



High Wycombe & District Model Railway Society

Safeguarding of Children, Young People and Vulnerable Adults POLICY

1) Purpose

This policy is a legal requirement and the purpose of this is to ensure the safety of children, adults and vulnerable people who are members of HW&DMRS, visiting our clubroom or attending our outside events or activities. It sets out best practice and makes it clear what we do to keep everyone safe.

2) What is safeguarding?

Safeguarding means protecting any person'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 risk and experience of abuse or neglect, whilst at the same time, making sure that a person's general wellbeing is promoted positively in accordance with Section 1 of the Care Act 2014.

The six safeguarding principles

1. Empowerment – People being supported and encouraged to make their own decisions and informed consent.
2. Prevention – It is better to take action before harm occurs.
3. Proportionality – The least intrusive response appropriate to the risk presented.
4. Protection – Support and representation for those in greatest need
5. Accountability – Accountability and transparency in delivering safeguarding.

Abuse is the violation of an individual's human and civil rights by another person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of the person subjected to it. Abuse and neglect can take many forms. Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm.

3) Our legal position

For legal purposes, someone is a child until their 18th birthday. For the purposes of this policy children aged between 16 and 18 are deemed as young adults. Children under the age of 16 years are the legal responsibility of their parents and carers even when they are not present. The broad definition of a vulnerable person is by reason of disability, age or illness; and who is or may be unable to take care of, or unable to protect him or herself against significant harm or exploitation".

4) Our commitment to Safeguarding

At HW&DMRS we offer children over the age of 12 membership but state that children under the age of 16 should be accompanied by a parent/guardian/carer named in the membership application at all times and are responsible for them at all times. In exceptional circumstances, and with their parent/guardian/carer approval, Junior members in the 12-16 age group may attend under the supervision of a DBS registered senior member. At all times, at least two senior members including one who is DBS registered, must be present when Junior members are in the clubroom.

HW&DMRS welcome members and visitors of all ages and abilities, and we pledge to treat everyone with respect. We aim to provide a healthy and safe environment for all, including children and vulnerable people. Their wellbeing is considered as part of our health and safety management process.

We will also do all we can to protect children and vulnerable people from all abuse, neglect and harm to the best of our ability whilst they are on our premises.

We will do this by:

- Treating all children and adults with dignity and respect.
- Ensuring that all our members are informed and supported.
- Requiring our members to be good role models.
- Using appropriate language and suitable vocabulary
- Not using offensive or inappropriate language or making sexually suggestive comments.
- Not using derogatory words focusing on aspects of someone's disability, race or sexuality
- Being aware of your body language and the effect you are having on the child or adult at risk.
- Listening well to everyone.
- Being careful not to assume you know what a child or adult at risk is thinking or feeling.
- Listening to what is being spoken and how it is said. At the same time, observing the individual's body language to better understand what is being said.
- Being aware of any physical contact you may have with a child or adult.
- Work in an open environment, avoiding unobserved secluded locations or situations.
- Not making sexually suggestive comments about or to a child or adult at risk, even in 'fun'.
- Never scapegoating, belittling, ridiculing or rejecting a child or adult at risk.

HW&DMRS will providing clear procedures for parents, guardians, carers, supervising adults and children to voice their concerns if they feel unsure or unhappy about anything.

HW&DMRS will ensure that all our members are aware of this policy and their individual and collective responsibilities.

Failure to maintain appropriate standards or a breach of our conditions may be dealt with by immediate expulsion from the club.

5) What to do if you suspect that an individual is being abused or neglected.

All **HW&DMRS** members have a responsibility to immediately report any safeguarding issue.

Everyone has their part to play in helping to safeguard children and adults at risk. If the behaviour of a child or adult at risk gives any cause for concern or if an allegation is made in any context about a child or adult at risk being harmed **you must report it.**

If the behaviour of any individual towards children or adults at risk causes concern **you must report it.**

Either as a witness or a third party e.g. as result of a situation you hear about, you should:

Listen to and acknowledge what you have observed or what is being said.

You will need to remember word for word what is being said and be required to record this on paper.

Try to be reassuring & remain calm.

Explain clearly what you will do and what will happen next.

Take action – don't ignore the situation. Be supportive.

Where appropriate, tell them that:

They were right to tell you;

You are taking what they have said seriously; It was not their fault;

That you would like to pass this information on to the appropriate people, with their permission;

Be open and honest.

What not to do.

Do not promise confidentiality.

Do not show shock, alarm, disbelief or disapproval.

Do not minimise what is being said.

Do not ask probing or leading questions, or push for more information.

Do not offer false reassurance.

Do not delay

Do not investigate the incident any further.

Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be.

Do not pass on information to those who don't need to know.

What to record.

A written record must be made of the concern.

The written record should:

Be made as soon as possible after the event with date and time and location

Be legible and include the name, of the child or adult at risk,

Include the nature of any concerns and a description,

Include an exact record of what the child or adult at risk has said, using their own words where possible,

Include any action taken,

Be signed and dated, and kept secure and confident

6) Reporting a concern or situation

Every concern that a member may have, or situation observed, MUST BE REPORTED.

In the first instant, and without delay, a report must be given to an Executive Committee member i.e. Chairman, Secretary, Treasurer or Junior Section Leader.

It is then the responsibility of the Executive Committee members to immediately consider any report against the HW&DMRS Safeguarding criteria and take appropriate action.

THEY MUST;

- a. swiftly gather facts,
- b. assess against our safeguarding criteria,
- c. take immediate mitigation action within the club as appropriate,
- d. report individual/s to relevant authorities if there is a serious breach of this policy,
- e. and ensure that relevant parents/guardians are fully informed of any situation.

If a member is concerned that HW&DMRS are not acting appropriately in any possible safeguarding breach e.g. where there may be immediate risk of harm, then they may contact the Local Authority Early Resolution and Safeguarding Team or the Emergency Duty Team directly. Contact details are listed below.

7) Putting our policy into practice

A copy of the safeguarding policy statement will be displayed permanently on the notice- board and will be made available to anyone requesting it.

Each member will be required to read and sign this policy as a condition of membership.

The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.

HW&DMRS will maintain a register of all members who hold current DBS registration.

CONTACT DETAILS for local authority Safeguarding team.

Early Resolution and Safeguarding Team (First Repsonse)

0800 137 915

Ascfirstresponse@buckinghamshire.gov.uk

Outside of working hours

Emergency duty team

0800 999 7677

Ooheswt@buckinghamshire.gov.uk

Appendix

Taking Videos and Photographs of Children

Since the introduction of the Data Protection Act in 1998, everyone must observe care if they use still or moving images of clearly identifiable people. Previous legislation was reinforced through the introduction of the General Data Protection Regulation (GDPR) in May 2018.

There are several issues to be aware of:

Permission must be obtained from parents/guardians/carers, via the HW&DMRS consent form, for all children who will appear in a photograph or video before the photograph is taken or footage recorded.

It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.

If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.

Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use

Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.

HW&DMRS
May 2023