



Charities Commission Number : 1195980

Safeguarding Policy and Procedure

This policy should be read in the context of the stated purpose of the CIO:

To promote the conservation, protection and improvement of the physical and natural environment of the area known as Hell Wath, in Ripon, for the benefit of the general public including in particular by:

- a) Protecting the natural beauty of the area
- b) Maintaining and improving access to the area and facilities within the area
- c) Promoting biodiversity in the area
- d) Increasing public awareness and education of the area and its conservation, protection and enhancements, and reflecting the opinions and concerns of the wider community in relation to the area.
- e) Working with other groups that have an interest in, control over or responsibility for the area in furtherance of these objects, including relevant public authorities and other local community groups.

Purpose:

- To protect all children, young people and adults with whom FOHW interacts with from harm.
- To provide trustees, volunteers and staff of partner organisations with the overarching principles that guide our approach to child protection and wider safeguarding.

Scope

This policy applies to all Trustees, members, volunteers and staff of partner organisations who come into contact with children and adults at risk through the course of their involvement with the activities of Friends Of Hell Wath.

We recognize that:

The welfare of children, vulnerable adults and all those involved in our activities is paramount in all the work we do, in all the decisions we take regardless of age, disability, gender reassignment, race, religion/belief, sex or sexual orientation and have an equal right to protection from all types of harm and abuse.



Charities Commission Number : 1195980

Some are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

Working in partnership with children, young people, parents, carers and other agencies is essential in promoting peoples welfare.

We will seek to keep children, young people and adults safe by:

- Valuing, listening to and respect everyone.
- Appointing a nominated child protection and safeguarding lead trustee.
- Adopting child protection and safeguarding best practice through our policies and procedures.
- Providing effective management for trustees, members and volunteers through supervision, support and training so that all know about and follow our policies and procedures confidently and competently.
- Recruiting and selecting trustees, members, partners and volunteers ensuring all appropriate safety checks are made.
- Recording, storing and using information professionally and securely in line with data protection legislation and guidance applicable at the time.
- Ensure that everyone understands where they can go and who they contact if they have a concern.

Safeguarding Procedures and Practice:

- There is a designated Trustee for safeguarding who has received appropriate training and support for this role: **Jeremy Dunford** is the current trustee.
- The designated Safeguarding Lead will have an enhanced DBS updated every three years unless also signed up for Updating Service.
- Any Trustee, member or volunteer who has any concerns regarding any of FOHW's interaction with children or vulnerable adults can raise this with the designated trustee.
- Ensure that all records are kept secure and in line with our Data Protection policy
- If action is required we will follow the procedures set out by the North Yorkshire County Council (NYCC) Safeguarding Children Board or North Yorkshire Safeguarding Adults Board and take account of the guidance issued by NYCC and/or central government.
- Follow agreed procedures where an allegation is made against a Trustee, member or volunteer (see flow chart below).
- We will ensure that all participants in FOHW activities understand their responsibilities and obligations for safeguarding.
- Trustees, members and volunteers will not be on their own, responsible for a child or children or vulnerable adult and should never be in a position where they feel uncomfortable or at risk.
- We will follow agreed procedures where an allegation is made against a trustee, member or volunteer.



Charities Commission Number : 1195980

- Photographic permission must always be confirmed before any photographs of children or vulnerable adults are taken.
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, vulnerable adults, parents and carers appropriately.
- Using our procedures to manage any allegations against trustees, members and volunteers (including those of partner organisations) appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring we provide a safe physical environment in all our activities by applying health and safety measures in accordance with the law and regulatory guidance.
- Building a safeguarding culture where trustees, members and volunteers treat each other with respect and are comfortable about sharing concerns.

Nominated Safeguarding Lead

Jeremy Dunford

07392375595

Jemdunford1967@gmail.com



Charities Commission Number : 1195980

Friends Of Hell Wath Safeguarding Procedure

USEFUL NUMBERS

To raise a safeguarding concern under the safeguarding adults and children's procedures.

North Yorkshire County Council
Customer Services

01609 780780

(8am – 5.30pm Mon to Fri)

This number will be answered by the
Emergency Out Of Hours Team
outside these hours.

NSPCC Helpline

08088005000

Emergency Services

999

Concern raised, report to designated
Child Protection Trustee (To
designated Safeguarding Trustee in
relates to designated Child Protection
Trustee).



Confidential record made of the
issue/incident



Decision made on referral, consult with
NYCC if needed.



Complete referral form to Children and
Families service or NYCC Health and
Adult Social Care



Support volunteer as required.



Charities Commission Number : 1195980

Appendix 1

DBS Policy Statement

1.1 General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Friends Of Hell Wath complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. [Link to DBS Guidelines including transfer of DBS certificates not listed on the updating service.](#)

It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

1.2 Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

1.3 Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

1.4 Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

1.5 Retention

Friends Of Hell Wath notes that organisations which are inspected by the Care Quality Commission (CQC) or Ofsted, and those establishments which are inspected by the Care and Social Services Inspectorate for Wales (CSSIW) may be legally entitled to retain the certificate for the purposes of inspection.

In addition, organisations that require retention of certificates in order to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits may be legally entitled to retain the certificate. This practice will need to be compliant with the Data Protection Act, Human Rights Act, General Data Protection Regulation (GDPR), and incorporated within the individual organisations's policy on the correct handling and safekeeping of DBS certificate information. FOHW does not meet this criteria. Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of



Charities Commission Number : 1195980

completing safeguarding audits.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

1.6 Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

1.7 Acting as an umbrella body

Before acting as an umbrella body (an umbrella body being a registered body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the code of practice and in full accordance with this policy.

We will also ensure that any body or individual, at whose request applications for DBS certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

2. DBS logo

The DBS logo is protected by crown copyright, the copying and use of the DBS logo is not permitted without prior approval of the DBS



Charities Commission Number : 1195980

Appendix 2:

Employment of Ex-Offenders Policy

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Friends Of Hell Wath (FOHW) complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

FOHW is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

We have this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

We select all candidates for interview based on their skills, qualifications and experience.

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process, except for certain spent convictions and cautions which are 'protected' so not subject to disclosure to employers and that cannot be taken into account. We request that any information not subject to this filtering is sent under separate, confidential cover, to a designated person within FOHW and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position a to ask questions about your entire criminal record, except for certain spent convictions and cautions which are 'protected' so not subject to disclosure to employers and that cannot be taken into account, we only ask about 'unspent' convictions as defined in then Rehabilitation of Offenders Act 1974.

We ensure that all those inFOHW who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that

Version: 3.

Author: Jeremy Dunford.

Date Ratified: 15/12/21

Date Reviewed: 06/02/24



Charities Commission Number : 1195980

they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offenses or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment