



**The Clwyd, Conwy &
Gwynedd Rivers Trust**
Ymddiriedolaeth Afonydd
Clwyd, Conwy a Gwynedd
Creating a better environment / Yn creu amgylchfyd gwell

Safeguarding Policy – June 2018

In our work with children, young people and adults who may be at risk due to age, illness or disability, the Clwyd, Conwy and Gwynedd Rivers Trust will endeavour always to provide activities which minimise risk and are as safe as we can make them. We aim to protect our people from harm or maltreatment, prevent the impairment of health and ensure the provision of safe and effective activities, promote people's life chances and help children enter adulthood successfully.

Recruitment

The Trust will recruit using appropriate procedures, safeguards and checks. When appropriate we will take up references for posts and volunteer roles prior to appointment. We will use Disclosure & Barring Service (DBS) checks to help us to assess suitability and where there is eligibility to do so by determining which roles are in regulated activity and therefore subject to a barring list check and those roles eligible for enhanced DBS checks only. For all new volunteers and staff appropriate training will be provided to enable all personnel to undertake their roles safely and confidently. We will regularly review our recruitment procedures in response to changes in legislation and systems external to our organisation e.g. DBS and barring list checks.

Volunteers

Volunteers will be treated equally and will be offered the same opportunities for advancement, responsibility, training and gaining qualifications and acknowledgement for their contribution to our organisation. In turn, our volunteers will always ensure their conduct is in line with being a representative of the Trust. Any volunteer roles, which would be regulated activity if unsupervised, will be appropriately supervised in accordance with statutory guidance.

Safeguarding Lead

The Trust will appoint a lead Trustee who will be available to all our people to speak to when they have any concerns, issues or complaints regarding the safety, well-being or conduct. The lead Trustee will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records and keep confidentiality, adhere to and promote this policy within the organisation, and support or provide access to support for individuals suffering harm or abuse.

Awareness of Harm and Abuse

Harm is caused by accidents, deliberate abuse (physical, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes or a failure to enable a person to participate in activities that are open to most of their peers. All incidents of harm to anyone involved with the Trust will require an appropriate response to reduce risks and improve our service.

Deliberate acts of harm (sexual, physical, emotional and financial) and neglect are abuses against the person and will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies and the Disclosure and Barring Service (DBS) if in regulated activity.

Where there is risk of significant harm to our people, the lead Trustee is empowered to act accordingly.

- To log all conversations regarding the issue
- To sign and request signatures on reports and statements
- Confidentially seek advice from expert sources
- Share concerns (with consent where required and appropriate) internally with the Chairman
- Share concerns and make referrals to external agencies such as Social Services, the Police or NSPCC as appropriate to the circumstances
- Make a referral to the Disclosure and Barring Service regarding staff or volunteers in regulated activity whose conduct is harmful

Confidentiality

All reports and logs (including personnel records) will be kept securely and confidentially, until or unless it is necessary to share this material with the agencies named above. Information will be shared on a “need-to-know” basis only.

Communication

We will communicate this policy widely to our people and on the Trust’s website. We support and encourage all our people to speak up and contact the lead Trustee where there is:

- a *concern* (a worry, issue or doubt about practice or treatment colleague, or their circumstances), *or*
- a *disclosure* (information about a person at risk of or suffering from significant harm) *or*
- an *allegation* (the possibility that someone could cause harm to a person in their care)

People can report things that aren’t right, are illegal or if anyone is neglecting their duties, putting someone’s health and safety in danger or covering up wrongdoing. In the first instance they should speak with the trustee with appropriate responsibility. We would prefer our people to use Trust processes whenever possible to make a report as above, but this does not prevent them from making a report or referral to statutory agencies such as Social Services or the Police, as a private individual. We also support our people to raise concerns or to disclose information, which they believe shows malpractice - whistle-blowing (disclosure in the public interest).

Signed (Chairman):  Alan Winstone Date: 13th June 2018

Lead Trustee: John Eardley - Secretary

Version 1 Review Date – June 2019