



West Somerset Railway Heritage Trust
Registered Charity No. 265564



Safeguarding Policy

Introduction.

The West Somerset Railway Heritage Trust (WSRHT) takes seriously its responsibility to safeguard and promote the welfare of children, young people and vulnerable adults volunteering for the Trust, as well as individuals during their visits to the Trust Museum and environs, and when Trust staff engage with them at school and in the community.

Note - Children and young people here means those under 18 years of age.

This policy is intended to provide guidance and over-arching principles to those who represent the Trust to guide our approach to child and vulnerable adult protection.

Core Policy Statement.

The Trust believes that in no children and vulnerable adults should suffer abuse or harm and is committed through safeguarding to the protection of children and young people, and vulnerable adults.

Definitions.

- 1) *Safeguarding* – means actions taken to protect the welfare of children and to protect them from harm.
- 2) *Abuse* - abuse is any behaviour towards the that deliberately or unknowingly causes them harm, endangers life, or violates their rights. It includes not only physical, emotional and psychological ill treatment but also neglect (including self-neglect), financial or sexual abuse and impairment of physical, intellectual, emotional social or behavioural development. It concerns the misuse of power, control and /or authority and can be perpetrated by an individual, a group or organisation.
- 3) *Children* – refers to individuals up to age of 18 years.
- 4) *Vulnerable adults* – refers to individuals who are in receipt of or may be in need of support or care services by reason of learning or physical disability age or illness and may be unable to take care of themselves against exploitation or harm.

Policy Commitment.

- 1) It is the responsibility of all staff and volunteers to support the Trust's commitment to the safeguarding of children and vulnerable adults. This means being aware of the issues and attending training as required.

THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED

- 2) It is the responsibility of the WSRHT Board Trustees and all managers to ensure compliance and effectiveness of the policy and accompanying procedure.
- 3) The Trust Safeguarding Lead will provide leadership and policy guidance together with practical support and help across the Trust and in conjunction with other members of the West Somerset Railway family of organisations.
- 4) This commitment will be achieved by:
 - a) the Trust Safeguarding Lead, being a trustee with an overall safeguarding responsibility, and access to independent advice and guidance.
 - b) Departmental Safeguarding Leads – managers having specific safeguarding roles for their team and activity areas.
 - c) all Trustees, staff and volunteers understanding importance of this policy and related procedures in contact with vulnerable adults and children.
 - d) an effective system of recording and management of information. with regular reports to the Board of Trustees.
 - e) effective management, support or supervision and training of staff and volunteers in relation to safeguarding.
- 5) The Safeguarding Policy is supported by the DBS Policy and other Trust policies aimed at promoting safe and healthy working practices.

Principles

- 1) The following principles underpin this policy:
- 2) Remaining alert and aware of possible safeguarding risks to children and vulnerable adults.
- 3) Guarding children and vulnerable adults against harmful environments with appropriate actions (including adequate supervision and ensuring a safe environment).
- 4) Taking positive steps to ensure the well-being of children and vulnerable adults on our premises.
- 5) Reporting concerns expeditiously and appropriately in accordance with the safeguarding procedures.
- 6) Understanding the duty to report specific concerns (and the importance of confidentiality).
- 7) Challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly.
- 8) Acting appropriately in the presence of children.
- 9) Not taking any inappropriate risks.
- 10) Not smoking drinking or taking any form of illicit substances in the presence of children.
- 11) Arrangements are in place to ensure that when providing services directly related to children and vulnerable adults, staff and volunteers have satisfied an enhanced DBS check.

Application of the Policy.

- 1) All staff and volunteers will work within the procedures that accompany this policy and receive appropriate training at induction and thereafter. They will understand the arrangements and contact details for reporting concerns to the Departmental Lead.
- 2) Training will ensure they:
 - a) Are alert to the possibility of abuse of any child or vulnerable adult working on or visiting Trust premises.
 - b) Are alert to abuse towards children or vulnerable adults in any capacity.
 - c) Know how to recognise abuse.
 - d) Understand professional boundaries identify risks associated with lone working.
 - e) Are aware of good practice.
 - f) Know how to inform the Departmental Safeguarding Lead of any allegations involving members of WSRHT staff or volunteers with respect to the safeguarding children or vulnerable adults.

Procedures in the Event of an Incident.

When Disclosure concerns a member of staff/volunteer:

- 1) Any allegations/suspicions made against staff/volunteers are to be treated as strictly confidential and must be referred immediately to and directly to the Trust Safeguarding Lead.

When a member of staff/volunteer makes a Disclosure:

- 1) The facts will be recorded, noting the name and address of the discloser and in the case of a child concern the child's name, their address and where possible information about a parent or guardian; this will then be passed on immediately to the Departmental Safeguarding Lead or, if they are not available, to the Trust Safeguarding Lead.
- 2) The disclosure will be assessed by the Trust Safeguarding Lead and if necessary, referral made to external agencies.

Responding to a Safeguarding Concern.

- 1) Where there is a safeguarding concern, the volunteer who has witnessed or heard of the concern should contact the Departmental Safeguarding Lead (or Trust Safeguarding Lead where not available) as soon as possible.

Where a child or vulnerable adult makes a disclosure, it is important for the volunteer to:

- a) Listen calm and carefully showing that their views are being taken seriously.
- b) Provide an appropriate and honest level of response.

THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED

- c) Avoid interrogating and asking intrusive, leading and/or probing questions.
- d) Avoid making false promises and secret or confidentiality with a child (because and concern of abuse or harm must be shared with the Safeguarding Lead and in any subsequent safeguarding referral).
- e) Make a *confidential written record* of the discussion either during the discussion or immediately afterwards. This record should include key details of the disclosure together with any relevant times, dates place and people concerned.
- f) Avoid making any video or audio recording of children making disclosures.
- g) Refer all relevant information to the Safeguarding Lead as soon as practicable and certainly before the end of the day.
- h) Upon receipt of any safeguarding concern the Safeguarding Lead shall consult with any other relevant persons and the Trust Safeguarding Lead who will make any appropriate referral to the relevant authorities

Confidentiality.

- 1) Confidentiality is of over-riding importance, but no adult must ever guarantee.
- 2) Confidentiality to any child when dealing with disclosure. A child should be made aware that if they disclose information that may be harmful to themselves, or others, then certain actions will need to be taken.

Code of Behaviour.

- 1) All involved with Trust activities should be familiar with the steps to be taken in the event of becoming aware of, suspecting or receiving allegations of abuse. They should keep what has been said or passed onto the Trust or Departmental Safeguarding Lead confidential.

Principles of Good Practice.

- 1) The Trust to ensure any persons in a `Regulated Activity` role has completed an enhanced Disclosure and Barring Service (DBS) check.
- 2) Staff/Volunteers have access to up-to- date copy of Trust Safeguarding and DBS policies and know who to contact for further information and advice.
- 3) All managers have a confidential and secure list of contact numbers for young people and details of any medical conditions.
- 4) Ensure regular safety audits of all equipment, for example: first aid, fire extinguisher, working telephone etc., are carried out and a practice fire drill held where appropriate.
- 5) Ensure any accidents duly logged in the accident book.
- 6) Plan the arrival and departure of children and ensure a responsible adult is at the premises when the child/children are expected to arrive; not to leave the premises until all parents/carers have collected them.
- 7) Ensure sufficient number of responsible adults for the children (ensure an appropriate male/female balance) to run activities.
- 8) Teachers will be responsible for pupils on school visits to Trust premises and should inform Trust organiser of any issues (medical etc.) which may affect their visit.

THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED

- 9) Check on visitors and guests to ascertain whether visit by invitation or unsolicited.
- 10) Be an adult role model for children and vulnerable adults -friendly courteous and kind.
- 11) Respect young people and vulnerable adults always regardless of sex, ethnicity, disability, sex identification or sexual orientation.
- 12) Avoid inappropriate verbal or physical contact of any description. Actions can be misinterpreted.
- 13) Be firm and fair with children.
- 14) Encourage young people to trust their own feelings about adult behaviour and to assert their right to determine behaviour that they are and are not comfortable with.
- 15) Avoid unobserved one -to -one contact with a child. When unavoidable always keep a door open and ensure you are in sight or hearing of others.
- 16) Remember if a young person or vulnerable adult discloses information to you, or if you suspect any form of abuse or inappropriate behaviour it is your responsibility to report your concern to the Departmental Safeguarding Lead.
- 17) If you are concerned about an individual or suspect that abuse is taking place it is your responsibility to act on it in accordance with this policy.
- 18) You should always report your concerns immediately, whether it is inappropriate behaviour, a false allegation, a disclosure from someone or you merely have concerns about a child or vulnerable adult. Do not wait to see what happens. By the time you are completely satisfied irreparable damage could be done.
- 19) Never trivialise any abuse issue.
- 20) It is sometimes necessary for staff/volunteers to do things of a personal nature for children, particularly if they have disabilities. It is important that such tasks are carried out with the full understanding and consent of parents and carers. In an emergency which requires this type of help, parents and careers should be fully informed. All staff and volunteers should be sensitive to the child`s needs and undertake personal care with the utmost discretion.
- 21) Never drive or walk a child home on his or her own unless there are truly exceptional circumstances and having gained parental consent, and never take a child to your home. In a `one-to -one` situation that is not a clear and a proper part of your work, you put yourself at risk of false allegations.

Safeguarding Supplement.

Volunteers should refer to this document (at the Bishops Lydeard Gauge Museum) for further detailed information.

Important Contacts.

Trust Safeguarding Lead:	John Robinson Mob. 07974 673474
Departmental Safeguarding Leads:	Helen Anson (Learning, Education and Community Engagement) Mob. 07856 065032
	Ian Camp (Museum) Mob. 07961001291
	George Legg (Model Railway Group) Mob. 0792505831
	John Waters (Carriage Restoration) Mob. 07766621892

DOCUMENT CONTROL

THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED

Document Number:		Number 1	
Issue Number:		Number 1	
Document Owner:		WSRHT Company Secretary	
Review Period:		Within 3 years of Issue, to assess the benefit of this document.	
Issue No:	Date Issued:	Details:	
1	31 May 2024	Initial Version.	
Initial Author:		John Robinson/Geoff Evens.	10 April 2024
Author of Current Version:		John Robinson/Geoff Evens.	10 April 2024
Reason For Review:	Date:	To Check the Impact of Changes.	31 May 2027

THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED