

## Safeguarding Policy

### Introduction and Policy Statement

Worcestershire Wildlife Trust employs and engages with people from a wide range of backgrounds and circumstances. This policy will be implemented according to the attached protocols and the standards therein.

### Aims of the Policy

- Underpin the standards of our work with children and adults who may be in vulnerable positions
- Keep children and adults in vulnerable positions safe from abuse, or any kind of harm or distress as a result of their contact with us
- Protect individual staff and volunteers from accusations of misconduct
- Ensure that children and adults who may be in vulnerable positions continue to be included within Wildlife Trusts' programmes meeting the needs and aspirations of a range of audiences

### Policy Statement

Worcestershire Wildlife Trust is committed to taking all reasonable steps to ensure the health, safety and welfare of everyone involved in its activities, regardless of their age, ability, gender, sexual preference, health status, socio-economic, marital status, ethnic or cultural background.

As part of this commitment it recognises that children and some adults are particularly vulnerable to accident or abuse and that within these sectors, there are individuals who are additionally at risk through other factors, such as belonging to a minority group.

The Trust will adhere to legislation and good practice as provided by the various agencies involved in children and adult welfare and safety.

The Trust will appoint a Safeguarding Officer from within the staff or trustees who will co-ordinate the implementation of this policy.

### The Trust will ensure that:

- All workers who are involved with working with children and adults who may be in vulnerable positions are subject to appropriate checks to ensure their suitability
- Staff and volunteers are suitably trained and aware of their duties and responsibilities.
- Activities, venues and equipment have been assessed for risk and are deemed or made suitable for the purpose.

### The key methods of delivery will be:

- All staff or volunteers working with the relevant groups will be subject to reference checks and face to face interviews.
- Preparing risk assessments for activities and sites
- Ensuring that equipment purchased is checked as suitable for purpose.
- Undertaking DBS checks and references for staff and volunteers where required.
- Providing appropriate training and equipment to ensure that in the event of accidents that staff/helpers are able to deal with the problem.

- Ensuring that all near misses are recorded and reviewed to see if action is required.
- Reviewing and updating training requirements at all levels on a regular basis.
- Ensuring that situations identified as posing a risk will be acted upon immediately
- Ensuring the H&S Committee and Director are kept informed by the appointed officer.
- Adhering to the correct adult/child ratio according to the activity being carried out
- Providing Health & Safety information at the beginning of any event or activity session

**Approved April 2015**