



## DGRA SAFEGUARDING POLICY

### Safeguarding Children and Adults-at-Risk

#### 1 Statement of intent

Doddington Grove Residents Association Committee intends to promote the protection of children and adults-at-risk from harm during all activities organised by the Association by:

- treating any allegation of abuse seriously
- being conversant with current legislation, licensing and regulatory law requirements regarding any activities for children and adults-at-risk
- being aware that Safeguarding risks are human made and do not have fixed locations
- reminding our contractors of their duties towards children and adults-at-risk
- having safeguarding policies in place and protocols to deal with lost and found children and adults-at-risk
- implementing appropriate controls should there be any entertainment, services or activities that may give rise to concern in respect of children and adults-at-risk
- endeavouring to promote the welfare, health and full development of children and adults-at-risk, protect them from harm and encourage them to estimate risks for themselves where this is reasonable given their age and ability
- maintaining effective procedures for responding to accidents, complaints, and alleged or suspected incidents of abuse
- secure confidential record keeping of incidents

#### 2 Definitions

**Parent / Carer** - a parent / carer is defined as any adult, be it parent, legal guardian or parental friend, with whom the child or adult-at-risk arrives at an event organised by DGRA, and who is recognised as accepting responsibility for that person during the whole time they are at the event.

**Child** - a person under 18 years of age.

**Adult-at-risk** – an adult-at-risk is a person aged 18 years or over 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.' (*Department of Health, No Secrets, 2000*).

#### 3 Monitoring of Those Working With Children and Adults-At-Risk on Site

##### 3.1 Children

Those team members who may have direct care of children at events are:

- External contractors
- Workshop Leaders
- DGRA Committee members and volunteers
- Safeguarding Officer (children)

- Activities for children in areas without workshop leaders

### **3.2 Adults-at-risk**

Those team members who may have direct care of adults-at-risk at events are:

- Stewards / Security (where applicable)
- Safeguarding Officer (adults)
- Activities for adults throughout the event

### **3.3 Safety Measures When Selecting Volunteers to Work With Children and Adults-At-Risk Enhanced Disclosure and Barring Service (DBS) Checks**

Workshop Leaders and volunteers will have a valid Enhanced DBS check. It is likely that there will be more people present at events and workshops with an Enhanced DBS check and efforts will be made to have a list available of who these people are.

An adult with a valid Enhanced DBS check is required during any child-centred group activity or should on-going care of a child or adult-at-risk be needed when the child or adult-at-risk's carer is absent.

#### **External Contractors / Workshop Leaders**

DGRA shall ensure that people engaged with any child-centred group activity and / or or adults-at-risk have a combination of relevant qualifications in place: Volunteer Management, Project Management, a health and safety passport, first aid at work certificate and have attended training in safeguarding for adults and children.

All the volunteers are over 18 years of age. They are selected and checked by their organisation for an absence of child-related offences and their suitability to work with children. All workshop leaders have current enhanced DBS check and the organisation intends to have DBS checks for all of their crew dependent on the time it takes to process the applications between taking the person on and the event. Their volunteers are trained in the activities they are leading for children and the activities have been risk assessed. Many have first aid certificates. This is checked by the Safeguarding Officer before all events / workshops, and the DGRA Committee have the evidence on site.

When on-site, the team is informed of the location of the first aid box, emergency and evacuation procedures, the safeguarding protocols for events and how to report issues of inappropriate behaviour.

There is an accident book for the area in which all accidents / incidents are recorded. A summary of these is kept by the DGRA committee following every event as part of the review of the DGRA's Health and Safety.

#### **Kid's Activities**

Only non-contact activities are covered under the terms of insurance for the DGRA.

When putting on any activity at DGRA events, only instructors who have the relevant qualifications,

enhanced DBS check and insurance are engaged to run sessions. Evidence of these are checked by the Safeguarding Officer. Adults and the parents / carers of any children and adults-at-risk engaging in activities at DGRA events are required to sign a disclaimer form in order to take part. Any incidents occurring during sessions organised by DGRA will be reported using the DGRA incident reporting system; noting the incident in the accidents / incidents book and reporting it to the Committee.

### **Lost and Found Kids**

In the unlikely event of a lost child at any DGRA organised event, the Safeguarding Officer will follow established procedures to reunite the child with their parent / carer. She has 15 years of experience leading lost and found kids spaces at events and is in possession of an enhanced DBS check. Ultimately, all staff and volunteers at the event will be aware that if the child has not been reunited with their parent / carer within 20mins, police will be called, as stated in government guidelines.

