

POLICIES AND PROCEDURES INDEX - BACK TO THE WILD CIC

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This document was approved by Back to the Wild CIC directors 03/2020

Signed Kat Terry Katrina Preston Tim Gunner Kieran Terry

Lead officers ;

Health & Safety officer : Kieran Terry

Safeguarding officer : Tim Gunner.

Deputy Safeguarding officer : Katrina Preston

Data Controller : Kat Terry

Please see B2W ROLES AND RESPONSIBILITIES document for further details.

SAFEGUARDING POLICY

This policy was approved by the Management Committee/Trustees on Jan 2019.

This policy has been reviewed and amended March 2020.

Back to the Wild CIC is fully committed to safeguarding the welfare of all involved in its activities, and especially children, young people and adults with additional needs, and will take all reasonable steps to protect them from physical, emotional, sexual or internet abuse and neglect. This applies to all with whom we work, regardless of their gender, sexual orientation, disability, race, nationality or country of origin.

Directors, Staff, Contractors and volunteers will, at all times, show respect and understanding for the rights, safety and welfare of all with whom we work. We will ensure that everyone knows how to recognise and respond to concerns that a child, young person or adult may be being abused or neglected.

The directors have appointed a Safeguarding Lead who will be the day to day contact for safeguarding. S/he is responsible for:

- receiving, monitoring and recording safeguarding concerns
- handling allegations against staff/volunteers
- making referrals to the local authority Family Front Door or Out of Hours Emergency Duty Team
- liaising with other agencies
- keeping written records of concerns and allegations securely.

Our directors have also appointed a deputy for Safeguarding. It is her/his responsibility to ensure that everyone adheres to the policies and procedures with regard to safeguarding and child protection.

The lead and deputy safeguarding officers will liaise over any safeguarding concerns raised as and when necessary report to the directors.

The deputy and safeguarding lead will report annually to the directors on any safeguarding, child protection and/or vulnerable adult issues and/or any allegation which have arisen over the previous twelve months.

Our Safeguarding Lead is: Tim Gunner

and the Deputy Safeguarding Lead is: Katrina Preston

All workers and volunteers who have regular unsupervised direct contact with children, young people and/or vulnerable adults are required to have a relevant satisfactory enhanced check through the Disclosure and Barring Service (DBS) before they can work unsupervised.

CHILD PROTECTION POLICY

This policy was approved by the directors on Jan 2019.

This policy has been reviewed in March 2020.

Back to the Wild CIC believes that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people. We will be alert to any indications of neglect, physical, emotional, internet or sexual abuse in the children and young people with whom we work and will respond to their needs.

We value and respect every child and young person and will endeavour always to listen to them and respond appropriately to safeguard them.

We will provide workers and volunteers with guidance to follow when they suspect a child or young person may be experiencing or at risk of harm.

We will adhere rigorously to our Procedures and Code of Conduct.

We will work cooperatively with other agencies to safeguard and promote the welfare of children and young people.

When there is a concern about a child or young person every adult in our group/organisation is expected to share those concerns with the Safeguarding Lead as soon as possible.

The Safeguarding Lead is: Tim Gunner

The Deputy Safeguarding Lead is: Katrina Preston

ADULT PROTECTION POLICY

This policy was approved by the directors on Jan 2019.

This policy has been reviewed March 2020. Back to the Wild CIC believes that it is unacceptable for an adult to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all adults, particularly those who have care and/or support needs. We will be alert to any indications of physical, sexual, financial, psychological, discriminatory, neglect or acts of omission, organisational, self-neglect, domestic abuse and modern slavery in the individuals with whom we work and will respond to their needs.

