



Safeguarding Position Statement

At Canal & River Trust, we believe that no one should suffer abuse of any kind.

We are committed to providing safe environments and working practices that promote and protect the safety and welfare of all individuals who come into contact with our organisation, and in particular children, young people and adults at risk.

At Canal & River Trust we:

- Recognise that the welfare of children is paramount.
- Value, listen to and respect children, young people and adults at risk.
- Promote equality and diversity, and recognise that all children, young people and adults at risk have an equal right to protection from harm or abuse.
- Promote an inclusive and respectful environment and have policies and procedures in place to deal with bullying or other inappropriate behaviour.
- Promote our values and set clear standards of expected behaviour.
- Take seriously and respond promptly to safeguarding concerns.
- Are committed to the continuous improvement of our safeguarding practices.
- Have full Safeguarding Policy, which follows this position statement, the content and implementation of which is regularly reviewed.

The Canal & River Trust takes active steps to protect people from abuse and other harmful behaviour in all our activities. We also encourage organisations who work in connection with us to demonstrate commitment to safeguarding.

Safeguarding: We all play a part



Safeguarding Policy

Commitment to Safeguarding

This policy sets out the Trust's commitment to safeguarding and provides important guidance on how to put this into practice.

This policy applies to all employees, casual workers, volunteers, agency workers, consultants and contractors ("Trust Colleagues").

Trust Colleagues 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 the Trust's established processes.

Trust Colleagues should familiarise themselves 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 safeguarding team (details below) if you have any questions or concerns.

Policy Summary

Our safeguarding practices include standards and procedures which are designed to incorporate safeguarding protections and controls into all of our activities.

We are committed to:

- Establishing an organisational culture which prioritises safeguarding.
- Operating fair, safe and transparent recruitment practices.
- Identifying and minimising safeguarding risks across all of our activities through appropriate training, risk assessments and processes.
- Providing a clear and effective escalation procedure for safeguarding concerns.
- Maintaining effective internal and external communication channels to ensure that safeguarding issues are properly assessed and, where appropriate, reported to the relevant authorities, whilst complying with our data protection obligations.
- Regularly reviewing our processes in line with regulatory and organisational developments.

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', wellbeing 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.

What do we mean by 'Child'?

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



The Trust has contact with children in a variety of ways, including through youth projects, educational activities, public events, our boating community, work experience and activities organised by our partner groups and other third parties.

What do we mean by 'Adult at Risk'?

An 'adult at risk', or 'vulnerable adult' in Wales 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.

We may come into contact with 'adults at risk' / 'vulnerable adults' within our boating community, our workforce or through our activities and events.

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 the Safeguarding Team.

What is Harm or Abuse?

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

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.

Trust Colleagues 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 Gateway and MyTrust or upon request from the Safeguarding Team.

Safeguarding Team

The Trust has a Safeguarding Team. The team sheet (including individual contact details) can be accessed via the Safeguarding Pages on Gateway and MyTrust.

The Designated Safeguarding Officer ("DSO") and Deputy DSO are responsible for implementing the Trust's safeguarding strategies, monitoring effectiveness and leading on case management.

The Central Safeguarding Leads (together with the DSO and Deputy DSO) deal with safeguarding cases, provide guidance and training and contribute to the continuous improvement of the Trust's safeguarding regime.

The Local Safeguarding Leads are a local point of contact for any safeguarding referral and provide signposting to local community support measures where appropriate.

You can contact any member of the Safeguarding Team to report any safeguarding concerns. These may relate to an individual case or a more general concern about practices or policies. Individual contact details are included in the team sheet. The Safeguarding Team also has a team email address via which you can make contact: safeguarding@canalrivertrust.org.uk

In addition, the Trust has a Safeguarding Steering Group, which is responsible for setting strategies.

The Trust has a nominated Safeguarding Trustee, who is a member of the Safeguarding Steering Group. This ensures that the Trust's Board maintains ongoing, up-to-date and detailed awareness



of safeguarding practices, risks and reports, and can directly input into strategic safeguarding decisions.

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 or abuse.
- An individual telling you something which makes you suspect that they are suffering harm or abuse.
- 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 the Safeguarding Team without delay.

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 team can refer it on to the appropriate department to be dealt with.

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.

Once all details have been shared with a member of the Safeguarding Team, Trust Colleagues should delete all emails and documents (both electronic and hardcopy) relating to the matter. The records will be saved in a secure location by the Safeguarding Team. Deleting unnecessary duplicates will help the Trust to comply with its data protection obligations. All concerns reported to the Safeguarding Team will be taken seriously. The Safeguarding team aims to respond to all concerns / emails within 1-2 working days, and will always respond within 5 working days. The Safeguarding Team will assess the case and decide whether a report to a relevant authority is required, in line with the Safeguarding Team Protocol. This may involve reporting information to the Local Authority Designated Officer and/or police or other appropriate agency. The Safeguarding Team will work together with adults at risk / vulnerable adults, children and their families where appropriate when referring cases to the relevant agencies. Details of safeguarding referrals are recorded in the safeguarding register.

