

# Safeguarding Policy and Procedure



Date of Adoption : 13 / 12 / 2022	Date of Last Review : 01/04/2025
Revision : 1	Page 1 of 11

Next Review Due : 01/04/2026

## Policy:

Sherwood Observatory is committed to safeguarding children and vulnerable adults, be they society members, guests or members of the public that we meet through the course of the society's activities.

We recognise that:

- the welfare of the child or vulnerable adult is paramount
- all children and vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children and vulnerable adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

This policy and accompanying procedures are written to safeguard all children and vulnerable adults that our members may come into contact with during our activities including public events off and on site that the society attends. This policy and procedure also provide guidance to all society members on what safeguarding is, who it applies to, how concerns should be reported, confidentiality, record keeping and supporting any society member involved in raising a safeguarding concern. There is also guidance on responsibilities when in contact with children or vulnerable adults during the course of society activities.

## What is safeguarding?

Safeguarding is the term used by statutory services such as social services and the NHS, it means to prevent harm or further harm happening to those who are vulnerable due to being a child (under the age of 18) or by ability, for example, someone over the age of 18 with care needs. In simple terms this means that if we have a concern about the treatment or wellbeing of someone deemed vulnerable then members have a duty to report their

# Safeguarding Policy and Procedure



Date of Adoption : 13 / 12 / 2022	Date of Last Review : 01/04/2025
Revision : 1	Page 2 of 11

Next Review Due : 01/04/2026

concern appropriately within the society to the safeguarding lead who in turn may then report the concern to the local safeguarding board.

## What is a safeguarding concern?

A concern is just that; a sense that something is not right in the welfare of a child or vulnerable adult, it could be based on observation, something that is disclosed or the behaviour of the child or vulnerable adult. Concerns don't have to be anything more, no member should wait to report a concern until they are certain or because they feel they don't have 'evidence'. The purpose of raising a concern with the safeguarding lead is to ensure that an appropriate referral, if needed, is made to the local safeguarding boards and that the person reporting is given support over their concerns.

## Who do we safeguard?

Vulnerable adults and children as defined below:

**Child** – anyone under the age of 18, this is the definition used in law.

**Vulnerable adult** – A vulnerable adult as defined by statutory services:

“...someone aged 18 or over: Who is, or may be, in need of community services due to age, illness or a mental or physical disability. Who is, or may be, unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation.”

# Safeguarding Policy and Procedure



Date of Adoption : 13 / 12 / 2022	Date of Last Review : 01/04/2025
Revision : 1	Page 3 of 11

Date of Last Review : 01/04/2025

Revision : 1

Page 3 of 11

Next Review Due : 01/04/2026

## What are we safeguarding vulnerable adults and children from?

There are 7 different types of abuse recognised within legal guidance and national policy:

1. Physical abuse
2. Sexual abuse
3. Psychological / Emotional abuse
4. Financial abuse
5. Neglect and acts of omission
6. Discriminatory abuse
7. Institutional (statutory service providers) abuse and a failure to act by professionals with a duty of care

## Our safeguarding policy requires you to:

- Ensure your own safety
- Involve the emergency services if there is a risk of immediate and serious harm to anyone
- Report any concerns to your any trustee or the safeguarding lead no matter how minor
- Act on your concerns in a timely manner – don't wait until you feel there is 'proof'

# Safeguarding Policy and Procedure



Date of Adoption : 13 / 12 / 2022	Date of Last Review : 01/04/2025
Revision : 1	Page 4 of 11

Date of Last Review : 01/04/2025

Revision : 1

Page 4 of 11

Next Review Due : 01/04/2026

## Our safeguarding policy requires the committee to ensure:

- that all concerns are handled appropriately and sensitively
- there are at least two society volunteers suitably trained via the local safeguarding boards in safeguarding
- that appropriate support is given to anyone raising a concern
- that suitable records are held confidentiality by the society of any concerns raised and subsequent actions by the society including any decision not to report

## So what happens if a safeguarding referral is made?

Safeguarding boards understandably do not provide feedback on 'what happened next' in the event of making a referral but there are a range of possible outcomes that local safeguarding boards use; it may be that no action is required, or there may be a range of support measures put in place to assist the families or carers of the young person or vulnerable adult. Safeguarding boards in all but gross abuse aim to support and maintain families and the care networks of children and vulnerable adults whilst keeping people safe. However, a safeguarding referral can be the information which leads to someone who is vulnerable and in dire need being protected from abuse or neglect. It could be that raising your concern results in a lifesaving intervention.

