

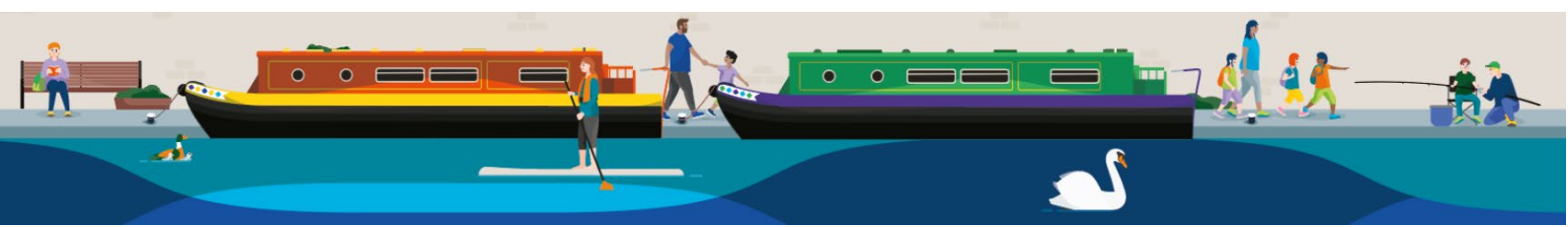
Safeguarding Standard

1. Management Brief

This Standard sets out information about safeguarding at the Trust together, how we put our safeguarding commitments into practice and how to raise a safeguarding concern.

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3. Introduction

- 3.1 We are committed to safeguarding children, young people and adults at risk. The purpose of this Standard is to clearly communicate the steps Trust Colleagues must take to ensure appropriate safeguarding measures are consistently applied to all activities and how to raise safeguarding concerns.
- 3.2 We all share an important responsibility to protect and promote the safety and wellbeing of others, and in particular children and adults who are at risk of abuse.
- 3.3 It is essential that we are all able to recognise safeguarding risks and concerns and know how to respond to these. Please take time to familiarise yourself with this Standard and its associated documents. Ensure that you regularly refresh your knowledge and understanding, promote the commitments set out in our Safeguarding Policy Statement and get in touch with our Safeguarding Team (details below) if you have any questions or concerns.

4. Applicability

- 4.1 This Standard applies to all employees, volunteers, agency workers, casual workers, consultants and anyone else working for or on behalf of the Trust (“Trust Colleagues” and “you”).
- 4.2 Customers and members of the public can also raise safeguarding concerns to our Safeguarding Team, using the contact details set out in this Standard.

5. What is Safeguarding?

- 5.1 Safeguarding means the measures we put in place to protect one another from harm or abuse.
- 5.2 Whilst the primary focus of safeguarding is the protection of children and ‘adults at risk’, caring is at the heart of our values and we will take seriously any report of suspected harm, abuse or neglect, no matter whom it relates to.

6. What do we mean by ‘child’?

- 6.1 A child is someone who has not yet reached their 18th birthday.
- 6.2 We have contact with children in a variety of ways, including through public events, youth projects, education activities, our boating community and work experience.

7. What do we mean by ‘adult at risk’?

- 7.1 An ‘adult at risk’ is any person who:

- Is aged 18 years or over;
- has needs for care and support (whether or not the local authority is meeting any of those needs);
- is experiencing, or at risk of, abuse or neglect; and
- as a result of their care and support needs, is unable to protect themselves from the risk or experience of abuse or neglect.

7.2 We may come into contact with ‘adults at risk’ within our boating community, our workforce, through our activities and events or as tenants of residential properties we operate.

7.3 It will not always be obvious that you are interacting with an ‘at risk’ adult. We do not expect you to assess whether someone is an ‘adult at risk’ before reporting concerns about abuse or neglect. If you feel that someone is at risk of abuse or neglect, tell the safeguarding team (details of how to do this are set out below).

8. What is abuse?

8.1 There are four recognised categories of abuse relating to children: physical abuse; sexual abuse; emotional abuse; and neglect.

8.2 There are 10 categories of abuse relating to adults: physical abuse; psychological abuse; financial or material abuse; sexual abuse; neglect and acts of omission; self-neglect; organisational abuse; domestic abuse; modern slavery; and discriminatory abuse.

8.3 Our employees and volunteers can find more information on categories of abuse and behavioural indicators in our guidance document: *Recognising Possible Signs of Harm or Abuse*, available on the Safeguarding pages of *Navigate* (for employees) and *MyTrust* (for volunteers).

9. Safeguarding Steering Group

9.1 We have a Safeguarding Steering Group, chaired by our Chief Executive, which is responsible for setting the Trust’s safeguarding strategies.