We will work within the principles of the Care Act 2014:

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

We will:

- Empower and support people to make their own choices
- Make enquiries and take action about actual or suspected abuse and neglect appropriately
- Adopt good practice with regard to safeguarding adults and ensure adherence to our policies and procedures
- Ensure safe recruitment and selection policies and procedures
- Ensure workers and volunteers are trained in accordance with their roles
- Work in partnership with adults with care and/or support needs, carers and other agencies
- Share information in a timely way

We recognise that:

Individuals are experts in their own lives and will work alongside them. Respond in safeguarding situations in a way that enhances their involvement, choice and control as well as improving the quality of their lives, wellbeing and safety

The Safeguarding Lead for Adult Protection is responsible for:

- Ensuring workers and volunteers work within the principles of the Care Act 2014
- Monitoring and recording concerns

- Making referrals to Adult Social Care without delay
- Dealing with allegations against workers and volunteers, including trustees
- Liaison with other agencies

Confidentiality

In cases of disclosure of abuse whether by the individual, other concerned adults or parents/carers we will share the information with the Safeguarding Lead for Adult Protection and we may have to refer the concerns to Adult Social Care.

We will ensure that information about the concern is restricted to those who need to know

Allegations

Concerns about the behaviour of Directors, Staff, Contractors and volunteers will be referred without delay to the Safeguarding Lead for Adult Protection S/he will after discussion with the directors contact Adult Social Care, the Local Authority Designated Officer (LADO) or the police as appropriate.

We will review this policy on an annual basis

CONFIDENTIALITY POLICY

This policy was approved by directors on Jan 2019.

This policy was reviewed and amended in March 2020.

Confidentiality is important to us at Back to the Wild CIC and we believe it is an obligation for all Directors, Staff, Contractors and Volunteers. We believe that the protection of a child or young person is the most important thing so if

we are made aware that a young person is at risk of harm we will share this information with the appropriate agencies.

Personal information provided on the registration form will be kept in a secure place and available only to appropriate people. In addition personal and family information shared by children or young people with workers or volunteers will only be recorded if, in exceptional cases, it may have an impact on the child, young person or their contact details.

Storing Confidential Information All personal information will be stored, retained and, when appropriate destroyed, in line with General Data Protection Regulation (GDPR).

Sharing Information. Information will only be shared as follows:

Staff Team Only relevant information will be shared with the staff team, for example medical issues in relation to an activity or the taking of medicine.

External Agencies In most circumstances, and taking into account their understanding, we will speak to the child or young person before sharing their personal information with other organisations. This may include their parent or carer. We will encourage young people to share information or discuss issues with parents/carers or appropriate outside organisations that may help them.

If a child or young person is at risk of harm or in need of protection or, if a parent/carer is at risk of harm or, if an offence may be committed we have a responsibility to try to prevent this happening. In these circumstances we would pass on any relevant information to Children's Social Care or the Police. We will also try to talk to the young person first. Any information shared will be recorded.

Gossip

Directors, Staff, Contractors and Volunteers will not gossip, slander or upload personal information about any child, young person or their family involved in Back to the Wild CIC activities.

Any worker or volunteer who breaches this policy will be subject to further action.

CONFIDENTIALITY STATEMENT FOR CHILDREN AND YOUNG PEOPLE

Back to the Wild CIC believe that the safety of every child or young person is very important.

What you tell a worker will be treated with strictest confidence and will not be passed on to others without your agreement. S/he will agree with you exactly what information can be shared with other workers and agencies.

There are, however, some limits to what can be kept confidential. For example, should you disclose serious risk to yourself or others it may need to be passed on, with or without your consent.

A worker may need to discuss your situation with other workers in the team including their line manager, who will treat any information in the strictest confidence.

If you tell a worker something that means that you or someone else could be at risk of harm or placed in danger, and which s/he and their line manager judge requires urgent action, then the worker would need to take any necessary action.

These situations could mean passing on confidential information, but the worker will always try to discuss this with you first and hope that together you can agree on what needs to be done.

CONFIDENTIAL REPORTING POLICY

This policy was approved by the directors on Jan 2019.
This policy was reviewed and amended March 2020.

