruitment through verifying all checks have been completed.

Learning & Development

- ✓ Training staff, volunteers and Trustees to an appropriate level (see Appendix 1), recording this information, and maintaining training up-to-date with regular refresher courses.
- ✓ Sharing Safeguarding guidance through updates, training, one-to-ones and via the Safeguarding Action Team and Safeguarding Forum.
- ✓ Developing a robust system of continuous learning through reflective practice, Lessons Learned from case management reporting, feedback from staff and volunteers via the safeguarding forum, collaboration with external agencies, and strong communications across the Trust.

6.0 Key Roles

| Role | Title |
|---|------------------------------|
| Board Trustee | |
| Chief Executive Officer | |
| Designated Safeguarding Lead/s (DSL) | Director of People & Culture |

| | |
|---|---|
| | Director of Engagement |
| Deputy Designated Safeguarding Lead (DDSL) | Head of Community Engagement |
| Deputy Designated Safeguarding Lead (DDDS) | Head of Culture & Development |
| EYFS (Nature Nursery) Deputy Designated Safeguarding Lead (DDSL) | Nature Nursery Manager |
| Safeguarding Ambassadors: | Director of Finance & Systems Director of Conservation Commercial Director |
| Safeguarding Officers: | Each directorate will have one senior manager nominated as a Safeguarding Officer. All managers within the Education Team (not already listed above) will be nominated as Safeguarding Officers. |
| Safeguarding Champions | Each directorate will have a minimum of one safeguarding champion nominated. |
| Local Safeguarding Children Board | Children & Families Hub |

Please see Safeguarding Contacts List on WildPoint for up to date Safeguarding contact details.

7.0 Role of Governance

- The Board of Trustees is committed to the [Charity Governance Code](#) which enables and supports compliance with relevant legislation and regulation.
- The Board of Trustees operates in accordance with [the Charity Commission Safeguarding Guidance 2019](#), ensuring that effective Safeguarding policies and procedures are in place, with a Code of Conduct applicable to all staff and volunteers.
- The Board is responsible for the approval of all new and reviewed policies and procedures relating to Safeguarding, including a review of the effectiveness of procedures and their implementation.
- It is the governance responsibility of the Board to be aware of all specific safeguarding issues; the DSL is responsible for upward reporting and will do so through quarterly meetings with the Safeguarding Action Team (SAT), reporting to Board via the Risk Committee. The CEO, DSL, DDSL and Safeguarding Trustee form the SAT.
- The SAT takes responsibility for all case management at the Trust. After any safeguarding related incident, the SAT undertakes a review of the procedure(s) and the efficiency with which the safeguarding duties and procedures have been discharged, making recommendations for improvement from key lessons learnt; this is to:
 - Ensure any deficiencies or weaknesses in safeguarding arrangements at the Trust are amended without delay.
 - Approve amendments to Safeguarding arrangements with regard to changing legislation and recommended best practice.

- Consider the roles of the DSL and DDSLs to ensure they have sufficient time, funding, supervision, regular training and support to carry out their duties and responsibilities.
- The Safeguarding Action Team (SAT) works to evaluate policies and their implementation.
- Trustees prioritise safety and safeguarding of children, young people and adults at risk at the Trust, and contribute to a culture of safety whereby staff are confident to challenge anyone, including senior leaders, over safeguarding concerns.

8.0 Role of Safeguarding Ambassadors

Are responsible and accountable for ensuring that all staff and volunteers adhere to the policy and best practice and ensure that all staff fully understand the importance and priority of safeguarding in the Trust and their own responsibilities in relation to it.