9.2 We have appointed a Safeguarding Trustee, who is a member of the Safeguarding Steering Group. This helps to ensure that our Board maintains ongoing and detailed awareness of safeguarding practices, risks and reports and can directly input into strategic safeguarding decisions.

9.3 Our Safeguarding Steering Group meets quarterly to discuss safeguarding risks and referrals, and to direct any actions required for the continuous improvement of our safeguarding regime.

10. Safeguarding Team

- 10.1 We have a Safeguarding Team, which includes our Designated Safeguarding Officer (DSO), Deputy DSO and Central Safeguarding Leads. You can access the team sheet via the Safeguarding Pages on Navigate (for employees) and MyTrust (for volunteers).
- 10.2 The DSO and Deputy DSO must regularly review the Trust's Safeguarding Standard and associated guidance, ensure safeguarding requirements are clearly communicated to colleagues and report safeguarding information to the Safeguarding Steering Group.
- 10.3 The Safeguarding Team deals with safeguarding referrals, provides guidance and contributes to the continuous improvement of the Trust's safeguarding regime. Safeguarding Team members follow the processes set out in the Safeguarding Team Working Protocol.
- 10.4 The Safeguarding Team is supported by Local Safeguarding Leads, who provide a local point of contact for safeguarding information and raise the profile of safeguarding across our charity.
- 10.5 You can contact the Safeguarding Team via safeguarding@canalrivertrust.org.uk to report any safeguarding concerns or to ask any questions you may have about safeguarding at the Trust. Individual contact details are included in the team sheet.

11. Reporting a Concern

- 11.1 You may develop a safeguarding concern in a number of ways, including:
- An individual may tell you that they are suffering abuse or neglect.
 - An individual may tell you something which makes you suspect that they are suffering abuse or neglect.
 - You may witness abuse taking place.
 - You may see signs of possible abuse or neglect.
- 11.2 Report safeguarding concerns to the Safeguarding Team without delay.
- 11.3 **Important Note:** If you ever feel anyone is in immediate danger of serious harm, call 999 and seek assistance from the relevant emergency services before contacting the Safeguarding Team.
- 11.4 Guidance on how to respond to disclosures by children is contained in our e-learning training (accessible through TrustEd for employees) and also within our

Safeguarding FAQs, which is available on the Safeguarding pages of Navigate (for employees) and MyTrust (for volunteers). Our guidance on Recognising Possible Signs of Abuse or Harm is available to employees via the Navigate Safeguarding page, and to volunteers via MyTrust.

- 11.5 We recognise that not all concerns are easy to categorise. If in doubt – get in touch. We take all concerns seriously. Even if, on assessment, a concern is not deemed to be a safeguarding matter, the Safeguarding Team can signpost you to the appropriate department to help with your concern or enquiry.
- 11.6 If you develop a concern, whether this is because of something you have been told or something you have seen, make a record of what you have seen / been told as soon as possible, while the details are still fresh in your mind. Keep information factual. Do not investigate the concern yourself.
- 11.7 Once all information has been shared with a member of the Safeguarding Team, delete all emails and documents (both electronic and hardcopy) you hold about the matter. The records will be saved in a secure location by the Safeguarding Team. Deleting unnecessary duplicates helps the Trust to comply with its data protection obligations.
- 11.8 All concerns reported to the Safeguarding Team will be taken seriously. The Safeguarding Team will assess the case and decide whether a referral to a relevant authority is required. Details will be recorded in the safeguarding register.
- 11.9 Where appropriate, referrals will be discussed with the Legal & Governance Director to determine whether a serious incident report should be made to the Charity Commission under the Trust’s Serious Incident Reporting Standard.
- 11.10 If you have a serious concern about safeguarding at the Trust which you do not consider it is appropriate to raise to the Trust’s Safeguarding Team, concerns can be raised to the independent whistleblowing services provider See, Hear, Speak Up. Details of how to do this are set out in the Trust’s Whistleblowing Policy Statement and Whistleblowing Standard, which are available on Navigate (for employees) and MyVolunteering (for volunteers).

12. Safeguarding Training & Awareness

- 12.1 All employees, and volunteers carrying out certain activities, are required to complete the Trust’s mandatory e-learning safeguarding training, plus refresher training every three years. Enhanced safeguarding training is provided for some roles. The training is available in TrustEd for Trust employees and MyVolunteering for volunteers.

- 12.2 Further guidance about recognising and reporting safeguarding concerns can be found in our:
- Safeguarding Guidance and FAQs document; and
 - Guidance on Recognising Possible Signs of Abuse or Harm.
- 12.3 Our Safeguarding Toolbox Talk provides guidance on engaging safely with children and young people safely. Those working with children and young people must be familiar with Safeguarding Toolbox Talk.
- 12.4 The documents referred to in this section are available on the Safeguarding Pages of Navigate (for employees) and MyVolunteering (for volunteers), together with additional information and guidance for anyone working directly with children and young people. Any Trust Colleagues who are unable to access any document referred to in this Standard can contact safeguarding@canalrivertrust.org.uk to receive a copy by email.

