

Rivertime Boat Trust

Safeguarding Children & Young People Policy

January 2019

Review Date : Reviewed January 2019 by Greg Wilkinson ; next review January 2020

Introduction

1. Rivertime Boat Trust is a not-for-profit organisation. Its Charity Number is 1113992
2. Rivertime Boat Trust has its principal operating office at Richmond House, Newlands Drive, Maidenhead, SL6 4LL
3. Rivertime Boat Trust is managed by a board of trustees (the Board). One of the trustees has particular responsibility for safeguarding children.
4. The Board has adopted this safeguarding children policy and expects every adult working or helping at Rivertime Boat Trust to support it and comply with it. Consequently this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Rivertime Boat Trust.

Purpose of the Policy

1. This policy is intended to protect children and young people who receive any service from us, including those who are the children of adults who may receive services from us.
2. As an organisation we believe that no child or young person should experience abuse or harm and are committed to the protection of children and young people and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

The risks to children

Nearly every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children need protection including:

- Sexual abuse
- Grooming
- Physical and emotional abuse and neglect
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence and aggression within our schools and campuses
- Victimisation
- Self-harm
- Unsafe environments and activities
- Crime
- Exploitation

Universality of Protection

We recognise that:

- the welfare of the child is paramount
- all children regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm.
- some children are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency.
- working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

Safeguarding children at events / activities

1 There are three kinds of events/activities:

1.1 those open to adults and children of all ages,

1.2 those for children accompanied by a 'parent' or guardian/carer,

1.3 those for unaccompanied children, which are sometimes run alongside other events/activities.

2 At events and activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

3 At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

4 At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

5 Both event and activities are to be defined broadly to include any occasions where Rivertime Boat Trust will be providing a service.

Disclosure and barring

1 Rivertime Boat Trust offers the following activities for children:

The Rivertime Boat Trust enables disabled and/or disadvantaged adults, children and young people to develop a long term involvement with the river and accessible water sports, from bell boating to sailing, by providing a safe, supportive and stimulating environment

2 Some of our activities may therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children.

3 The Board will take very seriously any allegation of impropriety on the part of any member of Rivertime Boat Trust. A member of Rivertime Boat Trust who discovers anything amiss should get in touch immediately with either of the following trustees:

Christopher Barrett – Managing Trustee

Greg Wilkinson – Operations Manager

4 The Board will review the allegation and the likely risk to children and, if appropriate, will consider banning the member from future events or revoking his or her membership or both, but only in full accordance with the rules and procedures of Rivertime Boat Trust.

Health and safety aspects of safeguarding children

1 Before starting any event for unaccompanied children, the Board will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents and children will be made aware of any particular risks and of the steps to be taken to minimise those risks. The Board will keep a record of all risk assessments.

2 Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

Adventure activities licensing

Rivertime Boat Trust runs occasional adventure activities, for members, but not for non-members. Restricting participation to members means that no licence is required under the Adventure Activities Licensing Regulations. For clarity such activities may include but are not limited to:

Watersports.

Policy on the prevention of bullying

We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at a Rivertime Boat Trust event, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The Board will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the Board will consider banning a child from future events, but only in full accordance with the rules and procedures of Rivertime Boat Trust. Allegations of adults bullying children will be dealt with under paragraph 4.3 above.

Photographing children

No photos will be taken or published of any child attending an event or activity unless prior written permission is sought from a person with parental responsibility. If any person has any concerns regarding any person taking photos at an event or activity, that person should contact Rivertime Boat Trust immediately.

Managing behaviour, discipline and acceptable restraint

1 Adults supervising children at Rivertime Boat Trust events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only.

2 Unacceptable behaviour at Rivertime Boat Trust events for unaccompanied children will generally be stopped by separating the children from each other and from the group. The miscreants will be suitably supervised and will be returned as soon as possible to the care of their parents.

3 Rivertime Boat Trust may apply a further disciplinary sanction; namely the banning of the child from one or more future events over the following 18 months. Any such sanction would be determined and applied by the following officer:

Christopher Barrett – Managing Trustee

4 A parent who is aggrieved by this ban may appeal to Rivertime Boat Trust who will hear the views of all relevant persons. The decision of Rivertime Boat Trust is then final. Any such appeals should be made to, and will be determined by the following officer:

Simon Davis - Chairman

Other Policies

This safeguarding policy should be read together with the Health & Safety Policy.

Legal Framework

This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
- Information sharing: advice for practitioners providing safeguarding services
- Working together to safeguard children (2017)

NOTE: This Policy was approved by the following officer on 31/01/2018 and is due for review every 1 Year:

Simon Davis – Chairman & Christopher Barrett - Managing Trustee.

[Guidance Notes Only – Not part of the Policy]

UK Government Safeguarding Commission Guidelines

Safeguarding

Safeguarding is a term which is broader than 'child protection' and relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined in Working together to safeguard children 2013 as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
- taking action to enable all children to have the best outcomes

Trustees of charities which work with vulnerable groups, including children, must always act in their best interests and ensure they take all reasonable steps to prevent harm to them. Having safeguards in place within an organisation not only protects and promotes the welfare of children but also it enhances the confidence of trustees, staff, volunteers, parents/carers and the general public.