9.0 Role of the Designated Safeguarding Lead and Deputies

The Designated Safeguarding Lead (**DSL**) and Deputy Designated Safeguarding Lead(s) (**DDSLs**) are responsible for:

- Ensuring all staff and volunteers are briefed through appropriate and varied means of communication on the relevant content of statutory guidance and procedures, including the briefing of new staff as part of induction.
- Receiving reports of alleged or suspected abuse within the Trust, and taking the appropriate action as specified in the Safeguarding Procedure. The DSL and DDSLs will share responsibility for ensuring appropriate availability to cover operating times at the Trust in order to discuss safeguarding concerns. Emergency contact arrangements are agreed between the DSL and DDSLs, and communicated throughout the organisation.
- The DSL and DDSLs will share responsibility for convening and chairing the SAT meetings, which will be held quarterly.
- SAT will have responsibility for case management following all reports of safeguarding incidents and concerns, including the production of Lessons Learnt reporting.
- In addition to case management, the SAT has responsibility for supporting communication and embedding a culture of safety throughout the Trust. To support this, a Safeguarding Forum will meet quarterly, chaired by a member of SAT (usually the DSL or a DDSL). The Forum consists of representatives - including Safeguarding Officers – from across the Trust, and outcomes will be reported to the quarterly SAT meetings.

10.0 Role of Safeguarding Officers

- Safeguarding Officers at the Trust are members of staff who have responsibility for disseminating information on safeguarding throughout the Trust, to build on a culture of safety and ensure sharing of knowledge and understanding regarding practices and processes.
- Safeguarding Officers will represent colleagues at Safeguarding Forum meetings, where issues pertinent to a safe working environment are shared – such as changes/updates in legislation, and identified need for additional or specific training for example – and that

information is then communicated across teams. Each function at the Trust will have a Safeguarding Officer to represent at these Safeguarding Forum meetings.

- Safeguarding Officers are expected to participate in knowledge and information sharing at meetings, to have a good understanding of the Trust's policies and procedures, and to be aware of the key contacts and the processes for reporting any concerns, issues or worries. Their role is a supporting one, where they can be approached by anyone with a concern or worry – with a view to directing concerns to the Designated or Deputy Safeguarding Leads; all issues and concerns should be directed through the Designated or Deputy Safeguarding Leads.

11.0 Role of Safeguarding Champions

- Safeguarding Champions at the Trust are members of staff who will support Safeguarding Officers to disseminate information on safeguarding throughout the Trust, to build on a culture of safety and ensure sharing of knowledge and understanding regarding practices and processes.
- Safeguarding Champions will have regular two-way communication with and will support Safeguarding Officers colleagues from their Directorate, and will share issues pertinent to a safe working environment– such as changes/updates in legislation, and identified need for additional or specific training for example – and that information is then communicated across teams. Each function at the Trust will have Safeguarding Champion/s.
- Safeguarding Champions are expected to participate in knowledge and information sharing with Safeguarding Officers, to have a good understanding of the Trust's policies and procedures, and to be aware of the key contacts and the processes for reporting any concerns, issues or worries. Their role is a supporting one, where they can be approached by anyone with a concern or worry – with a view to directing concerns to the Designated Safeguarding Officer or Deputy Safeguarding Leads.

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY; ALL STAFF, TRUSTEES AND VOLUNTEERS ARE EXPECTED TO SPEAK UP IF THEY HAVE ANY CONCERN ABOUT A SAFEGUARDING ISSUE.

CERTAINTY IS NOT REQUIRED BEFORE SPEAKING UP – IF THERE IS ANY CONCERN OR WORRY, OR IF ANYONE IS UNSURE OF WHAT TO DO, SPEAKING WITH THE PERSON RESPONSIBLE FOR SAFEGUARDING (OR ANYONE NAMED IN THE LIST OF CONTACTS, SEE APPENDIX 4) IS THE FIRST STEP.

SPEAKING UP AND SHARING ANY CONCERN IS ALWAYS A PRIORITY.

Appendix 1

Safeguarding Training

1. All those with Designated Safeguarding Lead (DDL) and Deputy Designated Safeguarding Lead (DDSL) responsibility will undertake:

- Safeguarding Level 3 training (mandatory) (every 2 years)

2. All those with Safeguarding Officer responsibility will undertake:

- Safeguarding Level 2 training (mandatory)

3. Those with Governance and Trust responsibility (Board Safeguarding lead, CEO and Safeguarding Trustee) will undertake:

- Safeguarding Level 2 training (mandatory – minimum requirement)
- Leadership-specific Safeguarding training

The 2022 Keeping Children Safe in Education statutory guidance stipulates that trustees should receive appropriate safeguarding and child protection training at induction, and then at regular intervals. Training should provide them with the knowledge to ensure their organisation's safeguarding policies and procedures are effective.