13. Safer Recruitment

- 13.1 Safe recruitment practices help us to identify applicants who share our values and minimise the risk of engaging individuals who may cause harm to others.
- 13.2 All hiring managers must comply with the Trust's Safer Recruitment Standard including:
- (a) Ensuring safeguarding responsibilities are included in role profiles.
 - (b) Ensuring that role profiles fully and accurately reflect all duties and responsibilities which may have safeguarding consequences, and in particular providing details of any contact the role holder will have with children and/or adults at risk.
 - (c) Asking mandatory safeguarding questions at interview.
 - (d) Liaising with the Recruitment Team to arrange criminal record checks (Disclosure and Barring Service checks) where appropriate for the role.
 - (e) Risk assessing criminal record information, which is disclosed by applicants or through DBS checks, and only proceeding with the appointment if any risks can be appropriately controlled and the proper approvals have been obtained.
 - (f) Carrying out compliant 'Right to Work' checks before the employment starts.
- 13.3 All employers have an obligation to prevent illegal working. As part of this, the Trust carries out 'right to work' ("RTW") checks on all successful applicants for employment. These checks are also an important safeguarding measure. The Trust's system of RTW checks for employees is managed by our People Team, who can provide guidance to hiring managers.

14. Standards of Behaviour

- 14.1 Safe recruitment practices help us to identify applicants who share our values and minimise the risk of engaging individuals who may cause harm to others.
- 14.2 We all have a right to be treated with dignity and respect. By ensuring that we treat each other appropriately, we act in line with the Trust's values and help to safeguard each other's wellbeing.
- 14.3 Employees must act appropriately at all times and in line with the Trust's Code of Conduct, Inclusion & Diversity Standard and Bullying & Harassment Policy, which can be found on the People Policies section of Navigate. Our Volunteer's Handbook (available via MyVolunteering) contains information about expected standards of behaviour for volunteers.
- 14.4 When engaging with children, you must be mindful that you are in a position of trust and influence, must maintain appropriate relationship boundaries, and must role model inclusive, appropriate behaviour at all times. You can find a non-exhaustive list of 'dos and don'ts' at Appendix A to this Standard.

15. Working Safely

- 15.1 All activities involving children, young people and/or adults at risk must be carefully planned. This includes online activities and activities which involve processing sensitive information about children and adults at risk.
- 15.2 Where a new activity of a type not previously undertaken by the Trust involves children or adults at risk, you must take advice from a member of the Safeguarding Team in advance.
- 15.3 Where a project or activity involving schools is being planned, you must ensure the Explorers guidance (which can be found on Navigate) is followed, as well as all other safeguarding practice requirements.
- 15.4 If you engage contractors or volunteers to lead activities involving children or adults at risk on behalf of the Trust, you must ensure that they comply with the requirements of this Standard.

16. Supervision & Adult-Child Ratios

- 16.1 When you are leading activities with children at any of our locations, you must:
 - (a) Ensure there are always at least two supervising adults present, no matter how many participants are in the group.
 - (b) Ensure that all colleagues and volunteers involved in delivering the activities have appropriate vetting checks and training in place.

(c) Ensure the following responsible adult to child ratios are adhered to:

- 0 – 2 years – one adult to three children
- 2 – 3 years – one adult to four children
- 4 – 8 years – one adult to six children
- 9 – 13 years – one adult to eight children
- 13 - 18 years – one adult to ten children

Note that, where you are involved in the delivery of activities which is being led by a third party, for example delivering sessions in schools, the school or other organisation will be responsible for setting appropriate ratios for the activity

16.2 Always consider whether the needs and abilities of the children, and the nature and setting of the activity, mean that a higher adult to child ratio is necessary. For example, higher ratios may well be needed when supervising children with special educational needs or disabilities and/or due to the particular nature of the activities. These considerations must be built into your risk assessment.

17. Risk Assessments

17.1.1. Appropriate risk assessments must be carried out in respect of all activities and events.

17.1.2. Completed risk assessments must be securely stored in a location which can be accessed by other colleagues for the purposes of arranging absence cover and carrying out audits.

17.1.3. The following must be incorporated into activity planning and risk assessments:

- (a) Planning must comply with the provisions of this Standard.
- (b) Particular attention must be given to health and safety requirements.
- (c) Any risks associated with the age of participants must be considered and assessed.
- (d) Any risks associated with the individual needs of participants must be considered and assessed, for example disabilities and/or the need to be supported by a carer.
- (e) Whether any parental / guardian consent is required in order for an individual to participate in the planned activity.
- (f) Plan to avoid 1:1 situations as far as is possible.
- (g) Plan to avoid lone working where possible and ensure any lone working practices which cannot be avoided are planned and carried out in accordance with the Trust's Lone Working Policy, which can be found on the Safety Navigate page.
- (h) Document how safeguarding concerns will be dealt with.