Back to the Wild CIC is committed to the highest standards of openness, integrity and accountability. We expect workers, volunteers and others to raise with us any serious concerns they may have about our group/organisation.

If you become aware of anything that makes you feel uncomfortable then discuss the incident with your line manager or the Safeguarding Lead as appropriate. We will support and will provide protection for anyone confidentially reporting a concern.

We undertake to investigate robustly and promptly any concern raised.

Training and supervision will be provided for workers and volunteers to ensure they are able to recognise unsuitable and inappropriate behaviour.

COMPLAINTS POLICY

This policy was approved by the directors on Jan 2019.
This policy was reviewed and amended March 2020.

Back to the Wild CIC recognises the right of children, young people and their parents/carers to have access to the group/organisation's complaints procedure. A complaint is any clear expression of dissatisfaction with the group/organisation, its Directors, Staff, Contractors and volunteers or its activities or services. There are no restrictions about which a complaint can be made.

We will ensure that all complaints are taken seriously and dealt with swiftly and in confidence following the Complaints Procedure. We will learn from any complaints and use them to improve how we operate.

COMPLAINTS PROCEDURE

A complaint can be made – verbally, in writing or by email to b2wcic@gmail.com.

Address: Hellens Lodge, Much Marcle, Herefordshire. HR8 2NA

There are no restrictions on issues which may be complained about including any complaints made against workers or volunteers.

The senior worker/manager must be notified of any complaint. The directors should be notified if the complaint is about the senior worker.

The complainant will be kept informed about the process and the outcome of the complaint.

Stage 1 - Informal

We will respond to the complaint within 10 days. If it cannot be resolved quickly, or if the complainant is still unhappy, it then becomes a formal complaint.

Stage 2 – Formal

A worker, director or an independent person will be appointed to investigate the complaint and will provide a written response on the findings within 25 days.

If the complaint is not resolved the complainant may request a review panel or appeal.

Stage 3 – Review Panel

The Panel will consist of three people. This may include directors who have not already been involved in the complaint or people independent of the group/organisation.

The Panel will not reinvestigate but will review the process and outcome of Stage 2 of the complaint.

The Panel will recommend whether the complaint should or should not be upheld and will comment on how the complaint was handled. They may make recommendations to the directors.

DATA PROTECTION POLICY

This policy was approved by the directors on Jan 2019.

This policy was reviewed and amended March 2020.

Back to the Wild CIC is fully committed to compliance with the requirements of The General Data Protection Regulation (GDPR). This replaces the Data Protection Act 1998 (DPA). We are required to maintain certain personal data

about individuals for the purposes of satisfying our operational and legal obligations but we recognise the importance of correct and lawful treatment of personal data.

We will:

- only collect information which is needed for a specific purpose
- keep it securely
- ensure it is relevant and up to date
- only hold as much as is needed, and only for as long as it is needed
- allow the subject of the information to see it on request

The Data Controller is: Kat Terry

- Personal data may be kept on paper, computer or other electronic media; all of which is protected under the GDPR. All personal data will be stored either on Back to the Wild CIC's computer which is password protected, or on paper in a folder stored in a locked filing cabinet.
- Information about children and young people will only be available to volunteers and workers as appropriate.
- Information about Directors, Staff, Contractors and volunteers will only be available to the chair director and e.g. the Safeguarding Lead.
- Any breach will be taken seriously and may result in formal disciplinary action.
- Any person who considers that the policy has been breached in any way should raise the matter with the Chair director.

We recognise the rights of an individual including:
to be informed

- of access to the information
- to correct inaccurate information
- for erasure

We keep the following personal information:

- for children and young people - information provided on the registration form and details of sessions attended
- for an individual applying to be involved with us - information as provided on the application form, references, interview notes and the decision

In addition:

- For volunteers - proof of identity information, National Insurance Number, DBS number and date, training and support records, details of allegations and/or disciplinary proceedings
- For workers – proof of identity information, National Insurance Number, DBS number and date, payment details, training and supervision records, details of allegations and/or disciplinary proceedings, sickness record, information about leave
- We will not share information about children, young people, volunteers or workers with anyone without consent unless the law and our policies allow us to do so.

