

Children and Adult Safeguarding Policy and Procedures

Culpeper Community Garden Association

Agreed by the Trustees: 7th of February, 2024

Review cycle: Every year and after any major incident

Next review due by: 7th of February, 2025

1. Statement of intent

Culpeper Community Garden [the Garden] is committed to protecting children and adults at risk involved in activities organised by the Garden from harm, neglect, or abuse.

Children and adults at risk, without exception, have the right to be protected from harm, neglect, or abuse regardless of gender, ethnicity, ability, sexuality or beliefs. We recognize that some individuals are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

This protection extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the home of a child or adult at risk, and in any care setting.

We believe that safeguarding is everyone's responsibility.

To protect children and adults at risk:

- The Garden will seek to foster a culture where staff, trustees, volunteers, members, garden visitors, children, adults at risk and their families, treat each other with respect and are comfortable about sharing concerns.
- The Garden will ensure that people know how to raise a safeguarding concern.
- All concerns and allegations of abuse will be taken seriously by trustees, staff and volunteers, and appropriate action will be taken in line with safeguarding best practice, which may include referral to Islington Social Services and the Police.
- The Garden is committed to safe recruitment, selection and vetting of Culpeper staff, freelance workers and volunteers.

2. Purpose

The purpose of this policy is:

- to protect children and adults at risk involved in the Garden's activities from harm. This includes the children of adults who participate in our activities.
- to provide staff and volunteers, as well as children, adults at risk, and their families, with the overarching principles that guide our approach to safeguarding.

3. Scope and access

This policy applies to all staff, trustees, members, volunteers and all who benefit from the work of the Garden.

This policy is made available to all staff, members, volunteers, beneficiaries, contractors and partner organisations, and is also available to the public.

4. Legal Framework

In relation to children, the policy is written in line with the principles underpinning "Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children" (HM Government, 2018) and also the Children Act 1989, Children Act 2004, and Children and Social Work Act 2017.

In relation to safeguarding adults at risks, the Garden will follow the guidance of the Care Act 2014.

5. Definitions

Children means all children under the age of 18

Adults at risk are people who are 18 years of age and over who:

- have needs for care and support to live in the community, AND
- are experiencing, or are at risk of, abuse or neglect, AND
- and as a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Abuse can include: physical, financial, material, sexual, psychological, discriminatory, emotional abuse and neglect abuse. Abuse can take place in any setting, public or private, and can be perpetuated by anyone

Signs and indicators of abuse are elaborated upon in the Culpeper Safeguarding Handbook to aid in recognition.

6. Policy Approval and Review

This policy is approved and endorsed by the Trustees of the Garden.

The Trustees will review this policy annually to ensure it is in line with legislation and is being implemented correctly.

7. Procedures

7.1 Culpeper Garden safeguarding roles

The Trustees will appoint one or more garden worker(s) as Designated Safeguarding Lead(s) [DSL]. They will also appoint one Trustee as the lead Trustee for safeguarding [lead Trustee] to work with the DSL and other garden workers on matters relating to safeguarding and safeguarding incidents. The lead Trustee will report back to other Trustees.

The lead Trustee and DSL will attend training in safeguarding so they are aware of legal obligations and best practice.

Complete role descriptions are provided in the Culpeper Safeguarding Handbook.

7.2 Recruitment and vetting of staff, freelance workers and volunteers

All employees and freelance workers who are entrusted with the care of children, young people and adults at risk must be subject to the full range of pre-employment checks detailed in this document.

Safe recruitment applies to both staff and volunteers and this includes:

- Interviewing applicants
- Taking up two references for paid employees and at least one reference for volunteers.
- All staff and freelance workers working unsupervised with children and adults at risk should have enhanced Disclosure and Barring Service [DBS] checks. These checks should be renewed every three years. A record will be kept of all DBS checks undertaken and when they need renewing.
- No volunteer should be given responsibilities at the Garden which involve unsupervised access to children and adults at risk.

7.3 Induction and training for staff and volunteers

All staff are given this policy as part of their induction.

All staff are required to participate in training courses on child and adult at risk protection issues, and will receive adequate training so that they are able to recognise signs of abuse and understand how to implement reporting procedures.

Trustees will be made aware of their responsibilities as part of the Induction process and undertake training where appropriate.

7.4 Vetting of trustees

Before their appointment the existing trustees will check that all proposed trustees are legally eligible to be appointed.

Since 2012 it has not been a legal requirement to obtain a DBS check for charity trustees unless they have regular contact with beneficiaries. Culpeper trustees will not be required to have a DBS check unless they have regular contact with beneficiaries.

7.5 Working with partner organisations

The Garden will ensure all partner organisations have their own appropriate safeguarding policies in place. The Garden will ensure there are clear lines of responsibility and reporting with the partner organisations with which the Garden works.

