**Safeguarding Children and Adults at Risk Policy**

|  |  |
| --- | --- |
| **Title:** | Safeguarding Children and Adults at Risk Policy |
| **Version:** | 3 (Reviewed December 2024) |
| **Review due date:** | December 2026 |
| **Authored by:** | Natalie Waller, Head of Nature Based Solutions and Gwent Wildlife Trust Designated Safeguarding Person. |
|  | **This policy should read in conjunction with the**  **following associated documents:**   * [**Code of Practice 13 – Safeguarding Children and Adults at Risk**](https://gwentwildlife.sharepoint.com/:w:/s/GwentWildlifeTrust/ETqmtez_NTBFmRyqQgcz2c4BZTg434Ixcerw-FZJcLnWCQ?e=5IGMiU) * **GWT’s Employee and Organisational Handbooks** and our policies and procedures on: * Working with Volunteers * Data Protection and General Data Protection Regulations (GDPR) * Data Protection IT Security * Photography Policy * Training and Development * Equal Opportunities * Health and Safety * Disclosure and Barring Service Checks Policy and Procedure * Recruitment * Whistleblowing * Complaints * Use of Social Media/IT * Online safety policy |

Contents

[Safeguarding Children and Adults at Risk Policy 1](#_Toc176182223)

[Contents 1](#_Toc176182224)

[Purpose 2](#_Toc176182225)

[Introduction 2](#_Toc176182226)

[Context 5](#_Toc176182227)

[Safeguarding Approach 7](#_Toc176182228)

[A. Keeping policies and procedural guidelines appropriate, up to date and accessible: 7](#_Toc176182229)

[B. Having clear processes for addressing any concerns or allegations relating to safeguarding children and adults at risk: 8](#_Toc176182230)

[C. Adhering to consistent and appropriate recruitment processes for all staff and those volunteers with responsibility for children and adults at risk: 8](#_Toc176182231)

[D. Ensuring that all staff and volunteers are properly informed, supported, managed, supervised and trained: 9](#_Toc176182232)

[E. Ensuring that our events and activities are well run and safe: 11](#_Toc176182233)

[F. Collect, Store and Use data and digital images appropriately 11](#_Toc176182234)

**The Designated Safeguarding Person** is Natalie Waller and can be contacted on [nwaller@gwentwildlife.org](mailto:nwaller@gwentwildlife.org) or 01495 307525 or 07768 811 761

**The Deputy Safeguarding Person** is Ian Thomas and can be contacted on [ithomas@gwentwildlife.org](mailto:ithomas@gwentwildlife.org) or 07810 853794

**Out of Hours**

After 5pm and on weekends and bank holidays contact Gwent Safeguarding South East Wales Emergency Duty Team on 0800 328 4432.

**Lead Trustee for Safeguarding**

Marc Leppard

[mleppard@gwentwildlife.org](mailto:mleppard@gwentwildlife.org) or 07789 031981

Further Information:

<https://www.gwentsafeguarding.org.uk>

# Purpose

The purpose of this policy and the associated procedures is to provide clarity to all staff, trustees, volunteers, and members of the public on Gwent Wildlife Trust’s approach to Safeguarding Children, Young People and Adults at Risk.

This policy applies to all staff, volunteers and trustees working on behalf of Gwent Wildlife Trust. Where the Trust undertakes activities with third parties, staff shall have due regard to the Safeguarding policies of the third-party provider.

This policy will be reviewed bi-annually or in line with key legislation updates or changes and will be promoted through induction, training and ongoing supervision and support