We will retain personal information for one year after last attendance at a program unless legally obliged to keep it for longer.

Workers, Trustees and other volunteers who have access to personal information will be made aware of the GDPR and this policy.

Any volunteer or worker requesting access to the personal information we hold about them must apply to the Chair of the directors.

Positive Behaviour management policy

This policy was approved by the directors on Jan 2019.
This policy was reviewed and amended March 2020.

Back to the Wild CIC believes that children and young people thrive best in a positive and supportive environment.

We believe that all children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

To this end we will:

- Ensure a consistent approach to promoting positive behaviour and managing unacceptable behaviour
- promote respectful relationships and build children and young people's self esteem

- Identify and support children and young people who display signs of emotional or behavioural difficulties
- Support children and young people as they learn to resolve conflicts independently
- If felt necessary, impose only those sanctions agreed by the group/organisation

Anti-Bullying Policy

This policy was approved by the Directors Jan 2019.

This policy was reviewed and amended March 2020.

Back to the Wild CIC expects that all children, young people and adults involved with us are treated with respect and sensitivity. We will not tolerate bullying or harassment whether the conduct is a one-off act or a repeated course of conduct, and whether done purposefully or not.

Any concern or allegation of bullying or harassment will be treated seriously. An investigation will be carried out promptly, sensitively and, as far as possible, confidentially.

If the bullying is by a child or young person we will provide support both for the individual being bullied and the bully. We may impose a sanction on the individual doing the bullying.

If the bullying or harassment is by an adult then s/he may be subject to disciplinary action, up to and including dismissal.

We will not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying.

Some situations may be referred to the Safeguarding lead and/ or subject to our safeguarding policy.

Physical Intervention Policy

This policy was approved by the directors on Jan 2019.

This policy was reviewed and amended March 2020.

Back to the Wild CIC believes that children and young people thrive best in a positive and supportive environment.

We believe that all children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

The use of physical intervention will be avoided as far as possible. There may, however, be occasions when situations arise when volunteers and workers need to act to prevent injury or harm to children, young people or adults or to prevent damage to property. It may be, for example, that a young person loses control of their own behaviour. If the child or young person has failed to respond to verbal commands or requests then, as a last resort, physical intervention may be necessary.

Physical intervention will **only** be used for dealing with or preventing an unsafe situation arising. It is not used as a form of punishment and should not be seen as such.

When physical intervention is used it should be undertaken in such a way that it, maintains the safety and dignity of all concerned.

If such an intervention occurs parents/carers will be informed as soon as possible. A detailed record will be kept showing the nature of the incident, the names of those involved, the exact nature of the intervention and any witnesses.

Diversity and Equality Policy

This policy was approved by the directors on Jan 2019.
This policy was reviewed in March 2020.

Back to the Wild CIC recognises that certain groups and individuals are at risk of being unfairly discriminated against for many reasons, including: age, appearance, class, gender, colour, culture, disability, employment status, ethnicity, nationality, political belief, race, social class, religious belief, sex, sexual orientation or size.

Back to the Wild CIC expects all people to respect each other. We will not tolerate discrimination or abuse in any form. If any discrimination is identified we will take positive steps to counter this.

We recognise that each child or young person is an individual with their own skills and abilities and we will seek to respond to the needs of each individual in a way that is fair and equitable.

We recognise that there is diversity in family life, education, faith and culture. We undertake to embrace and celebrate such differences in ways that make our services better for young people.

We value and encourage the participation and contribution of all individuals. We recognise that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions. We believe that life is positively enriched for us all by the diversity of individuals in society and that everyone has a valuable contribution to make.

Every aspect of our work is informed and enhanced by equality principles. Children and young people, Directors, Staff, Contractors and volunteers can raise a concern about any issue about equal opportunity or discrimination. We will support and encourage the challenging of any behaviour or ways of doing things which go against the policy or the spirit of the policy.

