

COMMUNITY ORCHARD GREENSIDE

SAFEGUARDING POLICY

Community Orchard Greenside (COG) is open to the community at all times. This includes children and vulnerable adults. The Orchard will be used for events organised by the Board of Trustees and may be booked by other organisations, but most of the time it will be used by members of the community without prior reference to the Board.

The Board of Trustees of COG has a responsibility to children and vulnerable adults using the Orchard and this policy sets out the processes put in place by the Board to support this.

Policy Statement

- A Trustee of the Board, or a volunteer with DBS clearance will be present at all activities organised by the Board.
- A minimum of two Trustees will have a DBS clearance that has been issued within the last three years.
- A Safeguarding Officer, to whom concerns should be reported, will be appointed by the COG Board of Trustees.
- The process for reporting concerns is incorporated in this policy.
- All reported concerns will be taken seriously and dealt with appropriately.
- A record of reported incidents and outcomes will be maintained by the Safeguarding Officer.
- The Safeguarding Officer will have completed basic safeguarding training.
- Basic training will also be available to any volunteers/Trustees wishing to access this.
- All Trustees will be given a copy of the Safeguarding Policy and it will be available, on request, to all volunteers and members of the community.

Procedures

- If any volunteer or user of the Orchard has **reasonable** cause to believe, whether from disclosure, allegation or suspicion, that a child or vulnerable adult is being abused when COG is responsible for the event or activity attended by the vulnerable person, they must bring it to the attention of the COG Safeguarding Officer or, failing that, to another Trustee who will report to the COG Safeguarding Officer.
- The COG Safeguarding Officer will then:
 - Sensitively try to establish the source and nature of the abuse
 - Attempt to gain the permission of the vulnerable person to take matters forward
 - Act upon the consensus decision made without delay.

This action would include:

- Reporting the matter to the relevant agency and/or report the matter to a parent, relative or special friend of the individual concerned, ensuring that the vulnerable person is advised of this and securing their agreement, if possible.
- Consult with other parties to elicit comments/secondary information/accuracy of account.
- Write up a report of the essential details and keep and evidence.
- Keep a record of the incident and outcome.

The Safeguarding Officer will know who to contact at the local authority, who to contact in Social Care for advice and referrals and have some knowledge of helplines for children, young people and vulnerable adults.

If concerns re safeguarding are raised in relation to an incident which has taken place outside of COG events, it would not be the responsibility of the COG Safeguarding Officer to deal with this, as they should be treated in the same way as incidents in any public place.

Any organisation booking or regularly using the Orchard site should provide the COG Safeguarding Officer with a copy of their own Safeguarding Policy. If an organisation or individual does not have their own policy they will be requested to adhere to the COG policy. This will be stated on the COG hire agreement.

Approved by the Community Orchard Greenside Board of Trustees on:

Signed:

For annual review