# Safeguarding Policy and Procedure



Date of Adoption : 13 / 12 / 2022	Date of Last Review : 01/04/2025
Revision : 1	Page 5 of 11

Next Review Due : 01/04/2026

## Procedure for working with children and vulnerable adults in the course of society activities:

Current guidance indicates that DBS (Disclosure and Barring Service) checks on our volunteers are not necessary, due to the nature of our activities. However, it is felt appropriate that DBS checks should be carried out where volunteers may be in situations where supervising adult support may be limited, for example school visits.

### Situations to avoid are:

1. Engaging in rough physical or sexually provocative games, including horseplay.
2. Allowing or engaging in any form of inappropriate touching.
3. Allowing children to use inappropriate language unchallenged.
4. Making sexually suggestive comments to a child, even in fun.
5. Reducing a child to tears as a form of control.
6. Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
7. Doing things of a personal nature for children that they can do for themselves.
8. Inviting or allowing children to stay with you at your home or other venue for 'private' stargazing, etc.
9. Taking on a caregiving or supervisory role without formal processes being put in place first.
10. Being alone with a child of which you do not have any parental/guardian responsibility.
11. Sharing personal email addresses, telephone numbers, home addresses, or social media details with children or vulnerable adults.

### Good practice is promoted by:

1. Always working in an open environment, avoiding private or unobserved situations and encouraging open communication.

# Safeguarding Policy and Procedure



Date of Adoption : 13 / 12 / 2022	Date of Last Review : 01/04/2025
Revision : 1	Page 6 of 11

Next Review Due : 01/04/2026

2. When attending externally organised events (school visits, etc.) or hosting group visits to the observatory, stipulating that the external group must provide the DBS checked adults and that they must be always present.
3. Ensuring that parents/ carers take responsibility for their own children, (see below).
4. Always putting the welfare of children and vulnerable adults first.
5. Treating all equally with respect and dignity.
6. Maintaining a safe and appropriate distance with children.
7. Building balanced relationships based on mutual trust and empowering children to share in decision making.
8. Ensuring that if any form of manual / physical support (such as at a telescope) is required, it should be provided openly, and the child and parent must always be consulted, and their agreement gained.
9. Being an excellent role model-this includes not smoking or drinking alcohol in the company of young people.
10. Giving enthusiastic and constructive feedback rather than negative criticism.
11. Recognising the developmental needs and capacity of young people including any special educational needs or learning disabilities and not 'pushing them against their will.
12. Keeping a written record of any injury that occurs, along with details of any treatment given in the society's accident book, (see below).
  - Society members should take a common-sense approach to the administration of first aid to children. For example, if parents or guardians are present, they could administer the first aid if they are competent / confident to do so. If they do not feel able or willing, then first aid should be administered with their agreement.
  - If the parents are not present first aid should be administered with the agreement of the child and recorded. Ideally, and if practical, a second adult should be present.

# Safeguarding Policy and Procedure



Date of Adoption : 13 / 12 / 2022	Date of Last Review : 01/04/2025
Revision : 1	Page 7 of 11

Next Review Due : 01/04/2026

- In the event of serious or life-threatening situations first aid and life saving measures must be given regardless and the Emergency Services called.

**13.** If a member brings a junior member they are responsible for their conduct, they must be always under supervision, and ensure that they are not left alone or with a lone member who does not have parental/guardian responsibility in any part of the premises or grounds.

## Safeguarding Procedures:

For society members:

- Reporting: If you have a safeguarding concern that does not involve an immediate risk of harm to the person you are concerned about, you need to report your concern to the society's safeguarding lead at the earliest opportunity.
- Follow the four 'Rs':
  - Recognise a safeguarding issue.
  - Respond to the concern.
  - Record the concern.
  - Report the concern.
- To report to the safeguarding lead if they are not present at the time, please use the contact details provided and email:  
**[safeguarding@sherwood-observatory.org.uk](mailto:safeguarding@sherwood-observatory.org.uk)**  
stating that you need to discuss a safeguarding concern, giving your name and ideally providing a phone number. The safeguarding lead will contact you at the first opportunity and arrange to discuss your concerns promptly. It is the responsibility of the safeguarding lead to

# Safeguarding Policy and Procedure



Date of Adoption : 13 / 12 / 2022	Date of Last Review : 01/04/2025
Revision : 1	Page 8 of 11

Next Review Due : 01/04/2026

make any referrals to the local safeguarding board if required. Please do not send any details regarding your concern or the identity of the young person or vulnerable adult in the email.

