

# GRESFORD TRUST



## SAFEGUARDING POLICY

### PURPOSE

This policy establishes how Gresford & District War Memorial Community Centre Trust (Gresford Trust) will seek to prevent the physical, emotional and sexual abuse of children and youth by its employees and volunteers. Gresford Trust seeks to create a welcoming and nurturing environment and has zero tolerance for those whose actions may jeopardise the safety, health or innocence of a child/youth or vulnerable adult.

Gresford Trust is firmly committed to the belief that all children and vulnerable adults have a fundamental right to be protected from harm and fully recognises its responsibility for child and adult protection. The safety and protection of all vulnerable people at Gresford Trust is paramount and has priority over all other interests, unless life is at imminent risk.

All employees and volunteers working on behalf of Gresford Trust have a responsibility for the welfare of the children and vulnerable adults that they work with in their role at the Trust. All Gresford Trust employees and volunteers have a duty to ensure that any suspected incident, allegation or other manifestation relating to child and vulnerable adult protection is reported. All Safeguarding concerns should be reported to the designated Safeguarding Officer.

### DEFINITIONS

Abuse – Because it takes many forms, abuse can be broken down into the following subtypes, all of which are prohibited within the scope of this policy.

- *Physical abuse* – Injury inflicted on a child or youth
- *Sexual abuse* – Contact or activity of a sexual nature between an adult and a child or youth
- *Emotional abuse* – Mental or emotional injury inflicted on a child or youth by the actions of an adult
- *Neglect* – Failure to provide adequate care for a child or youth
- *Economic abuse* – Deliberate misuse of the money or belongings of a child or youth

Child/Youth – is defined as anyone under 18 years of age.

Volunteers – are defined as Trustees of Gresford Trust.

User Groups – are those groups/clubs who have a User Agreement with Gresford Trust.

Hirers – are those who do not have a User Agreement with Gresford Trust and hire the Trust facilities on a regular or ad hoc basis. This could be for societies, clubs, commercial or personal use.

### POLICY GUIDELINES

#### Personnel Screenings

Safeguards in the hiring process will be used to eliminate from consideration any candidates who display characteristics that could classify them at a high risk for violating this policy. The required screenings and background information will depend on the position and its level of involvement with children and youth.

**For those who work with or around children or youth.** Candidates for positions that involve regular interaction with children or youth will be screened and selected using the following:

- Standard Gresford Trust employment application that includes signed authorisation to perform necessary checks
- Disclosure and Barring Service (DBS) checks

- Driving records and any applicable certification if the position requires the transport of children
- In-person interview of the candidate
- If hired, periodic checks will be conducted every three years for those who regularly work with children or youth.

## **General Conduct**

In an effort to provide a safe and healthy environment for both mind and body, the following guidelines are meant to guide Gresford Trust employees and volunteers during their interactions with children and youth. These guidelines do not and cannot outline every situation that may be encountered while working, therefore employees and volunteers must act with a certain degree of personal discretion. Because a certain action is not prohibited in this section does not mean it is acceptable behaviour. Gresford Trust reserves the right to take disciplinary action against employees and volunteers whose actions are found to be inappropriate regardless of whether they appear in this section.

- All children and youth will be treated with respect and consideration. Treatment must be fair and equal, and must not be based on sex, race, religion, sexual orientation or economic or social status. All effort must be made to avoid favouritism, or the appearance of favouritism.
- While representing Gresford Trust, employees and volunteers must not possess, distribute, use or allow others to use any alcohol or drugs.
- Employees and volunteers must not use harsh or inappropriate language, degrading punishment or any type of restraining device in the name of behaviour management.
- Employees and volunteers must not participate in or allow others to engage in any form of hazing.
- Employees and volunteers must not have sexual contact with children or youth.
- Employees and volunteers must not dress, undress, shower or bathe with or in the presence of children under 16 years.
- Employees and volunteers must not use physical punishment in any form. The only time physical force is allowed to be used against a child or youth is when their actions are placing others at an immediate risk of serious harm.
- Employees and volunteers must not discuss their own sexual history, preferences or fantasies nor their use of illicit or pornographic materials while in the company of children or youth.
- Employees and volunteers are not allowed to possess any sexually oriented materials (books, magazines, videos, clothing) when conducting business in the name of Gresford Trust.
- When one-on-one discussion or counselling is warranted, employee interaction with a child or youth will take place in an area that allows for private conversation while remaining in the view of others.

If, for any reason, an employee or volunteer feels there is a need to make an exception to these guidelines, they must submit to the designated Safeguarding Officer a written description of the incident and why their actions were necessary. Their report will be reviewed for wrongdoing.

## **Structural Guidelines for User Groups and Hirers**

The safety of children and vulnerable adults is the responsibility of all users of Gresford Trust. All User Groups and Hirers should ensure that they take all reasonable steps possible to ensure that the activity they operate, under their hiring agreement at Gresford Trust, is conducted in such a way that children and vulnerable adults are kept safe from emotional, physical, sexual and other abuse.

All programmes are designed to encourage safe interaction between employees and children or youth. The following guidelines are meant to keep established safeguards effective:

- Programmes for children and youth must have an established adult to child ratio.
- Employees and volunteers are restricted from being alone with a child or youth where they cannot be easily observed by others.
- Permission must be obtained from a parent or guardian before any employee or volunteer transports a child or youth.
- Children under the age of six attending programmes will only be released to a parent, legal guardian or a person designated by a parent or legal guardian.

User Groups and Hirers should ensure that their Safeguarding procedures and knowledge are up to date. Any club, society, organisation or individual undertaking activities at Gresford Trust involving children aged under 18 or vulnerable adults will be required to adhere to their own safeguarding policy or adopt the Gresford Trust safeguarding policy.

Any club, society, organisation or individual working with children or vulnerable adults who does not have their own Safeguarding Policy and Procedure and refuses to adopt the Gresford Trust Safeguarding Policy will be refused permission to hire Gresford Trust facilities.

Any club, society, organisation or individual working with children and vulnerable adults may be subject to random spot checks to ensure policies and procedures are in place and being implemented.

Further information about child safeguarding may be found on the NSPCC website.