# Introduction

* 1. Gwent Wildlife Trust (GWT) is committed to the highest standards of charity governance for Safeguarding and this policy is the foundation of a universal approach across the organisation that puts Safeguarding at the heart of Gwent Wildlife Trust’s engagement with children and adults at risk.
  2. GWT employs and engages with people from a wide range of backgrounds and circumstances. GWT recognises that all people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to a safe, positive and enjoyable environment when involved with GWT.
  3. Gwent Wildlife Trust is committed to safeguarding the welfare of children[[1]](#footnote-1) and adults at risk[[2]](#footnote-2) engaged in its activities. We endeavour to provide a safe and friendly environment that celebrates all achievements. We will achieve this by ensuring that staff, volunteers and trustees comply with all legal, contractual and professional standards and responsibilities in their work with children and adults at risk – whether within a group situation or one to one.
  4. **Safeguarding is everyone’s responsibility** – it’s about what we do to protect children and adults at risk from harm, and to promote their health and welfare. Anyone who comes into contact with children or adults at risk, either through their work, or through volunteering, has a part to play. This policy therefore applies to all staff and any trustees, volunteers or anyone working on behalf of GWT (such as contractors), who encounter children or adults at risk. We expect ALL staff to read and abide by its procedures at all times, as well as any volunteers or external contractors who work directly with children or adults at risk. Additionally, we advise ALL volunteers and external contractors to be aware of this policy and its procedures, regardless of whether they consider themselves to be working directly with children or adults at risk through their work with GWT – remember, safeguarding is everyone’s responsibility.
  5. A **Safeguarding Commitment Statement** has been developed through The Wildlife Trust’s Safeguarding Community of Practice and applies to the Safeguarding of Children, Young People and Adults at Risk. The purpose of this is to have a joint statement across all Wildlife Trusts that can be displayed on Trust websites, focal points, posters etc to demonstrate our collective commitment to Safeguarding. The Commitment Statement will be displayed on GWT’s website and in our offices. An English and Cymraeg version can be found in here: [Safeguarding](https://gwentwildlife.sharepoint.com/:f:/s/GwentWildlifeTrust/Eo-PVeHbVnBBuqGjDsQX71ABf7r6zwx7HaPZuJ9V-K8tzA?e=dTpbkD)

# Context

* 1. In Wales, where Gwent Wildlife Trust operate, there are child protection systems, laws and guidance to help keep children safe and clear legal frameworks to protect adults at risk from abuse or neglect. These are the Children Act of 1989 and 2004, and the Social Services and Well-being (Wales) Act 2014. The Wales Safeguarding Procedures 2019 help practitioners apply this legislation.

**The Wales Safeguarding Procedures 2019** guides safeguarding practice for all those employed in the statutory, third and private sectors in health, social care, education, police, justice and other services. They apply to all practitioners, managers and volunteers working with children and adults in Wales, whether employed by a devolved or non-devolved agency, and whether in paid or unpaid work. The Procedures helps practitioners apply the legislation of the Social Services and Wellbeing (Wales) Act 2014 and statutory safeguarding guidance ‘Working Together to Safeguard People’.

All practitioners working with children and adults are encouraged to download the Wales Safeguarding Procedures App, or view them in English at [www.safeguarding.wales](http://www.safeguarding.wales/)and in Welsh at [www.diogelu.cymru](http://www.diogelu.cymru/).

The Protection of Freedoms Act 2012 is important with regard to our recruitment processes as it implemented changes to the criminal records and barring systems, including changes to the work which a barred person must not do (called ‘regulated activity’), or work for which the organisation needs to obtain a Disclosure Barring Service (DBS) check

* 1. In their simplest forms the laws and guidance are there to:
* ensure children's voices are heard
* set out when a child can take part in various activities
* make sure children have access to education
* provide for children having a safe home
* provide support for children who need to leave home
* make sure children are safe if they decide to get a job
* make sure children's personal information is safe

But they also safeguard and promote the welfare of children by:

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

In the context of adults at risk, the laws and guidance are there to protect an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

The key principles of the Social Services and Well Being Act (Wales) 2014 are:

* **Responsibility** - Safeguarding is everyone’s responsibility.
* **Well-being** - Any actions taken must safeguard the person’s well-being.
* **Person-centred approach** - Understand what outcomes the adult wishes to achieve and what matters to them.
* **Voice and control** - Expect people to know what is best for them and support them to be involved in decision making about their lives.
* **Language** - Make an active offer of use of the Welsh language and use professional interpreters where other languages are needed.
* **Prevention** - It is better to take action before harm occurs.
  1. All of the legislation and guidance across the UK is very clear that as a charity working with under 18’s, we have a duty to work together to safeguard and promote the welfare of children. This responsibility is two-fold. We will:
* ensure our staff, volunteers and trustees can recognise the signs of abuse, neglect and maltreatment and understand when we need to share these concerns with professionals to help keep children and young people safe
* through safer recruitment, training and governance structures we will take all reasonable steps to have the appropriate and trained people in place to keep the children and young people in our care safe from harm.

We also support a person-centered, outcome-focus approach to safeguarding adults at risk. In practice this means talking to the adult about what they want to happen and understanding their views, wishes, feelings and beliefs before any actions are decided.

