

Surrey Association of Woodturners

(Hereafter known as S.A.W.) Safeguarding Policy

Policy:

*(NB: The term **Child as used in this document** is deemed to include both child or children and vulnerable adults insofar as it is relevant to this policy. We recognise that our older members may well continue to take part as club members even though they are suffering, at some level, from dementia or Learning Difficulties and may no longer be able to recognise when someone is trying to take advantage of them in some way.)*

We recognise that the welfare of children and vulnerable adults is paramount and that we have a duty of care when they are attending a club event. We will do everything we can to provide a safe and caring environment whilst they attend our activities.

We will:

- Treat all members with respect.
- Respond to any safeguarding concerns and allegations speedily and appropriately.
- Adopt the “Members’ Guidelines” which will be available on the club website (www.sawoodturners.org). The subscription form will include a tick box and signature that each member understands where the document can be accessed and is encouraged to read it.
- Members will be actively encouraged to wear their club membership card at all club events. They will also be encouraged to have the name and contact details for their next of kin/emergency contact on the back of this card.

When there are concerns about the welfare of any vulnerable member all adults in our organisation are expected to share them with the designated safeguarding officer.

He/ she will be a current member of the committee and will be responsible for:

- Monitoring and recording concerns.
- Contacting the parents/guardians or carers if there is a need.
- Making referrals to social services and or the police service without delay if required.
- Liaising with other agencies if required.

By confirming and publishing this Policy Document, S.A.W., has indicated its determination to enable children and young people to participate in Woodturning with their safety and welfare being of paramount importance. **However, the very small number of junior members does not warrant asking all adult club members to have police clearance in order to work with children either 1:1 or in small groups without supervision.**

Woodturning can be dangerous. In line with other voluntary and commercial organisations we have decided to limit access to club meetings on the following basis:

- Children under the age of 12 will not be able to join the club or take part in club events. However, if there is a need for a child under 12 to attend a club night **they must be accompanied at all times by a parent/guardian/carer and an officer of the club should be given a reason for the child attending.**
- Children from 12 up to their 18th birthday **may attend if an officer of the club is aware of the reason for their attendance. They can become members**, but they must be **accompanied and supervised at all times by a parent/guardian/carer.** The Membership form to be completed by both the parent/guardian/carer and the child concerned. The subscription rate will be half the adult rate. However, the supervising parent/guardian/carer will be able to attend club nights and events free of charge except for coach/minibus outings and seminar days when they would have to pay for their place. The cost of a junior member attending a workshop session will be half that of an adult member but the parent/guardian/carer attending will not have to pay if they are not taking part.

Child Protection Policy - Members' Guidelines

As a member of S.A.W, you need to be aware of the concept of child abuse and have some background information to help to adopt good practice when working with young people.

Always remember –

- it is not your responsibility to decide if abuse has taken place. However, it is your responsibility to act upon any concerns you may have.
- Abuse is a powerful and emotive term and is used to describe ways in which children may be harmed, usually by adults and often by those they know and trust.
- As members age, they may be at risk of being abused as they may not understand that someone is trying to take advantage of them in any of the following ways.

There are five main areas of abuse of which you should be aware:

- **Emotional Abuse** - occurs when adults persistently fail to show children or vulnerable adults due care, love, affection or respect and where a child or vulnerable adult may be subjected to unrealistic pressure and/or constantly shouted at and/or given responsibility for which they are not ready.
- **Physical Abuse**-occurs when adults, or even children, deliberately inflict injuries on a child or vulnerable adult, or knowingly do not prevent such injuries.
- **Bullying** - occurs when repeated aggressive, verbal, psychological or physical contact by an individual or group. It can include physical, verbal, emotional, racist and sexual abuse, comments and gestures.
- **Neglect** - this occurs when a child or vulnerable adult's basic needs for food, warmth and care are not met, including failure to prevent exposure to any kind of danger.
- **Sexual abuse** - both girls and boys can be sexually abused by adults, who use children to meet their own sexual needs and desires either through participation or forced observation. This could also happen to vulnerable adults.

Safeguarding - the welfare of children, young people and vulnerable adults is paramount. S.A.W. has a moral obligation and legal responsibility to provide the highest possible standard of care when we welcome young people into our club and ensuring all of our members are also safeguarded.

Guidelines for good practice for S.A.W.

Members should be aware that as a general rule, it does not make good sense for a supervising adult to:

- Spend excessive amounts of time alone with children/young people away from others.
- Take young people alone on car journeys, however short, without parental approval.
- Take children/young people to your home, without their parental approval.
- Help children with their clothing or to get changed –encourage the child's parents to do this. However, if you have taken on responsibility as a carer, ensure there are always two people present to do this task. The child should always remove their own clothing.

Key principles of good practice for S.A.W.

Adopting these principles will help you to create an environment in which:

- Children are listened to, given a sense of belonging and kept safe.
- Volunteers who work with children and young people are supported and protected.
- Parents are supported and encouraged

Maintaining a safe environment.

This will be done by:

- Providing an adequate level of supervision.
- Keeping records of attendances, complaints and accidents.
- Producing procedures for dealing with suspicions.
- Identifying a person in charge of child/vulnerable adult protection.
- Protecting both members and children.
- Understanding the child's right to self-protection.

Dealing with concerns. This will be done by:

- Listening but not leading the child. *Avoid leading questions.*
- Observing changes in behaviour.
- Believing - but not promising confidentiality.
- Reassuring - being sensitive to the situation.
- Acting immediately and explaining to child/vulnerable adult what you are going to do.
- Recording. *Record contemporaneously in the exact words of the child. If this cannot be done at the time of telling, ensure notes are made as soon as possible.*
- Getting support.
- Referring to the right body.
- Recording allegations or suspicion of abuse.

Please remember if an incident occurs - the basic information needed is as follows:

- Name of Child/ vulnerable adult
- Age,
- Telephone number and address.
- Parent/Guardian/Carer name.

Additional Factors.

Are you recording the report based on your concerns or passing on the concerns of someone else? Please detail as clearly as possible.

What has prompted the concerns and include date, times of any specific incidents. Is there any physical/behavioural or indirect signs?

Has the child/vulnerable adult been spoken to and if so what was said.

Have the parents been contacted and if so, what was said.

Has anyone been alleged to be the abuser?

If so record details.

Has anyone else been consulted?

If so record details.

You should NEVER:

- Engage in inappropriate physical contact, including horseplay.
- Share a room with a child.
- Permit children to use unacceptable or explicit language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Agree to meet a child on your own, outside the context of normal duties.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

Points of Contact

A list of contacts for Mytchett should be produced here as starting points – possibly including Children's Advice and Support Service / social services

Childline -24 hours 0800 1111

NSPCC -24 hours 0800 800500

Children's Legal Centre

The framework for this document was taken from the Safeguarding Policy published by West Midlands Woodturners from their website.

S.A.W. SAFEGUARDING INCIDENT / CONCERN FORM

* Continue on a separate sheet if necessary.

Name	Date of Birth
Name of person completing form	
Date of incident/concern:	
Incident/concern	
Any other relevant information (Witnesses, immediate action taken)*	
Signature	Date form completed
Action taken (including reasons for decisions) and Outcomes NB - this section to be completed by DSO	
Signature of DSO	Date