**[Insert name of organisation] Safeguarding Policy**

[**Note**: This template policy is provided to assist organisations who need to put a Safeguarding Policy in place, including to comply with the Trust’s Mandatory Safeguarding Standard for organisations working with, or in connection with, the Trust. This template is provided for guidance only. It is your organisation’s responsibility to ensure all relevant information is captured and that you comply with your safeguarding obligations]

**Commitment to Safeguarding**

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 harm.

It is essential that we are all able to recognise safeguarding concerns and know how to respond to these in accordance with established processes.

Please take time to familiarise yourself with this policy and associated documents. Ensure that you regularly refresh your knowledge and understanding, promote the principles set out in these documents and get in touch with our [insert] (details below) if you have any questions or concerns. [**Drafting Note**: You should nominate one or more appropriate people within your organisation to whom safeguarding concerns can be reported and insert details here.]

**What is Safeguarding?**

Safeguarding means the measures we put in place to protect one another from harm or abuse. Whilst the primary focus of safeguarding is the protection of children and ‘adults at risk’, any report of suspected harm, abuse or neglect, should be taken seriously no matter whom it relates to.

**Who is a ‘Child’?**

A child is means someone who has not yet reached their 18th birthday.

[**Drafting Note**: Consider providing details of the ways in which your organisation may come into contact with children whilst carrying out its activities].

**Who is an ‘Adult at Risk’?**

An ‘adult at risk’ is any person who is aged 18 years or over and who is at risk of abuse, harm or neglect because of their needs for community care and or support.

[**Drafting Note**: Consider providing details of the ways in which your organisation may come into contact with children whilst carrying out its activities].

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 ‘at risk’ before reporting any concerns. If you feel that someone is at risk of harm, abuse or neglect, tell [insert nominated safeguarding contact(s) title / name].

**Reporting a Concern**

You may develop a safeguarding concern in a number of ways, including:

* An individual telling you directly that they are suffering harm.
* An individual telling you something which makes you suspect that they are suffering harm.
* Witnessing behaviour which appears to be inappropriate.
* Seeing signs of possible physical, sexual, emotional, financial or other abuse or neglect.

**Important Note: If you ever feel anyone is in immediate danger, call 999.**

If you have any concerns which do not involve immediate danger, you should report these to a member of [insert nominated safeguarding contact(s) title / name] without delay, as follows:

* [add in all relevant contact details here]

Not all concerns are easy to categorise. If in doubt – make the report.

If you develop a concern, whether this is because of something you have been told or something you have seen, you should make a record of what you have seen / been told as soon as possible, while the details are still fresh in your mind. You should not investigate the concern yourself.

If you are unable to reach [insert nominated safeguarding contact(s) title / name] for any reason, you should contact a member of the Canal & River Trust Safeguarding Team via safeguarding@canalrivertrust.org.uk

If [insert nominated safeguarding contact(s) title / name] receives a report which they feel should be escalated to a local authority but is unable to, or unaware of how to, do this, they should contact the Canal & River Trust Safeguarding Team.

[**Drafting Note**: the above wording is a suggestion. If your organisation has a different internal escalation process in place for the reporting of safeguarding concerns, this section can be tailored to reflect that. You may also wish to document your system of record-keeping here to ensure everyone is aware of how information should be securely reported and stored as well as any rules you have in place for secure disposal of information. It is your organisation’s responsibility to ensure that you have an appropriate reporting and record-keeping system in place]

**Safeguarding Training and Information**

[**Drafting Note**: insert details here of any safeguarding training offered to staff / group participants, such as induction briefing, e-learning or face-to-face training etc. You may wish to point to the Trust’s Guidance on Recognising Possible Signs of Abuse or Harm]

**[Safer Recruitment / Engagement]**

[**Drafting Note**: If your organisation carries out any checks on individuals / organisations it employs / engages / works with (such as DBS checks, requiring voluntary disclosure of criminal records, reference checks, screening questions or any other appropriate check) details can be inserted here. It is your organisation’s responsibility to ensure that any checks are appropriate, proportionate and carried out in line with any applicable laws]

**Standards of Behaviour**

We all have a right to be treated with dignity and respect.

[**Drafting Note**: if your organisation has a Code of Conduct, relevant policy (such as Anti-Bullying and Harassment Policy and/or Equality and Diversity Policy) or has any group rules or standards about acceptable standards of behaviour, you may wish to insert details here.]

**Working Safely**

Any activities involving children and adults at risk must be carefully planned.

Appropriate risk assessments must be carried out in respect of all activities and events. These must incorporate consideration of any particular risks linked with age and/or particular individual needs. Completed risk assessments should be securely stored.

[**Drafting Note**: Your risk assessments processes and any standard forms you use can be detailed here. It is your organisation’s responsibility to assess and minimise the risks which may arise in connection with your activities]

[**Drafting Note**: the following are considerations which you may wish to incorporate into activity planning and risk assessments as far as they are applicable to your organisation / activities. There may be other considerations you wish to include to cover particular aspects of your activities.

* Planning must comply with the provisions of this policy and any associated guidance mentioned within this policy.
* Particular attention must be given to health and safety requirements.
* Any particular risks associated with the age of participants should be considered and assessed.
* Plan to avoid 1:1 situations as far as is possible.
* Plan to avoid lone working / activities where possible and ensure any lone working practices which cannot be avoided are planned and carried out in accordance with our organisation’s rules]

**Confidentiality and Data Protection**

Data protection obligation are not a barrier to taking appropriate action in response to safeguarding concerns. [**Drafting note**: your organisations standards and processes should be designed to prioritise safety within the boundaries of acceptable data protection practices.]

Reporting concerns to nominated safeguarding contacts (or, where necessary, to the police, local authority or other official body) will not breach data protection laws.

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.