DGRA shall appoint another Safeguarding officer in due course and shall employ someone to cover this role in the absence of the current Safeguarding volunteer officer being available.

### **Safeguarding Officers on Site**

The Safeguarding Officer has relevant professional expertise. The Safeguarding Officer will be responsible for responding to any safeguarding issues relating to children or adults-at-risk. They have current Enforced DBS clearance. The DGRA shall enrol more Safeguarding officers from known professional contacts within the community.

### **Concerns About a Volunteer's Suitability**

Any volunteer at events organised by DGRA who gives rise to any concerns about their suitability in the role will be referred to the Safeguarding Officer and action taken according to the Safeguarding Policy.

## **4 Facilities in Kid's Areas at DGRA Events**

The following temporary demountable structures (TDS) may be in place in Kid's Areas at DGRA events; arts and crafts tent, dressing up tent, circus tent, performance tent, safe space for parents and toddlers, "Be-Tween Ages Space" for older children and teenagers. For each structure there is

- adequate lighting and ventilation (outside events will be held in the summer so heating is not required)
- the area is well defined, has shade and shelter and is appropriately marked
- specific signage of areas of potential danger is in place
- there is no access to open water (e.g. ponds)
- close to exits in case of evacuation
- a toilet and sink with running water is within a reasonable distance of the area or within the venue and toilets and washbasins are regularly maintained and cleaned by the cleaning team DGRA contracts to service the community hall / events with portaloos.
- regular and safe disposal of rubbish, including used nappies - rubbish bags will be provided

- floors are checked for safety
- no smoking is allowed within children's areas
- no adult hot drinks are in close proximity to young children
- safety glass, stairs and steps are not required as these are TDS and the community hall is all on one floor
- any furniture provided is properly maintained and suitable for the age of the children
- food and drink provided in Kid's Areas shall follow the standard basic guidelines for allergies. Parents / carers shall be asked sign disclaimers for events where they are not present. For events under the guidance of Workshop Leaders, dietary requirements shall be collected in advance.
- event volunteers, workshop leaders, members of DGRA committee present supervise and control entry and exit to structures and in the community hall

## 5 Event space

During all events organised by DGRA that are not lead by Workshop Leaders, children and adults-at-risk are the responsibility of the parent / carer they are with.

## 6 Topics in other sections of this document - to be devised for future events - shall include:

| Guide | Topic                                                  | Refer in this document to |
|-------|--------------------------------------------------------|---------------------------|
| tbc   | Numbers of children at dedicated play / activity areas | Section tbc               |
| tbc   | Childrens' activities in dedicated play areas / venues | Section tbc               |
| tbc   | Children of differing ages                             | Section tbc               |
| tbc   | Children with specific needs                           | Section tbc               |
| tbc   | Epidemics and seasonal outbreaks of illness            | Section tbc               |
| tbc   | Rides, amusements and outdoor play equipment           | Section tbc               |

## 7 Photography and media images

In most cases at DGRA events, it is impossible to ask permission to reproduce a person's image, therefore it is a condition of volunteering or the attending these events that the DGRA reserve the right to use photographs featuring participants for inclusion in official photographic, visual and audio promotion of the event at any time.

Photographs of children used by DGRA for publicity will portray children having an enjoyable time and in a safe setting. They will be posing in an appropriate and safe way and, to the best of the organisation's ability, the images will be presented in a way that can not be manipulated on internet sites.

If a person is unhappy about an image on the DGRA website, or any other social media accounts they are invited to contact DGRA Committee who will consider removing the image.

Care will be taken to ensure that photographs cannot be used to identify and trace children, by not attaching accompanying details.

Participants in the event are expected to take photographs/videos and it is not reasonable for the DGRA Committee to police such activity. However, if concerns are raised about the actions of a photographer, they should be reported to the Committee.

Crowd release / notice of film and photography notices shall be posted in visible spots at all events. Any person not willing to be filmed or photographed can inform the organisers and shall be excluded from this activity.

## **8 Young Teenagers Attending the DGRA Events Without a Responsible Adult**

Few young teenagers are expected to attend DGRA events without a responsible adult. The events shall be small enough for any incidents such as becoming separated from companions, losing items, to be managed by organisers.

As there are to be no alcohol and recreational drugs on site, the risk of young people accessing alcoholic drinks or illegal substances is almost negligible and anti-social behaviour minimal and manageable by the volunteers and workshop leaders on site.