Volunteer Policy

This policy was approved by the directors on Jan 2019.

This policy was reviewed and amended March 2020.

Back to the Wild CIC believes that volunteers are important in the delivery of our mission. We aim, therefore, to treat them fairly and with respect.

We believe that volunteers not only contribute greatly to our group/organisation but can and should benefit themselves from the volunteering experience.

We seek to ensure we have high standards in relation to the support and management of volunteers.

We are committed to offering a range of opportunities and to encourage a diversity of people to volunteer with us, including those from under-represented groups.

We recognise that there are costs associated with volunteering. We will seek to offer associated travel and other costs associated with the volunteering if they are agreed with the directors beforehand.

Travel will be paid at 30p per mile.

Each volunteer will be required to

- Complete a volunteer information form
- Attend an induction session
- Read Back to the Wild CIC's policies, procedures and risk assessments.
- Required to disclose any information related to suitability of working with children and adults at risk.

We will try to ensure that the gift of the volunteer's time and skills is best used to the mutual advantage of all concerned.

The directors reserve the right to refuse voluntary opportunity.

Health and Safety Procedure

This policy was approved by the directors on Jan 2019.

This policy was reviewed and amended in March 2020.

Back to the Wild CIC is committed to ensuring the health and safety of everyone involved.

In order to ensure this we will:

- provide adequate control of the health and safety risks arising from our activities
- consult with our workers, volunteers, children and young people on matters affecting their health and safety
- undertake risk assessments for all our activities
- ensure a qualified First Aider is available for each session
- provide and maintain safe equipment
- ensure safe handling and use of substances
- provide information, instruction and supervision for volunteers and workers
- ensure all volunteers and workers are competent to do their tasks and give them adequate training
- prevent accidents and cases of work-related ill health
- maintain safe and healthy conditions
- review and revise this policy as necessary at regular intervals
- ensure our premises (or premises we use) are safe to use
- keep an accident book and maintain a record of all near accidents

Responsibilities

Everyone has a shared responsibility for health and safety.

Overall and final responsibility for health and safety is that of Kieran Terry who is the Health and Safety Lead.

All workers and volunteers have to:

- co-operate with the Health and Safety Lead on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to the Health and Safety Lead

RESPONSIBILITIES OF HEALTH AND SAFETY LEAD

Take responsibility for ensuring that all the activities of Back to the Wild CIC are conducted as safely as possible.

Ensure that Back to the Wild CIC activities are in line with legal Health and Safety requirements.

Be responsible for ensuring that all equipment is well maintained and checking that new equipment meets health and safety standards before it is purchased.

Ensure that all volunteers and workers are given health and safety induction training.

Be responsible for ensuring that qualified First Aiders are available for on-site and off-site activities.

Be responsible for ensuring that staff, volunteers and subcontractors keep the First Aid Box appropriately stocked.

Ensure that there are appropriate Accident Books and to monitor them on a regular basis to identify any pattern of accidents.

If necessary, be responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Ensure fire evacuation practices take place on a regular basis and are recorded.

Ensure escape routes and fire extinguishers are checked.

Monitor Health and Safety concerns and report any issues to the directors.

Disciplinary Procedure

Matters which may be dealt with under this procedure are:

- misconduct
- sub-standard performance
- harassment or victimisation
- misuse of premises or facilities
- poor timekeeping
- unauthorised absences

The Discipline Procedure will be conducted by the Chair of directors in conjunction with the other directors, unless it relates directly to the Chair of directors. We will seek to establish the facts quickly.

Stage One

Minor cases of misconduct and most cases of poor performance may be dealt with by informal advice, coaching and counselling.

An informal oral warning may be given. This does not count as part of the formal (or statutory) discipline procedure. No formal record of this type of warning will be kept.