The necessity to safeguard children applies both to charities working in the UK and other countries where children may face different or additional risks of abuse or exploitation. These safeguards should include a child protection policy and procedures for dealing with issues of concern or abuse. For the purposes of child protection legislation the term 'child' refers to anyone up to the age of 18 years.

3. The commission's role

Although the commission does not administer child protection legislation, it aims to ensure that charities working with, or providing services to, vulnerable beneficiaries protect them as best they can and minimise the risk of abuse. You can find more information about the commission's role and approach to dealing with safeguarding issues in relation to charities in the guidance [Strategy for dealing with safeguarding vulnerable groups including children issues in charities](#).

The commission's guidance [Finding new trustees \(CC30\)](#) describes the various checks and safeguards that will be appropriate for charities working with children (or other vulnerable beneficiaries) when recruiting trustees.

The Protection of Freedoms Act 2012 established the DBS (Disclosure and Barring Service) which processes criminal records checks and manages the Barred Children's and Barred Adults' Lists of unsuitable people who should not work in regulated activities with these groups. The DBS decides who is unsuitable to work or volunteer with vulnerable groups and it is illegal for a barred person to apply for such work (paid or voluntary), or for a charity to employ a barred person in such work. It is also a legal requirement for employers to refer someone to the DBS if they:

- dismissed them because they harmed a child or adult
- dismissed them because they might have harmed a child or adult otherwise

- were planning to dismiss them for either of these reasons, but the person resigned first

4. The child protection policy

This is a statement of intent that demonstrates a commitment to safeguard children involved with a charity from harm. The essential inclusions for a child protection policy are outlined below:

- the welfare of the child is paramount
- no child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs
- all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs
- the policy is reviewed, approved and endorsed by the board of trustees annually or when legislation changes
- who the policy applies to (ie all trustees, staff and volunteers)
- children and parents are informed of the policy and procedures as appropriate
- all concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately - this may require a referral to children's social care services, the independent Local Authority Designated Officer (LADO) for allegations against staff, trustees and other volunteers, and in emergencies, the police
- a commitment to safe recruitment, selection and vetting
- reference to principles, legislation and guidance that underpin the policy
- arrangements for policy and procedures review
- reference to all associated policies and procedures which promote children's safety and welfare eg with regards to: health and safety, anti-bullying, protection of children online, and photography

5. Child protection procedures and systems

Procedures and systems provide clear step-by-step guidance on what to do in different circumstances and they clarify roles and responsibilities. Systems for recording information and dealing with complaints are also needed to ensure implementation and compliance. Child protection procedures should be linked with the Local Safeguarding Children Board's procedures or the All Wales Child Protection Procedures, as relevant.

The procedures and systems should include:

- a named person (and deputy) with a clearly defined role and responsibilities in relation to child protection, appropriate to the level at which s/he operates
- a description of what child abuse is, and the procedures for how to respond to it where there are concerns about a child's safety or welfare or concerns about the actions of a trustee, staff member or volunteer; relevant contact details for children's services, police, health, the Local Authority Designated Officer (LADO), Child Exploitation Online Protection Centre (CEOP) for eSafety concerns and NSPCC helplines should be available
- a process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation and kept for a time specified by your insurance company

- guidance on confidentiality and information sharing, legislation compliant, and which clearly states that the protection of the child is the most important consideration
- a code of behaviour for trustees, staff and volunteers; the consequences of breaching the code are clear and linked to disciplinary and grievance procedures
- safe recruitment, selection and vetting procedures that include checks into the eligibility and the suitability of all trustees, staff and volunteers who have direct or indirect (eg helpline, email) contact with children; in the case of trustees, because of their position within the charity, the commission takes the view that whenever there is a legal entitlement to obtain a DBS check in respect of such a trustee, a check should be carried out - this goes beyond circumstances where the trustee comes into contact with children ([endnote](#)); a complaints procedure which is an open and well publicised way in which adults and children can voice concerns about unacceptable and/or abusive behaviour towards children
- systems to ensure that all staff and volunteers working with children are monitored and supervised and that they have opportunities to learn about child protection in accordance with their roles and responsibilities; safeguarding induction training is now mandatory for all those who work directly with children, young people, their families and/or carers
- requirements for trustees, staff and volunteers to learn about child protection in accordance with and as appropriate to their roles and responsibilities, including the emerging issues of eSafety, domestic violence, forced marriage, female genital mutilation, children who live away from home or go missing, child sexual exploitation, race and racism and extremism

It is important that each charity's safeguarding policy and procedures are tailored to the type of contact that the charity has with children and it also needs to take into account any particular vulnerabilities of the children with whom the charity has contact; for example disabled children who are at increased risk of abuse; babies and toddlers who are vulnerable due to their age and dependence on adults.