* 1. At Gwent Wildlife Trust we engage with children, young people and adults at risk in the following situations:
* Youth Forums/Groups – Wildlife Warriors and Nature Nurturers
* School visits
* Public events
* Wild Health activities
* Nature Reserve Work Parties
* Work placements/ work experience
  1. In line with the purpose of this policy we are committed to providing a safe and friendly environment that protects children, young people and adults at risk. Each activity is carefully planned and risk assessed to consider both the safety of our beneficiaries as well as our staff and volunteers.
  2. Some of these activities are supported by school or partner agency staff, or children attend with their parents. Those activities whereby Gwent Wildlife Trust has direct supervision of a child or young person, parental/carer consent is required ahead of the activity taking place as well as completion of thorough risk assessments and guidance found in Code of Practice 13 Safeguarding Children and Adults at Risk

# Safeguarding Approach

3.1 Gwent Wildlife Trust endeavours to encourage vigilance and awareness of the issues surrounding the protection and safety of children and adults at risk, so that potential dangers are eliminated so far as possible and so that suspicions or allegations can be made in good faith without fear of reprisal.

3.2 We are committed to the welfare and safety of children and adults at risk in all our policies and procedures. We will monitor emerging legislation and evolving best practice to ensure necessary policies and procedural guidelines are appropriate, up to date and accessible and reflect latest national Safeguarding guidance. Appropriate risk management processes will be applied to all contact with children and adults at risk.

3.3 Our policy of safeguarding children and adults at risk will be achieved through:

## Keeping policies and procedural guidelines appropriate, up to date and accessible:

* There will be a Designated Safeguarding Person (DSP) and Deputy Safeguarding Person (see **Advice Sheet 6 of the Safeguarding Code of Practice (CoP)**) who will be responsible for dealing with any concerns about the protection or welfare of children, young people and adults at risk.
* There will be a nominated Trustee for Safeguarding responsible for reviewing the policy together with the Designated Safeguarding Person (see **Advice Sheet 6 of the Safeguarding CoP**).
* Safeguarding procedures will be reviewed and updated every 2 years or as necessary with new legislation.
* The DSP will be responsible for circulating the revised policies and procedures to all staff and supporting volunteer supervisors to share them with any volunteers who work with children or adults at risk.
* All staff and any volunteers or external contractors working directly with children and adults at risk must be familiar with this GWT Safeguarding Policy and associated Codes of Practice. This will be documented by the signing of **Advice Sheet 7 in the Safeguarding Code of Practice** – “Code of conduct for staff, volunteers and contractors”. The signed document should be retained on their HR or Volunteer File by the HR Manager.
  + Volunteers or external contractors working ‘directly’ with children and adults at risk means that their role/activity will put them in direct intentional contact with children or adults at risk, even if this is occasional supervised contact such as at an event. Those who have incidental or unintentional contact through their allocated role e.g. practical work task volunteers who happen to be in a group task where an adult at risk is present, will not be expected to sign the Code of Conduct, however, we would strongly urge them to make themselves aware of this policy to ensure the safety of themselves and the children or adult at risk.
  + This familiarisation will take place at staff and volunteer inductions, at each applicable event or contractor briefing e.g. before Open Days or Family Events, where the daily risk assessment sign-off sheet will be used as evidence. This will be repeated periodically as procedures are reviewed and updated.
  + The documents will be kept accessible to all staff on GWT Professional Sharepoint. Volunteers will be provided with copies by their staff contact – via email or in hard paper copy – and kept up to date with any changes.

## Having clear processes for addressing any concerns or allegations relating to safeguarding children and adults at risk:

* All UK legislation states that professionals or organisations with contact with children and members of their families must make a referral to the Local Authority Children’s Social Care if there are signs that a child (or unborn baby) has suffered significant harm through abuse or maltreatment or is likely to suffer significant harm in the future. This is called Duty to Refer.
* A referral is when there are serious concerns about a child or young person and Gwent Wildlife Trust contact and share information with other agencies such as Children’s Social Care or the Police in order for them to establish what is happening in the child’s life and whether services need to take further steps to help keep them safe or support the family.
* GWT has clear, written processes for reporting, recording and addressing concerns or allegations relating to safeguarding children or adults at risk (**Safeguarding CoP**). **Advice Sheet 10 of the CoP ‘See Hear Say Poster’** will be printed and displayed in all offices and public spaces.
* In England and Wales the Charity commission requires charities to report serious incidents. The responsibility for this lies with the Trustees, however operationally this may be delegated to the Chief Executive Officer, and the Designated Safeguarding Person must also be notified before any incident is reported. A serious incident amounts to a situation whereby harm has occurred to Gwent Wildlife Trust beneficiaries, staff, volunteers, or others who encounter The Wildlife Trusts through our work.
* Information given to users about activities of the organisation will, where relevant, include information about the safeguarding policy and procedure - this includes children, their parents, adults at risk, their carers and schools or other organised groups.
* There is a clear system for reporting and processing allegations against staff, volunteers and external contractors (**Advice Sheet 5 of Safeguarding CoP**).
* Staff, volunteers and external contractors clearly understand their roles and responsibilities in respect of safeguarding and are trained in this to the appropriate level (**see section D, below**).
* Staff, volunteers and external contractors are aware of who the Safeguarding Team for GWT are, and are informed if this changes (**Advice Sheet 6 and 10 of Safeguarding CoP**). **Advice Sheet 10 of the CoP ‘See Hear Say Poster’** will be printed and displayed in all offices and public spaces.
* A safeguarding lead is identified before a public event which GWT organises, in the same way that a first aider is identified.
* The police will be notified as soon as possible if it is suspected that a criminal offence has been committed against a child or adult at risk.

## Adhering to consistent and appropriate recruitment processes for all staff and those volunteers with responsibility for children and adults at risk:

* Ensure at least one person with oversight of the recruitment process, has undertaken Safer Recruitment training, which ensures that GWT is committed to: identifying and rejecting unsuitable applicants for work with children; responding to concerns about applicants and employees/volunteers once they have begun their role; ensuring that all new staff/volunteers have an induction which includes child protection.
* Ensure that staff know of and apply the DBS decision-making process (see separate **DBS Policy and Procedure**) before roles are advertised, to establish the correct level of DBS required for the role at the earliest opportunity.
* Ensure that all people involved in recruitment are made aware of the whole recruitment and DBS application process before it commences
* Ensure that applicants are made fully aware of the role description, their responsibilities, the level of DBS check required for their role and the policies to which they will be expected to adhere to if successful.

.

* Always take up two written references, one from the most recent employer or place of education, character references could be used too (for staff or volunteers working with children or adults at risk). All references should be taken up and assessed before a post is confirmed.
* Where possible, undertake interviews face to face, based on the job description if the role requires working with children or adults at risk.
* Keep appropriate records of interviews to evidence that the applicant is appropriate and suitable
* Confirm all appointments subject to; DBS check (when the role is eligible), confirmation of ID, satisfactory references and confirmation of right to work in the UK. All staff and volunteers working directly with children or adults at risk should receive a satisfactory Disclosure Barring Service check or pre-employment check before commencing unsupervised work with young people or adults at risk.
* Ensure all internal applicants are subject to DBS checks if moving to a role which involves or may involve working with children and vulnerable adults. Should the individual change roles and require a higher level DBS check, then this will be undertaken before they commence their new role, even if it is within the 3-year period of their original check.
* DBS checks will be repeated every 3 years, or for those subscribing to the update service, annual updates are carried out. This will be monitored by the DSP and HR Manager.
* External contractors engaged in delivering activities on GWT’s behalf to vulnerable groups will be expected to have a DBS check at a level appropriate to the work they will be doing, and provide evidence of this through the DBS Update Service or production of a certificate less than 3 years old. If they do not have this GWT must request that they undertake a DBS check at the appropriate level before they commence any contracted work with us.