Stage Two

If there is no improvement or the matter is serious enough the individual will be invited to a disciplinary meeting at which the matter can be properly discussed. The individual will be informed in writing of the reason for the meeting. S/he may, if wished, to bring a work colleague or representative to the meeting. The director may also be accompanied by an appropriate individual. The outcome of the meeting will be communicated to the individual in writing. There are the following possible outcomes:

Oral warning:

A note of the oral warning will be kept on file but will be disregarded for disciplinary purposes after a specified period (e.g. six months). Individuals have the right to appeal against a formal oral warning.

Written warning:

If the infringement is more serious, or there is no improvement in conduct after a formal oral warning, a formal written warning giving details of the complaint will be given. This will include the required improvement or

change in behaviour, the timescale allowed for this, the right of appeal and the fact that a final written warning may be given if there is no sustained satisfactory improvement or change. A copy of the written warning will be kept on file but will be disregarded for disciplinary purposes after a specified period (e.g. 12 months).

Final written warning:

Where there is a failure to improve or change behaviour during the currency of a prior formal written warning, or where the infringement is sufficiently serious, the individual may be given a final written warning. This will give details of the complaint, warn that failure to improve will lead to dismissal and refer to the right of appeal. The final written warning will be kept on file but will normally be disregarded for disciplinary purposes after a specified period (e.g. 12 months).

Dismissal:

If conduct or performance still fails to improve the final step will be to contemplate dismissal. Any decision to dismiss will only be taken after full investigation. If dismissal is being contemplated the 'Standard Disciplinary and Dismissal Procedure' must be followed. Failure to do so will usually result in a finding of unfair dismissal by a tribunal.

Suspension:

If a disciplinary procedure is started or an allegation of abuse or concern about suitability is being investigated the group/organisation has the right to suspend a worker or volunteer. S/he can be told not to return to work until the procedure or investigation has been completed. Suspension should be seen as a neutral act and without prejudice. It will be on full pay in the case of a paid worker.

Appeal

An individual who wishes to appeal against any disciplinary decision must do so, to the person identified in the decision letter, within a specified period. (e.g. 5 or 10 working days).

The individual will be invited to attend a further meeting. The appeal will be heard by two people from the Management Committee not previously involved in the disciplinary procedure. After the appeal hearing the individual will be informed of the final decision which will be confirmed in writing.

Gross misconduct

If, after investigation, it is confirmed that an individual has committed gross misconduct s/he will normally be dismissed.

Confidentiality

We will seek to keep any disciplinary procedure and its outcomes as confidential as far as is possible.

RESPONSIBILITIES OF SAFEGUARDING LEAD FOR CHILDREN AND YOUNG PEOPLE

Disseminate and implement Safeguarding and Child Protection Procedures within the group/organisation

Be familiar with Local Safeguarding Children Board (LSCB) procedures for safeguarding and investigating child abuse

Receive information from workers, volunteers, children and young people, parents and carers about child protection issues including any allegations against workers, directors or volunteers

Assess information promptly and take appropriate action

Ensure that the child/young person and their parents/carers are offered appropriate support

Refer child protection concerns to Children's Services

Maintain records of all information received and actions taken

Know the relevant contacts within Children's Services and, if appropriate, within own group/organisation

Be familiar with Children's Services and Police procedures for investigating child abuse

Monitor safeguarding concerns and report, on an annual basis, to the group/organisation's management committee

Monitor safeguarding procedures in the group/organisation including:

- checking that a parent/carer consent form for every child and young person is completed and stored safely
- checking that safe recruitment and selection procedures are being followed
- checking that child protection awareness training is undertaken so that workers, including volunteers, know how to recognise and respond to a disclosure or concerns about a child or young person

Offer advice, guidance and support to workers and volunteers dealing with child protection

Identify training needs

Remember – it is not the role of the Safeguarding Lead to decide whether or not the child or young person has been abused. This is the task of Children's Services.

