

Wiltshire Wildlife Trust Safeguarding Policy (Children and Adults at Risk)

Wiltshire Wildlife Trust (WWT) is fully committed to safeguarding the welfare of all children, young people and adults at risk. WWT recognises everyone is entitled to the right to a safe, positive and enjoyable environment.

Staff and volunteers will work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults at risk.

WWT acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

In implementing this Safeguarding Policy WWT will:

- Ensure that all staff and volunteers understand their legal and moral responsibility to protect children, young people and adults at risk from harm, abuse and exploitation;
- Ensure that all staff and volunteers understand their responsibility to work to the standards that are detailed in the organisation's *Child Safeguarding Procedures* and *Adults at Risk Safeguarding Procedures* and work at all times towards maintaining the highest standards of practice;
- Ensure Safe Recruiting procedures are always followed, including disclosure and barring checks, the take up of references and having a Safer Recruitment trained lead on every interview for a position working with children, young people or vulnerable adults;
- Ensure all staff and key volunteers will undertake Safeguarding training as appropriate for their role;
- Ensure all staff are aware of the Prevent Programme and their relevant role in engaging with this strategy.
- Ensure that staff and volunteers understand their duty to report all concerns, allegations and suspicions of harm or abuse regarding a child, young person or adult at risk to the Trust's Designated Safeguarding Officers (DSOs). All allegations will be taken seriously and responded to swiftly, fairly and appropriately;
- Ensure the engagement of two DSOs at any one time whose role is to provide staff and volunteers with a point of contact regarding training and advice on all Safeguarding matters. In addition the Care Farm Manager and Youth Education and Wellbeing Manager will assume the same responsibilities;

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- On each care farm site ensure in addition to the Care Farm Manager being the Designated Safeguarding Officer, there is also a named Deputy Designated Safeguarding Officer and ensure all staff know who holds this responsibility;
- Ensure that the DSOs and deputy DSO's understand their responsibility to refer any child or adult at risk safeguarding concerns to the statutory agencies where appropriate;
- Ensure that any procedures relating to the conduct of staff and volunteers are implemented in a consistent and equitable manner;
- Ensure WWT Safeguarding practices reflect statutory responsibilities, both national and local, and government guidance, complying at all times with best practice and regulatory requirements;
- Ensure that children, young people and adults at risk are enabled to express their ideas and views on a wide range of issues and have access to the organisation's complaints procedure;
- Ensure that parents, carers, guardians and partner agencies are involved in the work of the organisation and, when requested, have access to all guidelines and procedures;
- Ensure all confidential records relating to safeguarding matters are maintained and stored securely in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 and in line with WWT GDPR Policy and practice. All records should be as detailed and accurate as possible;
- Ensure the Safeguarding Steering Group chaired by a WWT Trustee meets on a regular basis to provide an overview and strategic direction with regard to WWT policies and procedures to protect children, young people and vulnerable adults.
- Ensure that all staff and volunteers involved in the delivery of alternative education provision, group work or one to one sessions with children and/or young people have access to and have read the Department of Education's *Keeping children safe in education 2023 Statutory guidance for schools and colleges* (and each annual update). Senior staff should read the entire document, and delivery staff and volunteers should read as a minimum Part One (and/or Annex summary).

"The action we take to promote the welfare of children and protect them from harm – is everyone's responsibility. Everyone who comes into contact with children and families has a role to play."

Working together to Safeguard Children (HM Government 2018)