In the unlikely event that a young teen is discovered having alcohol or drugs on site, the Safeguarding officer shall be informed and shall take the necessary action to deal with the situation using best practice.

A responsible adult who did not attend the event with their teen is expected to make an agreed time to collect them at the end of the event, or inform the organisers that they are happy for their teen to return home by themselves. Since all events are to be held in the immediate neighbourhood where teens already spend time together unsupervised, this is envisaged to be the norm and acceptable.

## **9 Protection from Inappropriate Content**

Access to activities that may give rise to concern with regard to children will be controlled by the DGRA Committee / Workshop Leaders / Volunteers.

## **10 Protection from inappropriate contact with adults**

Children and adults-at-risk should not be left on their own with any individual adult (other than their parent / carer) at any time. Volunteers are to ensure that they are not left alone with a child / children or adult(s)-at-risk. At a minimum they should attend in pairs. Supervision of any child or adult-at-risk as part of a person's role shall be only with the consent of the child / adult-at-risk's parents / carers.

A child or adult-at-risk shall not be enticed away from their parent / carer and not taken off-site. If a child or adult-at-risk is found who has become separated from their parent / carer, two adults, ideally working or volunteering at the event, shall take a child or adult-at-risk to the Safeguarding Officer.

Any environment in which team members supervise children or adults-at-risk must be safe, accessible to any passer by and where passers by are frequent.

Physical contact must be seen to be unambiguous to both participants and observers; it should not be open to the interpretation of a sexual motive.

## **11 Protection From Violence**

Under no circumstances will we permit a child or adult-at-risk to be smacked, shaken or humiliated by another person. Punitive violence is not permissible. Where discipline is required we will see that non-violent modes of communication are used to achieve a just closure.

Children and adult-at-risk must not be allowed to use any form of violence amongst themselves; bossy or bullying behaviour shall be addressed immediately.

Violence of any sort may result in the aggressor being asked to leave the event, or a parent / carer being asked to leave the event with the child / children/ adult(s)-at-risk.

## **12 Handling Reports of Abuse Including Sexual Offences**

### **12.1 During Set-up, Event or Tat-down**

An allegation of abuse including a sexual offence should be directed promptly to the DGRA Committee / Volunteer or Workshop Leader, who shall treat the allegation seriously and report the occurrence to the Safeguarding Officer.

The Safeguarding Officer will investigate the incident following the protocols in the Safeguarding Policy. If necessary, the Safeguarding Officer should request immediate assistance or guidance from the Committee. If in doubt, relevant authorities shall be contacted.

### **12.2 Post-Event**

If an allegation of abuse is received post-event, the DGRA Committee shall take appropriate, immediate investigative action, see that all circumstances surrounding the allegation are documented and/or minuted and if necessary employ professional mediators. The matter shall be taken up with those responsible for an alleged lapse in care and ensure that a just closure is arrived at, howsoever that seems appropriate under the circumstances.

If further action is necessary (including the formal censure or discipline of a DGRA member) the matter shall be taken to the DGRA Committee and if necessary, the relevant external agency.

### **12.3 Involving the Police and / or Social Services**

The Police should be contacted regarding any serious allegation especially where it is believed that the law has been broken.

Social Services of the area the alleged victim is from should be contacted by the Safeguarding Officer if there are just concerns about the safety of the individual once they return to their home.

### **12.4 Confidentiality**

Any reports of abuse are to be dealt with the utmost confidentiality for both the alleged perpetrator and victim. Those involved are not to have their names mentioned over the radio or discussed by people on site not directly involved with the incident. Any discussion shall be in a location that can maintain the involved people's privacy.

Written records are to be kept secure by the Safeguarding Officer. Generally all records are to be handwritten. However, when concerns about a person's safety pre or post-event have been e-mailed to the Event Management Team, they are to be forwarded to the DGRA Committee and Safeguarding Officer. Those computerised documents shall be filed on Google Drive in a folder that is passworded by the Safeguarding Officer. Access to the password is only made available to

and on request from the DGRA Committee and Safeguarding Officer.

The incident is to go through the Event incident reporting system, but in a manner that does not identify the alleged perpetrator and victim. Statistics regarding the number of alleged Safeguarding incidents are compiled and reported to the Event Management Team by the Safeguarding Officer for each event and annually.