RESPONSIBILITIES OF SAFEGUARDING LEAD FOR ADULTS

Disseminate and implement Safeguarding Procedures.

Receive information from adults with additional needs, their family or carers, workers, volunteers, about adult protection issues including any allegations against workers or volunteers

Assess information promptly and take appropriate action

Ensure that the adult is offered appropriate support

Refer adult safeguarding concerns to the County Council's Safeguarding Team

Maintain records of all information received and actions taken

Be familiar with Local Safeguarding Adults Board (LSAB) procedures for safeguarding and investigating abuse and neglect

Know the relevant contacts within Adult Services and, if appropriate, within own group/organisation

Be familiar with Adult Social Care and Police procedures for investigating abuse

Monitor safeguarding concerns and report, on an annual basis, to the group/organisation's management committee

Monitor safeguarding procedures including:

- checking that safe recruitment and selection procedures are being followed
- checking that safeguarding awareness training is undertaken so that workers, including volunteers, know how to recognise and respond to a disclosure or concerns about an adult with additional needs

Offer advice, guidance and support to workers and volunteers dealing with safeguarding issues

Identify training needs

Remember – it is not the role of the Safeguarding Lead to decide whether or not abuse has taken place. This is the task of Adult Social Care.

RESPONSIBILITIES OF CHAMPION FOR SAFEGUARDING

To ensure that both a Safeguarding Policy and a Child Protection Policy are in place and that they are reviewed annually by the Management Committee/Trustees

To receive information about any disclosure, concern or allegation made within the group/organisation

To ensure that any concern or disclosure is dealt with appropriately

To ensure that safe recruitment procedures are in place

To ensure that procedures are in place for handling allegations against paid workers and volunteers

To provide an annual report to the Management Committee about any safeguarding and child protection issues, including allegations

SAFEGUARDING ANNUAL REPORT FORM

(To be completed annually by the Safeguarding Champion)

Safeguarding Lead is:

LSCB training that s/he has undertaken this year is:

Deputy Safeguarding Lead is:

LSCB training that s/he has undertaken this year is:

Safeguarding Policy was agreed by the Management Committee on: Jan 2019

It will be reviewed on: Jan 2020.

Child Protection Policy was agreed by the Management Committee on:
Jan 2019.

It will be reviewed on: Jan 2020

I confirm that:

Recruitment

All workers and volunteers selected this year were recruited following safeguarding guidance.

Their qualifications were verified and their identity checked.

References, included the person's suitability to work with children/young people, were taken up.

Missing information or vague information was always followed up with the referee.

Appropriate DBS Disclosures were undertaken for all new workers and volunteers and workers and volunteers were re-checked as required.

All new workers and volunteers undertook safeguarding and child protection training and current workers and volunteers undertook refresher training as required.

Information

Children and young people are made aware of the Child Protection Policy and to whom they can speak to about a concern.

Parents/carers are made aware of the Safeguarding and Child Protection Policy and Procedures and to whom they can speak to about a concern.

Disclosures

The number of child protection disclosures this year was:

The outcomes of these disclosures was:

Concerns

The number of child protection concerns raised this year was:

The outcome of these concerns was:

Allegations

The number of child protection allegations against adults made this year was:
...

The outcome of these allegations was:

Safeguarding Complaints

The number of safeguarding complaints made this year was:

The outcomes of these complaints was:

Referrals

The number of child protection referrals to Children's Social Care and/or the Police this year was:

Learning

The learning from these disclosures/concerns/allegations/complaints was:

Action for Next Year

As a result of this learning I recommend that:

Signed:

Date:

Name:

ROLE DESCRIPTION FOR VOLUNTEER

Dear

Working with Children and Young People, Back to the Wild CIC

Thank you for expressing an interest in becoming a regular volunteer on B2W programs. We are always pleased to welcome new recruits but, as it is essential that we take every possible step to protect the welfare of the children and young people within our care, we need to check into the suitability of all volunteers and workers.

