

SAFEGUARDING POLICY

1. STATEMENT OF PRINCIPLES

The Norfolk Wherry Trust has duty of care and is committed to a practice which safeguards children, young adults and other persons at risk from harm.

Volunteers, including crew, in this organisation accept and recognise their responsibilities to develop awareness of issues which cause children and young people harm.

We will endeavour to safeguard children, young adults and persons at risk by:

- adopting child protection guidelines through a code of behaviour for volunteers;
- sharing information about child protection and good practice with children, parents and volunteers;
- sharing information about concerns with agencies who need to know and involving parents and children appropriately;
- following the procedures for recruitment and selection of volunteers carefully;
- providing effective management for volunteers through supervision support and training.

We are also committed to reviewing our policy and good practice at regular intervals.

2. CODE OF BEHAVIOUR

Statement of Intent

It is the policy of The Norfolk Wherry Trust to safeguard the welfare of all children, young adults and other persons at risk by protecting them from all forms of abuse including physical, emotional and sexual harm.

This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of The Norfolk Wherry Trust's activities, events or workshops. Personnel should at all times show respect and understanding for individuals' rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of The Norfolk Wherry trust.

Guidelines for all Volunteers and Crew

ATTITUDES

Volunteers should be committed to:

- treating young people with respect and dignity;
- always listening to what a young person is saying;
- valuing each young person;
- recognising the unique contribution each individual can make;
- encouraging and praising each young person.

BY EXAMPLE

Volunteers should endeavour to:

- provide an example which we would wish others to follow;
- use appropriate language with young people and challenge any inappropriate language used by a young person or volunteer or other adult;
- respect a young person's right to privacy.

ONE TO ONE CONTACT

Volunteers should:

- Not spend time alone with children away from others. In an emergency make every effort to make any contact as open as possible, informing others of proposed actions and whereabouts.

PHYSICAL CONTACT

Volunteers should never:

- engage in sexually provocative or rough physical games;
- do things of a personal nature for a child or young person that they can do for themselves. If such a need arises, for example in fitting a life jacket, NWT volunteers should seek a member of school staff or youth leader to deal with such a need or deal by demonstration.

GENERAL

Volunteers should:

- be aware that someone might misinterpret our actions no matter how well intentioned;
- never draw any conclusions about others without checking the facts;
- never allow ourselves to be drawn into inappropriate attention seeking situations such as tantrums
- never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about or to a child or young person, even in fun.

RELATIONSHIPS

Volunteers:

- who are involved in relationships with other volunteers should ensure that their personal relationships do not affect their role within NWT.

3. SHARING INFORMATION ABOUT CHILD PROTECTION AND GOOD PRACTICE WITH CHILDREN AND VOLUNTEERS

Management

Good communication is essential in any organisation. In The Norfolk Wherry Trust every effort will be made to ensure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to, and exchanged between, all those involved in this organisation and its activities. Some information is confidential and should be only shared on a strictly need to know basis.

Children and Young People

Children have a right to information, especially any information that could make life better and safer for them.

Volunteers

As an organisation it is imperative that each volunteer is aware of their responsibilities under Child protection Legislation and has a working knowledge of The Norfolk Wherry Trust procedure. Each volunteer involved with children and young persons will receive a copy of this document.

Other Bodies

A copy of this Policy will be made available to any other appropriate body.

4. SHARING INFORMATION ABOUT CONCERNS WITH AGENCIES WHO NEED TO KNOW AND INVOLVING PARENTS, SCHOOLS AND CHILDREN APPROPRIATELY

Procedures for Reporting Allegations or Suspicions of Abuse

In any case where an allegation is made, or someone in The Norfolk Wherry Trust has concerns, a record should be made which should include:

- name of child, young adult or other person at risk;
- age;
- home address, if known;
- name and address of parents or guardians where applicable;
- telephone numbers, if available;
- what has prompted the concerns;
- has the child or young person been spoken to;
- who this has been passed on to for appropriate action e.g. Norfolk Local Safeguarding Childrens' Board;
- anyone else who has been consulted.

The report should be passed on to the designated point of contact (see below).

Record Keeping

- all records information and confidential notes should be kept in a confidential manner;
- only the designated person should have access to these files.

Designated Child Protection Persons

The Trust will ensure that there are two named points of contact - Designated Person (DP) and Deputy DP (The Trust Chairman is the fall-back position).

The Designated person will be the main contact for Child Protection liaison with the other agencies.

Dissemination to Volunteers

This policy will be made available to all volunteers through the relevant sub-committees that oversee their roles. A Policy Statement with contact information will be displayed at the base, and will be published on our education and chartering sections of the website.

Useful Numbers

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| Norfolk County Council Social Services | 0344 800 8014 |
| NSPCC Help line | 0808 800 5000 |
| Child Line | 0800 1111 |

Safeguarding Statements

The Norfolk Wherry Trust has a strong commitment to the safeguarding of children, young adults and persons at risk and all of its volunteers are required to share this commitment

The NWT will provide effective management for volunteering through supervision, support and training

The NWT will follow the procedures for recruitment of volunteers involved with children, young adults and persons at risk carefully