## Ensuring that all staff and volunteers are properly informed, supported, managed, supervised and trained:

* At their induction, all staff and any volunteers who will be working directly with children and adults at risk will receive (and understand) this Policy, and all appendices. They must sign the “Code of Conduct” (Advice Sheet 7 of Safeguarding CoP) at their induction, and a copy of this retained in their personnel HR file (for staff) or by their staff supervisor or the Volunteer Support Officer (for volunteers). The signed Code of Conduct must be updated every 2 years.
* All staff and any volunteers who will be working directly with children and adults at risk will be reminded of the above by the DSP, every time the policy is updated, or every 2 years (whichever is sooner).
* The National Safeguarding Learning and Development Standards and Framework was introduced in 2022. Designated Safeguarding Persons and deputies will be trained to ‘Group C Practitioner’ standard or equivalent through the Gwent Safeguarding Board, repeated every 2 years.
* The rest of the Safeguarding Team, the lead Trustee for Safeguarding and any staff working directly and regularly with children or adults at risk will attend a ‘Group B Practitioner’ course through Gwent Safeguarding Board, or equivalent, repeated every 2 years.
* All staff and any volunteers who will be working directly with children and adults at risk will complete the ‘Group A Practitioner’ e-training provided by Social Care Wales ([Group A Safeguarding | Social Care Wales](https://socialcare.wales/learning-modules/group-a-safeguarding)), or, e-learning safeguarding Level 1 modules, currently provided by iHasco. This should be repeated every 2 years. Take up of the online e-learning will be monitored by GWT’s HR Manager, at the request of the DSP, and completed within 2 months of recruitment.
* External contractors engaged in delivering activities on GWT’s behalf directly to children or adults at risk will be expected to evidence that they have attended satisfactory levels of training i.e. a minimum of Group A Practitioner training which we expect all staff and relevant volunteers to complete. If they cannot evidence this, GWT will request that they complete an introductory online e-course They will also be expected to read this safeguarding policy and sign the Code of Conduct (**Advice Sheet 7 of the Safeguarding CoP**) to evidence that they understand their responsibilities.

|  |  |
| --- | --- |
| **Role** | **Responsibilities** |
| Trustee lead for Safeguarding | • taking an overall lead in this area on behalf of the board of trustees  • challenging any strategic decisions which adversely affect anyone’s wellbeing  • with the CEO, reporting serious incidents as necessary to the Charity Commission. |
| All Trustees | • support the lead trustee in creating a positive safeguarding culture that works to protect children and adults at risk within the wildlife trusts  • approve safeguarding policy and procedures and ensure that safeguarding is considered at every stage of decision making within the movement |
| CEO of The Trust | • ensure that safeguarding is embedded within all decisions made by the Senior Management Team by:  • maintaining a clear strategic and operational focus on safeguarding children and adults at risk  • ensure Gwent Wildlife Trust meet the required legislative standards  • making sure everyone in the organisation is aware of their safeguarding responsibilities and knows how to respond to concerns  • reporting serious incidents as necessary to the Charity Commission |
| Designated Safeguarding Person | • safeguarding subject expert and the point of advice throughout the Trust  • responsible for developing policy, procedure, training and reporting mechanisms as well as being a support for the Safeguarding point of contacts  • responsible for ensuring that staff complete regular training appropriate to their roles  • responsible for making referrals and overall safeguarding case management  • responsible for bi-annual reporting to the Board of Trustees |
| Safeguarding point of contacts – Deputy Safeguarding Person | • they will be the point of contact for concerns for all staff and trustees and will be responsible for liaising with the local authority when referrals are necessary  • they will offer support and advice |
| All Trust staff, volunteers and trustees | Safeguarding is everyone’s responsibility. Everyone has a duty to understand and act upon any concerns they may have regarding children and adults at risk |

## Ensuring that our events and activities are well run and safe:

* We will strive to maintain a safe environment for our activities by following the guidance on running safe activities for children and adults at risk (**Advice Sheets 1 and 8 of Safeguarding CoP**), safe communication with children and adults at risk (**Online Safety Policy)** and where applicable, seeking parental/carer consent (**Advice Sheet 9 of Safeguarding CoP)**.
* All adults involved in running an activity will have clear roles and responsibilities; this applies equally to ‘external’ staff or assistants attending with school or other visiting groups as well as GWT staff and volunteers or external contractors employed by GWT.
* Risk management for activities targeting children and adults at risk recognises the specific needs of each group.
* Before enrolling on any activity with GWT, individuals, parents/carers and service providers will be asked whether they have any particular needs, such as barriers to communication, need for support for personal care etc. that we may need to make adjustments for. If individuals are accepted onto activities then GWT will ensure that appropriate staff, volunteers and contractors are informed of these needs and the vulnerabilities they might raise.
* It is the event organisers responsibility to ensure that staff, volunteers and external contractors are suitably qualified and/or experienced to supervise and deliver the activities they undertake.
* Any third party individual or organisation involved in delivering activities as part of a GWT event will have appropriate experience, and where relevant hold the appropriate qualifications and/or accreditation and insurance. If they are operating with any degree of autonomy i.e. not under the close supervision of GWT staff or volunteers, GWT staff should ensure that they have safeguarding procedures at least equivalent to ours, or that they read and sign GWT’s, and have the appropriate level of DBS check.