The law requires that all adults placed in positions of responsibility with children and young people act in the best interests of these children and young people. We ask that you support us in this endeavour by reading

carefully the information sheet/application form, completing it and signing it. The information you give us will be treated in confidence.

Role Title: B2W Volunteer
Where: Hellens and Hall wood
When: Project dates TBC
Accountable to: B2W Directors

This is a voluntary position; expenses will be paid as agreed.

Purpose of the Role

Work with B2W to provide a safe environment for young people in the outdoor environment.

Support young people

Help B2W in running activities within the program

Ensure compliance with Safeguarding and Child Protection Policies and Procedures

Regular Volunteers will need to apply for an appropriate Disclosure from the Disclosure and Barring Service. We will assist you to acquire an appropriate DBS check, if necessary. We require this of any adult who:

has regular contact with children or young people; may accompany them on specific activities, in particular on residential activities

VOLUNTEER APPLICATION FORM / INFORMATION SHEET

CONFIDENTIAL

Thank you for expressing an interest in volunteering at Back to the Wild CIC.

The welfare of the young people we work with is paramount so we need to find out about you and your interests.

Please complete all sections of this form.

When completed please send/take this form to:

Back to the Wild CIC, Hellens Lodge, Much Marcle, Herefordshire. HR8 2NA
THANK YOU

Personal Details:

Surname/Family Name: Forename(s):

Preferred Title (Mr/Mrs/Miss/Ms/Other):

Home Address:

Post Code:

Contact address if different from above:

Telephone Numbers: Home: Mobile:

Education, Training and Qualifications

Please give brief details of all education, training and other courses you have undertaken

Name of School/College/ University attended	From – to (month/year)	Qualifications including grades	Date obtained (month/year)
Schools (after age 11)			
Further or Higher Education (Full & Part Time)			
Arts/Crafts/Sports/First Aid or other Qualifications			

Employment or Work Experience

Please include all previous work experience, paid or voluntary, starting with the most recent.

Current/most recent post with address of employer	Full or part time	Rate of pay	Start date & date employment ceased , if applicable, with reasons (month/year)

Previous employers with addresses			Start date & date employment ceased with reasons
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Please continue on a separate sheet if necessary.

Please tell us why you want to volunteer at Back to the Wild CIC

With which activity/activities would you like to be involved?

Supporting Young People		Information /Advice	
Refreshments		Mentoring	
Art/Craft Activities		Training/Coaching	
Wilderness activities		IT Skills	
Admin/Office Support		Health and Safety	
Promotion/publicity		Fundraising	

Is there any other skill or interest you would like to offer?

Health

Please indicate if there is any health issue of which we should be aware.

Convictions/Disqualifications

Volunteering at Back to the Wild CIC is an ‘exempted office/employment’ under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. This means that you must provide details about any convictions you may have regardless of their status. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found at

www.gov.uk/government/collections/dbs-filtering-guidance.

Failure to disclose convictions as required may result in the withdrawal of your application or dismissal from any role offered in relation to this form.

Do you have any convictions (including driving offences) and/or disqualifications from driving or performance of professional duties? Yes/No

If you do have convictions or disqualifications this may not exclude you from volunteering. Please list details of convictions, cautions or disqualifications and put the information in a sealed envelope. We will only open the envelope if we decide to invite you to join our team.

References

Please give details of two people (not related to you) who are able to comment on your suitability for this volunteering. One should be your present or most recent employer and at least one should be able to comment on your work with young people.

A. Name:

Address:

Tel No:

Email:

Relationship to you:

B. Name:

Address:

Tel No:

Email:

Relationship to you e.g. Manager

Unless you specify otherwise, we will not consult you prior to approaching these referees.

Declaration

I declare that the information given in this application is correct and complete.

Signature:

Date:

Note: False statements or failure to disclose any information requested in this application form may lead to you being asked to leave.

We thank you for your time and your offer of support for Back to the Wild CIC.

Yours sincerely,

Back to the Wild CIC team

