

# OXFORDSHIRE OPEN AWARD

## SAFEGUARDING POLICY

**Version 3.0**

**4<sup>th</sup> March 2019**

**Andy Pope**

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## Modification History

Date	Version	Author	Comments
7/11/15	0.1	Andy Pope	Initial Draft
12/12/15	1.0	Andy Pope	First Version for adoption. Minor changes from v0.1 as a result of feedback received.
31/3/17	2.0	Andy Pope	Periodic review. Removal of the clause whereby existing OXPED members do not have to provide 2 referees Cosmetic changes to bring document to current standard
8/2/19	2.1	Andy Pope	Periodic review. Use of DBS update service to negate the use of new certificates every 3 years
4/3/19	3.0	Alan Wallis / Andy Pope	Change of terms from Child Protection to Safeguarding and from young person to participant. Addition of latest national guidelines.

Document Review Frequency: At least every 2 years.

Date of next review of this document: 1<sup>st</sup> April 2021

## Definitions of Terms

For the purpose of this guide, the term ‘participant’ refers to anyone under the age of 18 years and anyone identified as a vulnerable adult.

There is no standard single definition for an adult at risk (also known as vulnerable adults), so for our policy we are using the following simple definition :

*‘Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation’.*

## Introduction

This document describes how everyone involved in the delivery of DofE within the Oxfordshire Open Award (OxDofE) will share the objective to help keep participants safe. This will be done by:

1. Contributing to providing a safe environment for participants to learn in.
2. Identifying participants who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure that they are kept safe at home and whilst in our care.

To meet this objective systems will be put in place designed to prevent unsuitable people working with participants, to promote safe practice and to identify circumstances in which there are grounds for concern about a participant’s welfare and initiate or take appropriate action to keep them safe.

The key roles and responsibilities of OxDofE are as follows:

1. To identify any participant that comes to us who are at risk of harm
2. To provide control measures to provide a safe environment for participants within the care of OxDofE

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## Approvals

This document has been reviewed and approved by the following, who agree to be bound by its contents.

Signed Safeguarding Officer

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Name

Position

Date

Signed Chairman

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Name

Position

Date

## Safeguarding Officer

OxDoFE will have at all times a nominated Safeguarding Officer. The Safeguarding Officer will be responsible for ensuring that the objective of keeping participant safe are met by:

1. Ensuring that this policy is fit for purpose
2. Ensuring that the measures defined in this policy are consistently and systematically carried out by all members of OxDoFE when working with participant.

The Safeguarding Officer will have received the appropriate training to hold the post.

The current OxDoFE Safeguarding Officer is Kim Wallis. If needed Kim can be contacted on 07914 315636. All OxDoFE volunteers are recommended to have this number handy when working with participants.

In the event that the current Safeguarding Officer cannot be contacted in case of an emergency, then call the current OxDoFE chairman.

**DBS Officer.** A DBS Officer will be appointed to carry out the required checks of new members and ongoing checks as required.

## Participants who are suspected of harm

OxDoFE has a responsibility to safeguard participants and vulnerable adults from unnecessary harm. All OxDoFE volunteers working with participants will have received safeguarding training and staff will have a duty to protect the welfare of the participant. In the event that it is suspected that a participant is in sufficient harm, then the volunteer will report this to the Safeguarding Officer and take notes of the concern. The Safeguarding Officer will then assess the report and if needed take the information to the local authority child protection team.

## Volunteer Recruitment

All volunteers working for OxDoFE will be recruited as defined in the current Volunteer Management Policy. The key features of volunteer recruitment defined in this policy are as follows:

1. All prospective new volunteers will be required to complete a copy of the current membership application form.
2. All prospective new volunteers will be required to supply the names of two people to confirm their suitability for working with participants.
3. All volunteers will be required to sign a copy of the current volunteer agreement form.
4. All volunteers who will be working directly with participants can only start work once a satisfactory DBS check is in place.