Where appropriate, referrals will be discussed with the Head of Legal & Governance Services to determine whether a serious incident report should be made to the Charity Commission under the Trust's Serious Incident Reporting Policy.

If you have a serious concern about safeguarding at the Trust which 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.

Safeguarding Training and Information

All employees, and volunteers carrying out certain activities, are required to complete the Trust's mandatory e-learning safeguarding training, available via TrustEd. Existing staff, and some volunteers, are required to complete regular refresher training.



Enhanced training is provided for some roles. These training courses include guidance on how to recognise potential safeguarding concerns.

Further guidance for employees and volunteers 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.

Our Safeguarding Tool Box Talk is a document that encourages our people to engage with children, young people and adults at risk safely and includes many of the do's and don'ts in relation to this work. Those working with children, young people and adults at risk must be familiar with Safeguarding Tool Box Talk.

These documents are available on the Safeguarding Pages on Gateway and MyTrust, together with additional information and guidance for anyone working directly with children, young people and adults at risk. If you are unable to access this guidance or any other document referred to in this policy, contact safeguarding@canalrivertrust.org.uk to receive a copy by email.

Safer Recruitment

Safe recruitment practices help us to identify individuals who share our values and minimise the risk of engaging individuals who may cause harm to others.

We take active steps to assess the suitability of individuals who want to work with us.

This includes:

- Making interview candidates aware that safeguarding is a priority for the Trust
- Incorporating tasks to assess safeguarding awareness and competence into the interview process for certain roles
- Including safeguarding responsibilities in role descriptions
- Ensuring that role profiles fully and accurately reflect all duties and responsibilities which may have safeguarding consequences.
- Carrying out reference checks
- Carrying out criminal record checks where appropriate for the role
- Respond to concerns about the suitability of applicants during the recruitment process, including through risk assessments where appropriate.
- Respond to concerns about the suitability of employees and volunteers once they have begun their role.
- Carrying out appropriate 'Right to Work' checks

When drafting role profiles and deciding whether a DBS check is required, managers and volunteer role planners must refer to the Trust's Guidance on DBS Checks, available on the Safeguarding Page on Gateway.

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 the Human Resources Team, who can provide guidance to managers.

Standards of Behaviour

We all have a right to be treated with dignity and respect. By ensuring that we treat each other appropriately at all times, we act in line with the Trust's values and help to safeguard each other's wellbeing.

Some of us have a greater responsibility for safeguarding than others and should be the champions of good practice in the way we work with, and treat, children and adults at risk. This includes: those who work with children, those with enhanced safeguarding responsibilities in their role profiles and all member of the Safeguarding Team and Safeguarding Steering Group.

It is not always obvious that we are interacting with a vulnerable person. For example, we may unknowingly work alongside, or otherwise come into contact with, adults who are at risk due to challenges such as health conditions, domestic abuse or financial difficulty. This makes it all the more important to ensure that all employees act appropriately at all times and in line with the Trust's Code of Conduct, Diversity & Inclusion Policy and Bullying & Harassment Policy which can be found on the People Policies section of Gateway. Volunteers should refer to the Volunteer Handbook.

Working Safely

Any activities involving children and adults at risk / vulnerable adults must be carefully planned. This includes activities which involve processing sensitive information about children and adults at risk.

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.

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

- Planning must comply with the provisions of this policy and its associated guidance.
- Particular attention must be given to health and safety requirements.
- Any particular risks associated with the age of participants should be considered and assessed.
- Whether any parental / guardian consent is required in order for an individual to participate in the planned activity.
- Where a new project or activity involving children, young people or adults at risk / vulnerable adults is planned, the line manager or task manager must take advice from a member of the Safeguarding Team in advance.
- Where a project or activity involving schools is being planned, the line manager or task manager must take advice from the Safeguarding Team in advance.
- Plan to avoid 1:1 situations as far as is possible.
- 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 Gateway page.



Digital and Social Media Work

All employees and volunteers (where appropriate to their volunteering role) should be aware of the particular safeguarding risks that come with the benefits of using social media and other digital communications. This is particularly the case as we increasingly carry out activities online. For more detailed guidance, see the Trust's Safeguarding and Social Media Document and Safeguarding FAQs, available on the Gateway Safeguarding Page.

Data Protection

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 and processes 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.

We record safeguarding information in secure locations and appropriately limit access to that information.

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.

Authorised by: Richard Parry, Chief Executive

Custodian: Designated Safeguarding Officer. The DSO will review this policy annually, and upon any significant change to safeguarding requirements or activities, and make any appropriate updates.

Date of last review: April 2021