4. Other requirements for Level 3 training:

- All Education managers (mandatory – minimum requirement)

5. Other requirements for Level 2 training:

- All Education staff (mandatory – minimum requirement)

6. Level 1 training:

- All staff

7. In-house Training:

- All managers of volunteers
- All relevant volunteers

The 2020 update of the statutory guidance, Keeping Children Safe in Education stipulates staff should also update their knowledge and skills at regular intervals, stating that all staff should receive safeguarding updates '**at least annually**'.

Summary and frequency of training

| | Role | Level | Frequency |
|---|--|--------------|------------------|
| 1 | Designated Safeguarding Lead (DDL) and Deputy Designated Safeguarding Lead/s | Level 3 | Every 2 years |
| 2 | All Education Managers | Level 3 | Every 2 years |
| 3 | All other Education staff | Level 2 | Every 2 years |

| | | | |
|---|--|---|---------------|
| 4 | Safeguarding Officers | Level 2 | Every 2 years |
| 5 | All staff | Level 1 | Every 2 years |
| 6 | Those with Governance and Trust responsibility (Board Safeguarding lead, CEO and Safeguarding Trustee) | Level 2 | Every 2 years |
| 7 | Volunteers | In-house training as part of induction or as appropriate depending on role. | |

Note: Any staff member delivering any form of education who works regularly and unsupervised with children will have Level 1 training at appointment to their role, and **MUST** upgrade to Level 2 within one year of employment with the Trust.

Anyone working regularly with young people, adults at risk, and children with low self-esteem/poor wellbeing is recommended to attend a Mental Health First Aid course. This can be arranged via the Learning & Development Department.

Appendix 2

Disclosure and Barring Service checks

Essex Wildlife Trust DBS guidance

Essex Wildlife Trust has a legal obligation to conduct a Disclosure & Barring Service (DBS) check on some regulated roles. The Trust may also choose to carry out a DBS check on any of its staff, volunteers or contractors.

There are several levels of checks and the Trust must issue a check that is appropriate for the role in question. The DBS guidance is summarised below and the most common roles requiring checks are noted:

Enhanced Check with a Children's Barred Checklist

- Education Officers / other staff and volunteers who will be working directly with children who are unsupervised (e.g. by parent or teacher) more than 3 times a month.
- Managers of Education Officers / other staff as above.
- Suitable for running a childcare business, such as the Nature Nursery Manager (who also works directly with children).

Enhanced Check without Children's Barred Checklist

- Education Officers / other staff and volunteers who will be supervising children who *are* supervised (e.g. by parent or teacher) more than 3 times a month.
- Managers of Education Officers / other staff and volunteers as above
- Anyone applying for a gambling or lottery licence, such as the Fundraising Manager

Standard check

- Suitable for accountants, actuaries or anyone regulated by the financial conduct authority
- Not suitable for managers of the above

Basic check

- Suitable for any employee
- All safeguarding officers

Checks for SLT and Trustees

- All SLT and Trustees should have a basic check unless they fall into the categories above, particularly if they manage staff working directly with children, have financial responsibilities or some fundraising responsibilities.