- Confidentiality: As part of handling a safeguarding concern appropriately we need to handle things confidentially. This means only discussing the details of your concerns with the safeguarding lead or a nominated volunteer in their absence. It also means not discussing or sharing information relating to the concern or the individual who you have concerns about with other members or people outside of the society (beyond professionals who have safeguarding duties). We ask this because oversharing concerns can further endanger a child or vulnerable adult and maintaining the safety and dignity of children and vulnerable adults is paramount.
- Support: Being party to something which gives you cause for concern about an individual's welfare is often distressing especially if you are not sure what to do with your concerns. The safeguarding lead or a nominated volunteer will provide initial support and, if you wish, signposting to services which can provide you with longer term support. as well as handling any further action to safeguard a child or vulnerable adult.

For the committee:

- Safeguarding is important; it can be life saving for those at risk of harm and organisations can ultimately face criminal investigations if it transpires that they failed to act when aware of safeguarding concerns or incidences of abuse.
- Training: It is important that at least two volunteers hold up to date certificates in safeguarding from the local safeguarding boards, all trustees and volunteers are encouraged to access free safeguarding training via both the local adult and children's safeguarding boards.
- Record keeping: Simple but accurate records should be kept of concerns raised, the date any observations were made or conversations had and

# Safeguarding Policy and Procedure



Date of Adoption : 13 / 12 / 2022	Date of Last Review : 01/04/2025
Revision : 1	Page 9 of 11

Next Review Due : 01/04/2026

the date that the information was recorded, the name and contact details of the person raising the concern, the detail of their concerns and any actions taken by the person reporting or the committee subsequently, as well as any identifying details of the individual the concerns relate to. Be aware these records can be accessed by a court via the police (but only if they are in possession of an appropriate court order). These records must be kept in strict confidence; the details, beyond assurance that the concern is being handled appropriately, are not for discussion or distribution at committee meetings, society meetings or in any other format beyond appropriate safeguarding referrals. Information should not be shared or stored electronically due to the risk of data breaches and written records should be kept within a locked room within a locked box or cupboard only accessible by the current officers in the roles of safeguarding lead, chair and secretary. Records of safeguarding concerns need to be kept for 25 years.

- **Reporting concerns externally:** It is the role of the safeguarding lead to make referrals to the Multi Agency Safeguarding Hub (MASH) via either telephone 0300 500 8080, or in an emergency outside of office hours please call the emergency duty team on tel: 0300 456 4546. In the absence of the safeguarding lead an appropriately trained volunteer or the trustees must make the safeguarding referral. If in doubt, refer! Please remember you will need to be able to provide some identifying details of the individual the concerns relate to e.g. a name and sufficient identifying information about the child or vulnerable adult. Identifying information could be all or some of the individuals address, their school or any visiting group they are known to be a member of.
- **Support:** we have a duty to ensure our members are supported in the event of raising a safeguarding concern. They may feel uncomfortable about raising a concern or be distressed by the information they have become party to. We need to respond with care in a calm, confidential and considered manner. It may be appropriate to check in with the member more than once after your initial conversation, in a considerate

# Safeguarding Policy and Procedure



Date of Adoption : 13 / 12 / 2022	Date of Last Review : 01/04/2025
Revision : 1	Page 10 of 11

Next Review Due : 01/04/2026

and confidential manner. If someone appears to need longer term, ongoing support then it may be appropriate to signpost them back to their own GP or any other health services they are already engaged with.

- Discussing concerns: In any discussions regarding safeguarding concerns make sure they are undertaken in a confidential space where you are not likely to be disturbed. Please ensure you accurately record the information that is given to you and it is both stored appropriately and shared with the local safeguarding board in a timely manner. Do not worry if you or the member reporting are unsure of the importance or potential impact of the concern or information shared; pass it on to the safeguarding board and they will be able to decide. Be honest to the person raising the concern with you that we will not receive an update if a referral is made but the information passed on could be the piece in the puzzle that leads to an end to abuse or neglect of a child or vulnerable adult.
- Support for trustees handling a safeguarding concern in lieu of the safeguarding lead; please ensure you handover to the safeguarding lead and gain support on their return.

## **Supporting legislation and guidance:**

This policy and accompanying procedures reflect the Care Act 2014, guidance from the NSPCC, the police, the Disclosure and Barring Service and local safeguarding boards.

## **Key society policies to be read in conjunction with this document:**

- Codes of conduct
- Settling differences & member conduct
- Equality, dignity and diversity
- Volunteering
- Whistleblowing

# Safeguarding Policy and Procedure



Date of Adoption : 13 / 12 / 2022	Date of Last Review : 01/04/2025
Revision : 1	Page 11 of 11

## Safeguarding Leads contacts:

Clive Butcher – 07966 001164

Kirsten Richards – 07742 641618