### **13 Lost and Found Children**

#### **13.1 Lost and Found Kids**

Safeguarding Officer shall be responsible for any lost and found children. They will always be in a pair in such circumstances, in locations visibly open to the public and not enclosed, shall have a current, Enhanced DBS clearance and shall follow established procedures to reunite the child with their parent / carer.

The aim is to have all DGRA team having an Enhanced DBS.

#### **13.2 Hours of operation**

A Safeguarding Officer shall be on duty during the hours of all events organised by DGRA.

The event organising team is not responsible for any issues arising outside of these hours.

#### **13.3 Location**

The Safeguarding Officer shall be on site and shall be wearing a tabard or DGRA tea-shirt once these have been arranged. Since the events shall be small due to the nature of the location and the size small size of the community, event organisers shall inevitably be aware of any lost / found child and shall have the contact mobile for the Safeguarding Officer.

#### **13.4 Lost and Found Children Protocols**

As part of volunteer induction training, all volunteers are made aware of the Event's safeguarding principles and particularly the arrangements for locating a missing child and directing parents/ carers who have been separated from their child.

Volunteers and Event organisers take part in searching for lost children.

A summary of all incidents is to be given on a daily basis to the DGRA Committee members responsible for Health & Safety. After the Event, a summary of incidents is to be given to the Safeguarding Officer and DGRA Committee to form part of the Health & Safety Report of the Event. The log book shall be kept in a locked up, secure space in the community hall, accessible only by the Safeguarding Officer and DGRA Committee.

#### **13.5 Lost children**

When a child is reported missing by the parent / carer:

- a description is taken of name, age, gender, the clothes the child is wearing, when and where they were last seen from the parent / carer
- Safeguarding Officer logs these details in their log book
- the parent / carer is asked to return to the area the child was last seen and stay there for 10-15 minutes. A volunteer / event staff may accompany them. Many children will appear within this time. if the child is still missing after 10-15 minutes, event organisers are informed in person, or, if radios

are used, giving a description and where last seen, but NOT the child's name - this is for safeguarding, not everyone will have earpieces. Once the parent / carer and child are reunited, a note is made in the log book of when and where the child was found.

Everyone involved is informed / radioed once a child is found and told the search is off.

Any accident that may have occurred should be logged in the accident log book and the child checked by a qualified First Aider if present and as required, or an ambulance called.

If necessary, the Safeguarding Officer shall be contacted if, for example there are concerns about the circumstances and / or a child has become lost more than twice.

The Safeguarding Officer may decide to look into the incident(s) and if so, they may need to take further action involving outside agencies and shall keep this information confidential.

### **13.6 Found children**

When a child is found who has lost their parent / carer:

- the child should be accompanied to the Safeguarding Officer by two volunteers / adults / event staff, always remaining in open view, not entering enclosed areas. If parent / carer has not already reported their child missing, not already there, at least two members of the event organising team ideally one male and one female, shall remain with the child at all times until the child is re-connected with their parent / carer.

The Safeguarding Officer records a description of the parent / carer plus their name and mobile number if known, where/when they were last seen in their log book and the information passed on to the rest of the event organising team, if they are not already aware. The child's name should NOT be given on the radio at any point or spoken out loud in front of people not involved in the search.

The parent / carer shall be searched for by event organising team. If possible, as well as looking where the child was recently seen, a member of the event organising team shall remain in the place where the child was found for about 15 minutes, as the parents / carers may well return. The child remains with the Safeguarding Officer and another adult in open view.

A child who shows any reluctance to go with someone who claims to be their parent / carer shall not be allowed to do so unless it is absolutely certain that they genuinely are the child's parent / carer.

Once the parent / carer and child are reunited, a note is made in the log book of when and where the child was found.

Everyone involved is radioed / informed once a child is found and told the search is off.

Any accident that may have occurred shall be logged in the accident log book and the child checked by a qualified First Aider, if present, as required or an ambulance is called.

If necessary, the Safeguarding Officer shall take appropriate action, if for example there are concerns about the circumstances and / or a child has lost their parent / carer more than twice.

The Safeguarding Officer may decide to look into the incident(s) and if so, they shall inform the relevant external agencies, keeping the information confidential.

## **14 Communications**

All Event staff and volunteers shall have the name and mobile no. of the Safeguarding Officer.

### **28.15 Record Keeping**

Safeguarding records for all events are held by the Safeguarding Officer in accordance with the Safeguarding policy (see 12.4 above). A statistical overview of Safeguarding incidents at the Event forms part of the Safeguarding report to the DGRA Committee with any recommendations for improvement.

*December 2021*