

Royal Norfolk Agricultural Association



Child Safeguarding Policy and Procedure

Our aim is to adopt the highest possible standards and take all reasonable steps in relation to the welfare and safety of every individual we work with. This policy relates specifically to any children and vulnerable adults who we may work with or provide services to in the course of our business, events and activities.

We consider that the RNAA is essentially an adult community and does not act in loco parentis for any of its service or facilities users. However, we are mindful of our duty of care and legal obligations towards children, young people and vulnerable adults.

Safeguarding Policy Statement

All employers have a responsibility and a duty of care to take appropriate safeguarding action in relation to the protection of children, young people and vulnerable adults.

Scope

This policy applies to anyone working on behalf of or representing the RNAA. Partner organisations will be required to have and adhere to their own safeguarding procedures during their association with the RNAA.

Application

Safeguarding is the responsibility of everyone, and we require all employees and volunteers to read and be aware of the implications of this policy.

Safeguarding procedures

We seek to safeguard children/young people and vulnerable adults by:

- Having a designated RNAA Safeguarding lead who is responsible for overseeing the application of the RNAA Safeguarding policy;
- Recruiting staff and volunteers safely, including taking up references and ensuring that, where appropriate, staff and volunteers undertake Disclosure and Barring Services (DBS) disclosures at the appropriate level;
- Having in place specific procedures around managing applications from, and monitoring the wellbeing of anyone who is under 18, sharing information with appropriate staff, for example, the line manager supervising a work experience student;
- Ensuring we seek a satisfactory standard or enhanced DBS disclosure, when our activities require it. RNAA Designated Safeguarding lead and Head Steward for education. Individuals that have regular close contact with unsupervised children as part of their role.
- Producing safeguarding guidance (Appendix 1) for staff and volunteers working with children and vulnerable adults;
- Helping staff and volunteers recognise their responsibilities, ensuring they are aware of the procedure they should follow if they suspect anyone is experiencing, or is at risk of harm; (Appendix 2)
- Where necessary, sharing information about concerns with agencies.

Raising and reporting safeguarding concerns

If you have any concerns or suspicions or allegations of harm to a child, young person or vulnerable adult, you should report them immediately to your line/volunteer manager or Head Steward.

The safety of the individual, child or vulnerable adult is the priority and, if there are concerns of immediate risk of harm, emergency services should be contacted on 999 or 101.

The process detailed in Appendix 2 details the reporting procedure for safeguarding concerns and includes important factors to keep in mind when dealing with a disclosure. In cases of disclosure of

abuse, we are obliged to share information in order to address the risk of harm. This may include referral to local authority child or adult care services or, in an emergency, the police.

Appendix 3 provides a reporting form which should be used to record and report concerns.

Risk assessment

When working with children or vulnerable adults, there may be additional health and safety risks. Such risk assessments should be undertaken proactively when working with children, young people and vulnerable adults and should consider the following issues.

Guidance provided in our Health and Safety Risk Assessments require a careful examination of what, in your area of work, could cause harm to people so that you can assess whether you have taken enough precautions or should do more to prevent harm.

- Identify the nature, length, frequency, intensity and time of any contact with children, young people or vulnerable adults
- Identify any situation where a Disclosure and Barring Scheme (DBS) check might be required
- Record your findings

Policy Review

This procedure will be regularly reviewed and shared with all staff and volunteers.

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Issue: Version 2

Appendix 1:

Guidance

Activities

- The Royal Norfolk Agricultural Association has a commitment to the equality of opportunity for all children, including those with disabilities, to actively participate within its events where possible.

Adult Supervision

Children's events will be arranged and managed by responsible and suitable adults who have relevant qualifications, expertise and experience. The person/s with designated overall responsibility for organising events for children, must have a clearly defined role.

- People working with children must not be under the influence of alcohol or drugs
- People working with children must be deemed to be medically fit
- The Association will ensure that appropriate First Aid cover is available
- All people working with children should know the nearest First Aid point and all emergency procedures
- All people working with children should be briefed on safeguarding and their responsibilities
- No single adult should be in sole charge of any single child
- All accidents must be recorded on an *Accident Report* form
- It is inadvisable for children under 8 years to leave the event unless accompanied by a parent or carer
- Any concerns should be raised through the agreed process see Appendix 2
- The RNAA has a lost child and vulnerable adults policy which is accessible to volunteers and staff

Appendix 2:

Raising and reporting concerns process

This flowchart shows the steps that should be taken if you have concerns that a child or vulnerable adult at risk is experiencing, or at risk of experiencing harm.

- In an emergency, call the police on 999 or 101.
- On site, contact your line/volunteer manager, Head Steward or RNAA Safeguarding lead.

If you receive information which suggests a child or vulnerable adult is being harmed, or at risk of harm:

- Inform the child/adult that you need to pass the information on but that only those who need to know about it will be told.
- As soon as you can, report the concern to your line/volunteer manager or Head Steward., or a trusted colleague
- If appropriate they will:
 - Make a referral to the local child or adult care services
 - Contact the police
 - Consult with relevant colleagues It is important that if you receive a disclosure you:
 - Remain calm
 - Listen carefully to what is being said
 - Explain that the information disclosed to you will only be shared with others who need to know, but never promise confidentiality
 - Act immediately but do not attempt to address the situation yourself
 - Make a confidential written record including factual details about the disclosure: time, date, what was said, and the names of the parties involved.

In an emergency or out of hours contact the relevant child or adult services or the police.

Appendix 3: Reporting form RECORD OF CONCERN

Date & Time of Initial Report:			
Name of person reporting concerns:			
Name and contact details of Child / Young Person / Vulnerable Adult:			
Place of alleged abuse Name(s) of people present:			
Details of Concern: <i>Please give as much information about the allegation or suspicion, including if you suspect abuse what alerted your attention to the situation. Please include all names of the people involved.</i>			
Name person reporting incident (capitals):			
Signed:	Date:	Telephone:	Email address:

Please pass this completed form to the RNAA Designated Safeguarding lead. To be restricted when completed.