



## **SAFEGUARDING POLICY**

*for*

The Buchanan Trust

### **1. Introduction**

- I. The Buchanan Trust (the Charity) is a registered charity run for the following purpose:
  - To help those who have served in the armed forces, enabling them to transition into civilian life by offering short term accommodation, accredited training, skills, work experience and employment opportunities in the rural and construction sectors.
- II. The Charity is based at:
  - Estate Office, North Farm, Bosbury, Ledbury, Herefordshire, England, HR8 1JY
  - Charity Number: 235867
- III. The Charity has adopted this safeguarding policy and expects every member of staff working or helping at THE BUCHANAN TRUST, to support it and comply with it. Consequently, this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Charity.

### **2. Purpose of the Policy**

- I. This policy is intended to protect safeguard vulnerable adults who receive any service from us, including those who are the children of adults who may receive services from us.
- II. The Charity believes that no adult or child should experience abuse or harm and are committed to the protection of them; this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to adult and child protection and safeguarding.

### **3. The Risks to vulnerable people**

- I. Nearly every person in Western society grows up in a safe and happy environment, however, it is important not to miscalculate the dangers posed in society. There are situations where vulnerable adults and children need protection including but not limited to:
  - Sexual abuse;
  - Grooming;
  - Physical and emotional abuse and neglect;

- Domestic violence;
- Inappropriate supervision by staff or volunteers;
- Bullying, cyber bullying, acts of violence and aggression within our schools and campuses;
- Victimisation;
- Self-harm;
- Unsafe environments and activities;
- Crime; and,
- Exploitation.

#### **4. Universality of Protection**

##### **I. The Charity recognises that:**

- the welfare of adults and child is paramount;
- all adults and children regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm;
- some adults and children are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency; and
- working with vulnerable people, their families, parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

#### **5. Safeguarding Vulnerable People at Events/Activities**

##### **I. There are two kinds of events/activities that the Charity may be involved with:**

- those open to adults and children of all ages;
- those for children accompanied by a 'parent'; and,
- those for unaccompanied children, which are sometimes run alongside other events/activities.

**II.** At events and activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

**III.** At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

**IV.** At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

**V.** Both events and activities are to be defined broadly to include any occasions where the Charity will be providing a service.

#### **6. Disclosure and Barring**

##### **I. The Charity offers the following activities for children:**

- Our military veteran beneficiaries are permitted, with agreement by the Trust, to have family members and friends of all ages, to visit and stay at the accommodation.
- II. Some of our activities may therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children.
- III. The Charity will take very seriously any allegation of impropriety on the part of any member of the Charity. A member of the Charity who discovers anything amiss should get in touch immediately with the following: **VETERAN SUPPORT MANAGER, of THE BUCHANAN TRUST**
- IV. Allegations will be appropriately reviewed and the likely risk any vulnerable person, if appropriate, will consider banning the member from future events or revoking his or her membership or both, but only in full accordance with the rules and procedures of the Charity.

### **7. Health and Safety Aspects of Safeguarding Vulnerable People**

- I. Before starting any event that may involve any vulnerable people, the Board will carry out a risk assessment and then take steps to minimise all risks to health and safety. Identified vulnerable people, parents and children will be made aware of any particular risks and of the steps to be taken to minimise those risks. The Board will keep a record of all risk assessments.

### **8. Prevention of Bullying**

- I. The Charity will not tolerate the bullying of any individual, specifically those who may be recognised as vulnerable people. If any incident of bullying should arise at a Charity event and or across the estate, those involved will be separated immediately and the matter reported immediately to the chairman, board of trustees and law enforcement if required.
- II. The Board will review all incidents of bullying and assess the likely future risk to vulnerable people across our events and or estate property. If appropriate, the Board will consider banning individuals from future events and or the estate as deemed necessary.

### **9. Photographing**

- I. No photos will be taken or published of any person attending an event or activity unless, prior permission is sought. If any person has any concerns regarding any person taking photos at an event or activity, that person should contact the Charity immediately.

### **10. Managing Behaviour, Discipline and Acceptable Restraint**

- I. Adults supervising children at any of the Charity's events and or across our estate, must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only.
- II. Unacceptable behaviour at the Charity events and or across our estate by any person is not tolerated and must be reported immediately to the chairman, board of trustees and law enforcement if required.

- III. The Charity may apply a further disciplinary sanction; namely the banning of any adult from one or more future events and or the estate over a prescribed period or indefinitely. Any such sanction would be determined and applied by chairman.
- IV. Any person who is aggrieved by this ban may appeal to the Charity who will hear the views of all relevant persons. The decision of the Charity is then final. Any such appeals should be made to, and will be determined by the chairman, or the board of trustees as appropriate.

## **11. Legal Framework**

I. This policy has been drawn up in accordance with the following legislation and guidance:

- Children Act 1989;
- United Nations Convention on the Rights of the Child;
- General Data Protection Regulation;
- Data Protection Act 2018;
- Human Rights Act 1998;
- Children Act 2004;
- Safeguarding Vulnerable Groups Act 2006;
- Protection of Freedoms Act 2012;
- Children and Families Act 2014;
- Children and Social Work 2017;
- What to do if you're worried a child is being abused: advice for practitioners (Department of Education, 2015); and,
- Working together to safeguard children (Department for Education, 2018).

## **12. Helpful contacts and sources of advice**

- Herefordshire Children's Service
  - In office hours: The Referral and Assessment Team: 01432 261628
  - Out of office hours: The Emergency Duty Team: 01905 768020
- West Mercia Police: 08457 444 888
- Local Safeguarding Children Board: 01432 260119
- NSPCC Helpline: 0808 800 5000
- Herefordshire PCT Safeguarding Advice: 01432 363916

## **13. Charity Points of Contact**

I. The Buchanan Trust email: [info@buchanan-trust.org.uk](mailto:info@buchanan-trust.org.uk)

II. The Buchanan Trust address:

- Estate Office, North Farm, Bosbury, Ledbury, Herefordshire, HR8 1JY

This Policy is approved and robustly endorsed by The Buchanan Trust and is due for review every 12 MONTHS.

Signed:  KARL GILMORE (TRUSTEE / DIRECTOR)

Date: 17 July 2023