The Garden will have a written agreement with partner organisations that sets out:

- The relationship
- The role of each organisation
- Monitoring and reporting arrangements

7.6 Action following disclosure, reporting of suspicion, or suspicion of a safeguarding incident, including allegations against staff or trustees

7.6.1 Disclosure of abuse or neglect by a child or adult at risk to a member of staff, volunteer or Garden member

The DSL (or lead Trustee) should take the following action:

- Obtain as much information as possible. However, explain that the information will have to be shared with the lead Trustee, Chair of Culpeper Trustees, Islington Social Services, and the Police if there is clear evidence of criminal activity.
- Where the victim is an adult at risk, seek to understand their desired outcome, support their empowerment in decision making where mental

capacity allows, and recognize that any actions taken to safeguard them must take their whole well-being into account and be proportionate to the risk of harm.

- Ensure a record of the incident is completed and a copy passed to Social Services and/or the Police, and a copy kept securely by the Garden in a risk register.
- Report the matter to the lead Trustee and Chair of Culpeper Trustees.
- Maintain confidentiality, sharing information only on a need to know basis.
- Recognise that Culpeper staff and members are not child protection or adult safeguarding experts and rely on the police and social services as to the way to proceed.

7.6.2 Suspicion of abuse by or of a beneficiary of the Garden, reported or recognised

Where a beneficiary of the Garden is suspected of suffering from or perpetrating abuse, either because it has been reported to, or recognised by, a staff or trustee, the following action should be taken:

- The DSL should interview the person suspected of abuse with a witness present. This should be the lead Trustee if possible. The interview will be documented in the Incident Book.
- The DSL should make arrangements for interviewing the suspected victim. She (he) may have a friend or advocate present if they wish. The DSL will explain that the interview will be recorded in the Incident Book; and that the purpose of the meeting is not to investigate but to establish whether there are grounds for the allegation.
- Where the victim is an adult at risk, seek to understand their desired outcome, support their empowerment in decision making where mental capacity allows, and recognize that any actions taken to safeguard them must take their whole well-being into account and be proportionate to the risk of harm.
- Obtain as much information as possible. However, explain that the information will have to be shared with the lead Trustee [if not already involved], the Chair of Culpeper Trustees, Islington Social Services, and the Police if there is clear evidence of criminal activity.
- Ensure a report of the suspicion is completed and held securely.
- In consultation with the lead Trustee, decide whether the suspicion should be passed to Social Services and/or the Police.

- Maintain confidentiality, sharing information only on a need to know basis.
- Recognise that Culpeper staff, trustees and members are not child protection experts and rely on the police and social services as to the way to proceed.
- For visitors to the Garden, any suspicions should be reported to the lead Trustee who will make the decision as to whether to report the matter to the authorities.
- If a visitor to the Garden arouses serious concerns or suspicion, the DSL or other garden workers will liaise promptly with the local or community police as well as reporting the matter to the lead Trustee and the Chair of the Committee.

7.6.3 Allegation of abuse by Culpeper staff or trustee

Where an allegation of abuse is made against a member of Culpeper staff or a trustee, action will be taken as in 7.6.2, substituting the member of staff or trustee for the person suspected of abuse, unless the allegation is made against the DSL or lead Trustee.

In the event that an allegation is made against the DSL or lead Trustee, they will not participate in managing the Garden's response to the allegation. Where required, the Chair of Culpeper Trustees will step in to facilitate the response.

8. Reporting safeguarding concerns and incidents

8.1 Culpeper safeguarding contact details

If you wish to report a safeguarding concern to the Garden, please speak directly to the DSL or the lead Trustee (see individual contact details below), reach them by telephone at 020 7833 3951, or email safeguarding@culpeper.org.uk. Where the incidents appear to involve criminal activities, also report it to the police (details below).

Designated Safeguarding Lead

Mandy Graham
mandy@culpeper.org.uk

Lead Trustee for Safeguarding

Sarah Falconer
sarahf.trustees@culpeper.org.uk

8.2 Islington Social Services

You can report concerns directly to Islington Social Services using the details below:

- **Children** Urgent Child Protection referrals should be made Monday to Friday, 9-5pm by phone on 020 7527 7400. Outside these hours or during public holidays call the Emergency Duty Team on 020 7226 0992.
- **Adults at Risk** Contact the Adults Access Team Monday to Friday, 9-5pm on 020 7527 2299 or email them at access.service@islington.gov.uk. Outside these hours or during public holidays call the Emergency Duty Team on 020 7226 0992

8.3 Police

Where the incidents appear to involve criminal activities, also report it to the police:

- Address: Islington Police Station, 2 Tolpuddle Street, London N1 0YY
- Telephone: 0300 1231212, or Police Community Safety Team on 020 7421 0174

8.4 Trustee review

The DSL should submit regular reports to the Trustees at their meetings of suspected or actual safeguarding incidents and how they have been dealt with. The names of individuals involved do not have to be mentioned, though these should be available to the lead Trustee and the Chair of Trustees.

9. Other Culpeper measures complementing this safeguarding policy

9.1 Complementary policies and procedures

The Garden will have in place the following policies, resources, and procedures which are regularly reviewed and updated:

- Culpeper Safeguarding Handbook
- Health and Safety
- Code of Conduct
- Bullying and Harassment
- Whistle Blowing
- Data Protection

9.2 Insurance

The Garden has public liability insurance to cover any claims relating to safeguarding incidents.