17.2. Guidance on working with children and young people and safeguarding in risk assessments can be found on the safeguarding page of Navigate (for employees) and via their Task Manager for any volunteers responsible for writing risk assessments. It is the responsibility of the Task Manager to ensure volunteers responsible for risk assessing activities are provided with a copy of this guidance.

18. Online Activities

- 18.1 If you engage with children, young people and/or adults at risk online on behalf of the Trust, you must:
- (a) be aware of the particular safeguarding risks that come with the benefits of using social media and other digital communications;
 - (b) risk assess the activity and ensure all necessary controls are implemented; and
 - (c) ensure you and any other Trust Colleagues involved in delivering the activity work safely and conduct themselves appropriate in the online setting.
- 18.2 Our Online Safety Guidance (available on the Safeguarding Navigate page (for employees) and MyVolunteering (for volunteers) provides information about engaging with children safely and effectively online and on digital platforms.

19. Data Protection

- 19.1 The Trust takes its data protection obligations seriously. However, it is important to remember that these obligations are not a barrier to taking appropriate action in response to safeguarding concerns. Our standards are designed to prioritise safety and wellbeing within the boundaries of acceptable data protection practices. Reporting concerns to the safeguarding team will not breach data protection laws.
- 19.2 We record safeguarding information in secure locations and appropriately limit access to that information.
- 19.3 We only share personal data when it is appropriate to do so, for example when we know or have concerns that someone has been abused or harmed or is at risk of abuse or harm.

20. Roles and Responsibilities

- 20.1 **The Board** will:
- (a) Familiarise itself with the Charity Commission Safeguarding Guidance for Trustees.
 - (b) Designate a Safeguarding Trustee to sit on the Safeguarding Steering Group.
 - (c) Receive an annual safeguarding report.

- 20.2 **The Safeguarding Steering Group (SSG) will:**
- (a) Set the Trust's safeguarding strategy.
 - (b) Meet quarterly to discuss strategic decisions and safeguarding cases.
- 20.3 **The Legal & Governance Services Director will:**
- (a) Provide an annual safeguarding report to the Board.
- 20.4 **The Designated Safeguarding Officer (DSO) and Deputy DSO will:**
- (a) Review this Standard annually and in response to any significant regulatory changes or incident.
 - (b) Report key safeguarding information to the SSG.
 - (c) Carry out actions set by the SSG.
- 20.5 **The Safeguarding Team will:**
- (a) Deal promptly and appropriately with safeguarding referrals.
 - (b) Support DSO & DDSO in identifying safeguarding risk areas and driving awareness.
- 20.6 **The Organisational Development Team will:**
- (a) Ensure that mandatory safeguarding training requirements are clearly communicated to employees and ensure a robust system of escalation is in place in relation to non-compliance.
- 20.7 **All Trust Colleagues will:**
- (a) Comply with this Standard.
 - (b) Consider safeguarding risks in relation to all activities and implement necessary controls.
 - (c) Complete all mandatory safeguarding training.
 - (d) Promptly report any safeguarding concerns to the Safeguarding Team.

21 Version control

Version number:	1.0
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Appendix A

Standards of Behaviour – Dos & Don'ts

- A. When running events and activities, you must **always**:
- Treat everyone with respect and dignity.
 - Respect and be sensitive to individual beliefs, faiths and religions.
 - Provide an environment which encourages individuals to feel comfortable and confident in challenging discriminatory, bullying or otherwise inappropriate attitudes or behaviours.
 - Show understanding and sensitivity when dealing with emotional issues.
 - Respect privacy and confidentiality.
 - Take all allegations, suspicions or concerns about abuse seriously (including those made against other colleagues) and report them without delay in line with this Safeguarding Standard.
- B. When running events and activities, you must **never**:
- Permit or accept abusive or discriminatory behaviour or peer-led activities, for example: initiation ceremonies, bullying, taunting.
 - Engage in, or allow others to engage in, inappropriate behaviour or contact, for example: physical, verbal, sexual, including “horseplay”.
 - Give or lend personal money to participants.
 - Invite children your home, arrange to meet up with children outside of our work setting or befriend children online.
 - Show favouritism to anyone.
 - Jump to conclusions without checking facts.
 - Use or be under the influence of alcohol, drugs or other substances when working.
 - Deliberately or negligently become involved in compromising or potentially dangerous situations.
 - Promote your own religious or political ideas or beliefs.