## Volunteer Training

All volunteers working directly with participants will need to receive Safeguarding training appropriate to their role, within three months of starting work and repeated not less than every three years.

The preferred supplier of Safeguarding training is the Oxfordshire Safeguarding Children Board (OSCB). It is expected that all initial training will involve attendance at a formal face to face training event and that refresher training will be completed using the online facility. Details of training offered by OSCB are available on the website <http://www.oscb.org.uk/training/>. The Safeguarding Officer may offer face to face training should no OSCB suitable courses be available. All safeguarding training will result in the issue of certificates on completion to the volunteers, and a record of the training on the OxDofE volunteer database as defined in the Volunteer management policy.

If OxDofE volunteers can show documented attendance at an approved Safeguarding course as part of other roles, such as teachers, youth workers etc, then OxDofE will accept this training and not require duplication.

## DBS Checking

All volunteers working with participants will need to hold a satisfactory DBS disclosure less than three years old before starting work with participants. Checks will have to be repeated at least every three years, where volunteers are signed up with the 'DBS update service' then the DBS Officer will use this service to perform the three year check. All volunteers will be required to agree to OxDofE holding the details of their DBS disclosure in line with the Data Protection Policy when they apply to join.

Where new volunteers have signed up for the 'DBS update service' then they will be required to provide the information needed for the DBS Officer to register a check for OxDofE.

The DBS Officer will validate completed DBS disclosures and inform the secretary and chairman to enable this to be recorded on the OxDofE volunteer database.

OxDofE will share a DBS check database with OXPED CIC to reduce duplication.

OxDofE will not conduct sufficient DBS checks to necessitate registration; consequently they will be conducted through an umbrella body.

## Self-Governing Organisations

All self-governing organisations that deliver the DofE Award under the OxDofE licence will be required to have a child protection policy. Within the scope of the quality assurance processes OxDofE will check self-governing organisations for compliance with the child protection policy of that organisation.

## Risk Assessments

A key method of minimising the chance and seriousness of harm is to conduct a risk assessment on the activity / location beforehand.

## Expedition Risk Assessments

Expedition risk will be assessed generically to avoid duplication of effort and to help ensure potential hazards are not overlooked. OxDofE will maintain a generic expedition risk assessment. All expeditions approved by OxDofE will comply with the control measures as specified in the generic expedition risk assessment, in addition the expedition leader will complete a specific risk assessment for the individual potential hazards for that expedition and will also declare that a mechanism is in place for risk to be dynamically assessed by the expedition leadership team at the time.

## Location Risk Assessment

A specific location risk assessment will be completed for every location that OxDofE activities take place that includes participants. This may be on the specific OxDofE template, if no suitable risk assessment already exists for the establishment.

## Individual Risk Assessment

Should it be deemed necessary where a participant's behaviour / medical condition etc. warrants it, then a risk assessment will be conducted on the potential harm to either the individual and/or others.

## Information Sharing

Information pertinent to the protection of participant will be shared both within and external to OxDofE in line with the current government data sharing guidelines. Note that the need to share information for child protection issues is of a higher priority than to not share it under data protection regulations.

## Scope of this Policy

This policy applies to all activities that are controlled by OxDofE, such as regular meetings with participants etc.

All participants in the course of completing their award are likely to visit locations and meet people that are outside of the control of OxDofE, such as the local charity shop, sports centre etc. In these cases, then it is the responsibility of the parent / guardian to check that this does not present an unacceptable risk to the individual participant. The OxDofE participant enrolment form will make this clear and the parent / guardian will accept this responsibility at the time of enrolment. OxDofE will continue to hold a moral duty of care to inform parents / guardians of planned participant activities where the risk of harm to the individual is considered unacceptable.

## Insurance

OxDofE will purchase employer's and public liability insurance to a cover level not less than £5M for a single event.

Should any OxDofE activity involve the use of a motor vehicle, then it will be the driver's responsibility to ensure that adequate insurance arrangements are in place.

