



Safeguarding Policy and Procedure

Hogs Wallow takes seriously our responsibility to promote child safe practices and protect children from harm, abuse, neglect, poverty and exploitation in any form. In addition, we will take positive action to prevent child abusers from becoming involved with us in any way and take stringent measures against any trustee, employee or volunteers.

What does this policy include?

This policy is to:

- 1) Protect children who receive support from Hogs Wallow from harm – including our partner organisations
- 2) To provide further information to staff members, volunteers, trustees with the principles that guide our approach to safeguarding

This policy applies to anyone working on behalf of Hogs Wallow including, but not limited to, staff, volunteers, trustees, freelance and contracted staff members.

Definitions

Child - Under this Policy a “child” is defined as any person under the age of 18 years.

Staff – Paid, unpaid or freelance members of the Hogs Wallow team

Volunteers – Individuals who are not paid by a salary or fee. This includes trustees and other volunteers.

Designated Safeguarding Officer – this relates to one or more individuals who have ultimate responsibility for safeguarding processes and procedures.

Reasoning for this policy

Hogs Wallow is committed to safeguard the welfare of all participants from physical, emotional, neglect or sexual harm. Hogs Wallow facilitates a safe environment where children can feel comfortable and secure when taking part in activities. We believe:

- All children have an equal right to protection from abuse and neglect, regardless of their age, ability, gender, disability, nationality, racial heritage, faith, sexual orientation, identity or any other additional vulnerability
- The best interests of the child are paramount by law and therefore in all considerations about their welfare and protection, including when to maintain confidentiality and when to share information about them
- All employees, volunteers and our partners, affiliates and suppliers have a role to play in safeguarding children and adults

- Concerns or allegations that any employees or volunteers have abused or neglected a child will be managed sensitively and fairly in accordance with this Safeguarding Policy, relevant legislation and local safeguarding procedures
- Working together with relevant authorities and organisations is essential in promoting welfare and ensuring the protection and welfare of children
- As part of working together, Hogs Wallow expects the relevant authorities and organisations to act on our concerns.

Code of conduct

DO

- Always put the welfare of a child first
- Report all suspicions, concerns, allegations and disclosures of abuse made by a child or any inappropriate behaviour by a colleague, including allegations made against you.
- Demonstrate a commitment to ensuring safety in all areas of the organisation, acting to safeguard and reduce risk to children and adults.
- Treat everyone with dignity and respect. All children and adults have a right to equal protection regardless of their race, culture, age, gender, disability, religion, sexuality, sexual orientation or political persuasion
- Be friendly and approachable but professional with your interactions
- Work openly, avoiding private or unobserved situations or working in isolation. Ensure you are not the only adult present when working with a child. Leave the door open if you find yourself alone with a child.
- Physical contact can be potentially subject to misinterpretation, so avoid physical contact unless it is initiated by the child, in an emergency or it is pre-planned and necessary part of the work. This could be due to the communication needs of the child or adult.
- Ensure your behaviour and appearance is appropriate to the work or activity that you are undertaking
- Allow children to change their clothes with levels of respect and privacy appropriate to their age, gender, culture and circumstances if ever the situation arises during an event.
- Ensure consent is gained for all photography or filming of children
- Respect the right to personal privacy but never agree to keep any information relating to the harm of a child or adult confidential
- Staff and volunteers should only be in contact directly with parents or guardians, never directly with children or vulnerable adults. This should be through designated work telephones and emails.

DO NOT

- Volunteers and Employees should not share their personal contact details (email, phone number, home address or social networking links) with families or the children. Volunteers should only share their work contact information.
- Befriend children, you meet through volunteering or work, on social networking sites
- Engage in sexually provocative behaviour, use inappropriate or sexually suggestive language or gestures either personally, verbally or via text message.
- Use any form of physical punishment as a means of discipline
- Conduct a sexual relationship with a child or take part in any form of sexual contact with a child, regardless of the age of consent.
- Use inappropriate language, such as swearing, derogatory comments or gestures in front of children and vulnerable adults.
- Transport anyone in your own personal vehicle unless accompanied by a parent or guardian
- Work under the influence of alcohol or drugs
- Smoke or vape around families and children

- Discuss your own personal relationships

Process for reporting

Any concerns about a child or vulnerable adult should be raised with the Designated Safeguarding Officer, who will take appropriate action based on the report.

Reports should be immediately reported via the Safeguarding reporting form.

These concerns will then be followed up by the designated safeguarding officer who will arrange appropriate action and reporting further if necessary.

Recognising abuse

Staff and volunteers are not expected to know if abuse has or is occurring, they just need to be alert, know the signs and share concerns as outlined:

- A child says that s/he is being abused or is telling you about something that has happened to them that you think would be harmful
- You see possible signs of abuse or neglect
- Somebody says that a child is being harmed or is at risk of harm
- The behaviour of an adult towards a child or a child towards an adult give cause for concern
- A child shares their experience of abuse in their past - this may be referred to as 'historical or non-recent abuse'.

All staff and volunteers need to be aware of their safeguarding responsibilities and ensure that children in their care are kept safe and must report concerns and understand when it is appropriate to make a referral to the local authority, social services or the police.

Key persons

Designated Safeguarding Officer Mandy Wadman - amandawadman@gmail.com

Created on	11/01/2023	
Review date	11/01/2026	