## Collect, Store and Use data and digital images appropriately

* There are a few instances when we will need to collect personal data from children or adults at risk. These include their registration as a volunteer, their registration at Wildlife Warriors, Nature Nurturers or similar group, if they volunteer with us and basic personal data such as name and postcode for project reporting (for example the Wild Health Project). In these instances, staff will use the standard forms (volunteer/wildlife warrior enrolment/project reporting form) which have been checked for GDPR compliance by GWT’s IT & Safety Officer. **Advice Sheet 9 of the Safeguarding CoP** contains a standard parental/carer consent form for activities with unaccompanied U18s.

* Data must be collected in such a way that makes it clear what is to happen with the data. In practice, this means that explanations about how the data is to be used must be clear and appropriate to the age group. Staff must refer to the **Data Protection and IT Security Policies** for full details on this.
* These forms and data will be stored securely, in a locked cabinet, and/or password protected or with limited access on Sharepoint, for the period of their volunteering, attendance at Wildlife Warriors/Nature Nurturers or in line with evidence collection for a funded project. Staff must refer to the **Data Protection and IT Security Policies** for full details on data storage.
* After this time, records will be permanently deleted/securely disposed of except if they are in relation to health monitoring and accident record documents or a safeguarding referral. Health or accident records must be kept for 40 years, and documents relating to safeguarding referrals must be kept for the duration of the referral process and any follow-on procedures, plus 6 additional years (guidance issued from Blaenau Gwent Council’s Data Protection Officer). All documents will be tagged with the date that they are to be deleted.
* When the collected personal data is being used, it (the form) must be kept by the main leader of the event/activity and not left for members of the public to see e.g. not pinned on a notice board while a meeting is in progress, or left on a clipboard lying around. Copies must only be taken by the activity organiser/leader and only for good reason e.g. a wildlife warrior activity is taking place in heavy rain or on water and there is a risk that the original copies of enrolment forms could be ruined beyond recognition. Consider keeping key information on a password protected spreadsheet on GWT issued phones or tablets.
* All staff, relevant volunteers and external contractors should act in accordance with the UK GDPR Regulation, including using approved Trust forms when collecting children, young people or adults at risk’s images. They should understand the guidelines on taking, storing and using images (**refer to Photography & Filming Policy).**
* Consent should always be sought from parents or carers for children or young people under the age of 16 to be filmed or photographed by any member of the Trust, including how their images will be stored and for how long. Young people aged 16-17 can give their own consent. It’s good practice to ask the child if they are happy to have a photograph taken too before proceeding
* Adults may give their own consent, if they have capacity to make the decision at the time. If this is not the case, permission should be sought from a carer or guardian.
* GWT will only ever publish the name OR age OR school OR location, of children or adults at risk, along with a photo. i.e. just one piece of recognisable information with a photo. We will ensure we have written parental/carer consent and have informed the parents as to how the image will be used. The parents/carers must sign off the press release/post before publishing.
* In accordance with the UK GDPR regulation, systems must be in place for deletion and replacement of old records or images used, ensuring that information is only kept for as long as consent forms has stipulated

All staff and any volunteers and external contractors who will be working directly with children or adults at risk must read and understand this Safeguarding Children and Adults at Risk policy document and the Safeguarding Children and Adults at Risk Code of Practice. If there is anything that they do not understand or do not agree with, they must talk to the Designated Safeguarding Person.

All staff and relevant volunteers must attend any training and activity planning meetings that you are invited to.

**All staff and ALL volunteers must inform the Designated Safeguarding Person if they are:**

* **Charged with a criminal offence involving a child or adult at risk, violence, breach of trust or a criminal offence relevant to their duties, for example, a driving offence if they are driving as part of their duties.**
* **Investigated by any authority due to concerns that you may have had involvement in causing harm to a child or adult at risk.**
* **Diagnosed with any medical condition that may affect your ability to carry out your role with children or adults at risk safely, for example psychotic illness.**

1. A child is any individual aged under eighteen years of age [↑](#footnote-ref-1)
2. The Social Services and Well-Being (Wales) Act 2014 states that an "adult at risk", or a vulnerable adult, is an individual aged 18 years of age or over, who:

   is experiencing or is at risk of abuse or neglect,

   has needs for care and support (whether or not the local authority is meeting any of those needs), and

   as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.   [↑](#footnote-ref-2)