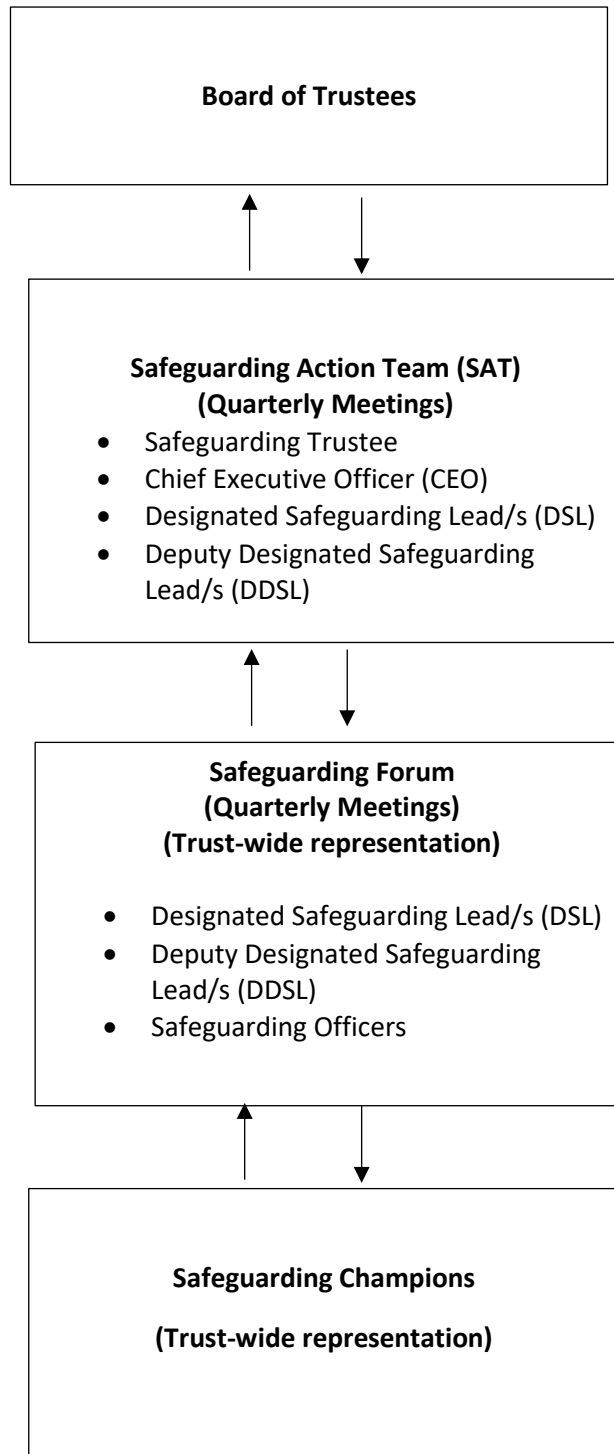
Checks required for managers of the people in the roles above will vary. Managers do not automatically need the same level of checks as staff. If you are unsure of what level of check your role requires you can check here <https://www.gov.uk/find-out-dbs-check/y>

Any roles that are DBS checked within the Trust will be re-checked every 3 years.

Appendix 3

EWT Safeguarding Framework

NB: Please see Appendix 4 for details of standard agenda items and quorum.



Appendix 4

Essex Wildlife Trust – Safeguarding Meetings – Standard Agenda Items

Updated: JUNE 2022

1. Safeguarding Action Team (SAT) Meetings – Quarterly

Chair: Safeguarding Trustee *or* Chief Executive Officer

Attendees:

- Safeguarding Trustee
- Chief Executive Officer (CEO)
- Designated Safeguarding Lead/s (DSL) (Chair)
- Deputy Designated Safeguarding Lead/s (DDSL)

Quorum - Minimum number 4:

To include as minimum:

- Safeguarding Trustee *or* Chief Executive Officer (Chair)
- Designated Safeguarding Lead
- EYFS (Nature Nursery) Deputy Designated Safeguarding Lead
- plus one other Deputy Designated Safeguarding Lead

| | Item | Lead |
|---|--|------|
| 1 | Introductions, apologies for absence, housekeeping | |
| 2 | Information sharing and confidentiality | |
| 3 | Minutes and actions from last meeting | |
| 4 | Update on reported incidents and investigations | |
| 5 | Update on referrals | |
| 6 | Any other business | |

2. Safeguarding Forum Meetings - Quarterly

Chair: Designated Safeguarding Lead

Attendees:

- Designated Safeguarding Lead/s (DSL)
- Deputy Designated Safeguarding Lead/s (DDSL)
- Safeguarding Officers (one safeguarding officer from each directorate)

| | Item | Lead |
|---|--|-------------|
| 1 | Introductions, apologies for absence, housekeeping | |
| 2 | Information sharing and confidentiality | |
| 3 | Minutes and actions from last meeting | |
| 4 | Update on any issues | |
| 5 | Update on training | |
| 6 | Any other business | |