## Participant Expedition Training

To ensure that all participants have received adequate expedition training prior to the expedition is the responsibility of the expedition provider, whether this is OXPED, a self-governing body or an outside Approved Activity Provider (AAP).

Participants need to be trained to manage the risks inherent in a DofE expedition, if this is not completed satisfactorily then this increases the risk of harm during an expedition. All expeditions approved by OxDofE will require that the expedition leader commits to ensuring that all participations are adequately trained, before the expedition can be approved.

## Expedition Monitor & Control

It is the responsibility of OxDofE to approve all DofE expeditions that are run under its licence. Expedition plans will be checked to ensure that the following criteria are met:

1. The expedition will comply with best practice with regards safety:
  - a. There is adequate staffing – qualifications, gender mix etc.
  - b. The identified risks have been adequately mitigated.
2. The expedition will comply with the requirements of the DofE

For further details regarding the specific requirements, then please refer to the latest version of the OXPED Operations Manual.

Details of ALL expedition plans to be run under the OxDofE licence will need to be submitted to the DofE Manager at least four weeks prior to the start date to enable approval to be given. Approval will be given in the form of a letter to the expedition leader approving the expedition.

The DofE Manager may make an expedition quality assessment visit.

## Good Practice

All OxDofE volunteers are to be made aware of the following points of good practice, that both minimises the risk to participants and also the risk of a malicious false claim by a participant:

- Do not be alone with a participant, especially in an enclosed space.
- Should you need to have a private conversation with a participant, then do so in sight, but out of earshot of others.
- Do not use language / gestures that could be mis-interpreted, even in jest.

- Be aware that there is an enhanced probability of a participant making a disclosure about issues at home, when away from home on an expedition.

## Procedure For Recognising, Responding To And Reporting Abuse

### What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. For more information, please see Appendix 1.

Everyone has his or her part to play in helping to safeguard children and adults at risk within the life of the church:

- If the behaviour of a child or adult at risk gives any cause for concern
- If an allegation is made in any context about a child or adult at risk being harmed
- If the behaviour of any individual towards children or adults at risk causes concern

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> <li>• Listen to and acknowledge what is being said.</li> <li>• Try to be reassuring &amp; remain calm.</li> <li>• Explain clearly what you will do and what will happen next.</li> <li>• Try to give them a timescale for when and how you / the DPS will contact them again.</li> <li>• Take action – don't ignore the situation.</li> <li>• Be supportive.</li> <li>• Tell them that:               <ul style="list-style-type: none"> <li>They were right to tell you;</li> <li>You are taking what they have said seriously;</li> <li>It was not their fault;</li> <li>That you would like to pass this information on to the appropriate people, with their permission;</li> </ul> </li> <li>• Be open and honest.</li> <li>• Give contact details for them to report any further details or ask any questions that may arise.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not promise confidentiality.</li> <li>• Do not show shock, alarm, disbelief or disapproval.</li> <li>• Do not minimise what is being said.</li> <li>• Do not ask probing or leading questions, or push for more information.</li> <li>• Do not offer false reassurance.</li> <li>• Do not delay in contacting the DPS.</li> <li>• Do not contact the alleged abuser.</li> <li>• Do not investigate the incident any further.</li> <li>• Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be.</li> <li>• Do not pass on information to those who don't need to know; not even for prayer ministry.</li> </ul>

## Data, Images & Social Media

OxDofE will keep data on participants as defined by the Data Protection Policy.

Images of participants will only be taken for publicity and marketing purposes and where permission to do so has been received from parents / guardians. Where this is done the images will be of a non-attributable nature – i.e. no link back in the image to a specific named individual or organisation such as a school – e.g. school sweatshirt being worn.

OxDofE volunteers and participants are not to share any data outside of the organisation on either OxDofE activities or a participant via social media.

OxDofE volunteers are to ensure that all participants are aware of this policy.