



Your voice for a cycling city

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# Safeguarding Children, Young People and Adults Policy

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Signed off by Eilidh Murray (Chair of Trustees) & Jonathan Klaff (Trustee)

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## Context

London Cycling Campaign (LCC) is a registered charity with a registered office at Unit 206, The Record Hall, 16-16A Baldwin's Gardens, London EC1N 7RJ and charity number 1115789. We are regulated by the Charity Commission.

We've grown from humble beginnings in a meeting room in Fleet Street in 1978, to having over 10,000 members, an active local group in all 33 London boroughs, and a strong staff team and Board of Trustees. We're proud of our successes in helping to grow cycling across Greater London, and we actively campaign for greater change. We're member-led and with a dedicated staff team and Board of Trustees.

The majority of LCC's work is in London but we do work nationally on occasion. We campaign for safe cycling in London and run activities to encourage people to cycle safely and confidently. Our main projects with the public are Cycle Buddies, group guided rides, bike checks and providing cycle advice. We generally work directly with the public and our activities are open for anyone to join.

LCC has local groups in every borough. Each borough group has a specific name eg Camden Cycling Campaign. We also run a Women's Network with community partners, which operates across all of London. All these form one legal entity. Each borough group or network has their own elected coordinators and committees. The local committees oversee all local activity and make sure that they are in-line with LCC's policies and procedures. All our staff and volunteers must abide by this and other guidance, which is publicised on LCC's websites. More details of LCC's structure can be found on the website under 'How we are run'. <https://lcc.org.uk/about-us/>

LCC has a core staff team of 18 and has about 200 volunteers. We estimate that we have about 2000 participants at our rides, events and outreach every year.

## Statements and Aims

### Policy Statement

We recognise that the welfare of all children, young people and adults at risk, is paramount and that *all* have equal rights of protection. We have a duty of care when they are in our charge, and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

LCC provides activities for its own members and volunteers; members, staff, volunteers and service users of other organisations; and to the public. These groups may sometimes include children and young people under the age of 18, and adults who may be particularly vulnerable.

We are committed to ensuring the well-being of everyone who participates in LCC activities and will take every practical step to minimise the risk of harm, paying particular attention to the needs of those who are most vulnerable, including children and vulnerable adults.

We are also committed to supporting fully our volunteers and staff in their work to deliver our charitable aims and strategic objectives, including protecting them from potential liabilities, false suspicions and allegations of abuse.

### We will:

- ✓ treat everyone with respect and celebrate their achievements,
- ✓ carefully recruit and select all staff and volunteers,
- ✓ respond to concerns and allegations appropriately.

**When there are concerns** about the welfare of any, child, young person or adult at risk, all responsible adults in our organisation are expected to share those concerns, without delay, with the Lead for Safeguarding (or the Deputy, if the Lead is unavailable).

**Our policy** is approved by LCC's board of trustees and will be reviewed and updated annually. We will publish and promote this policy to all staff and volunteers through induction, training and supervision. We endeavour to disseminate, as appropriate, this

policy to all who come into contact with our organisation, including but not limited to; children, young people, adults at risk, their parents, carers, families and others, such as organisational partners and fundraisers.

### **Policy Aim**

We aim at all times to attain best safeguarding practice throughout all our activities with children, young people, adults at risk, their parents, carers and/or families. We endeavour to provide a safe and friendly environment and celebrate all achievements. We will achieve this by adhering strictly to this policy, guidance and risk assessments. Our organisation holds current Public Liability Insurance which covers all our activities.

We work with and, are a member of, [SAFEcic](#) who provide us with guidance and support on safeguarding.

### **Diversity & Inclusion Statement**

London Cycling Campaign's mission is to promote cycling for the public benefit as [outlined in our charitable aims](#). Our vision for London is a city that is a healthier, greener and happier place to live, where anyone who wants to cycle can do so safely and enjoyably on an inclusive, pollution-free, zero carbon road system. Making our city genuinely inclusive and enabling healthy travel **for all** requires designing our roads for safe cycling.

We recognise that access to cycling and its benefits is not equal. Different communities and people face additional barriers to taking up cycling. We aim to ensure that reducing those barriers is at the heart of our campaigning work.

To be genuinely effective in campaigning for all Londoners who want to cycle, we need to be representative of London at every level within our organisation; equality, diversity and inclusion must be integral to all we do.

We recognise that anyone can become subject to discrimination, harassment or victimisation because of:

- age
- culture
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity,
- race
- religion or belief
- sex
- sexual orientation

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with parents and carers, and the relevant agencies when necessary and appropriate.

## **Safeguarding Personnel**

### **Lead and Deputy for Safeguarding**

Our Lead for Safeguarding is:

Name: Stewart Dring

Job role: Behaviour Change and Diversity & Inclusion manager

Contact details: [stewart.dring@lcc.org.uk](mailto:stewart.dring@lcc.org.uk)

Our Deputy for Safeguarding is:

Name:

Job role:

Contact details:

Any safeguarding issues can be e-mailed to [safeguarding@lcc.org.uk](mailto:safeguarding@lcc.org.uk) as well as the contacts above.

Their role is to oversee and ensure that our safeguarding policy, which includes eSafety, is fully implemented and that we attain SAFEcic standards.

Their responsibilities are:

- ✓ monitoring and recording concerns
- ✓ making referrals to social care, or police, as relevant, without delay
- ✓ liaison with other agencies
- ✓ arranging training for all staff

The Deputy for Safeguarding should be available to support or cover for the Lead. They will also handle any complaints or allegations against the Lead for Safeguarding if appropriate. It is important that the Lead and Deputy for Safeguarding are unconnected.

### **Line of accountability for safeguarding**

The responsibility for safeguarding at board level is shared between members. Safeguarding is on the organisation's risk register. A Senior Member of the organisation at Board level should be appointed to take strategic responsibility for the organisation's safeguarding arrangements. This person should be unconnected to the Lead for Safeguarding and Deputy for Safeguarding and should have up to date and relevant training with the ability to develop knowledge, skills and expertise in safeguarding.

### **Senior Lead for Safeguarding**

Our Senior Lead Trustee for Safeguarding is:

Name: Jonathan Klaff

Job role: Trustee designated for safeguarding

Contact details: [jonthan.klaff@lcc.org.uk](mailto:jonthan.klaff@lcc.org.uk)



## **Why do we need a Safeguarding Policy?**

All organisations that work or come into contact with children, young people and/or adults at risk need to have safeguarding policies and procedures in place.

Government guidance is clear that all organisations working with children, young people, adults at risk, parents, carers and/or families have responsibilities for safeguarding. It is important to remember that children, young people and adults at risk can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities, we:

- have senior managers and board members committed to safeguarding
- are clear about peoples' responsibilities and accountability
- have a culture of listening to children, young people and adults at risk
- undertake safer recruitment practices for all staff and volunteers working with children & young people and adults at risk
- have procedures for safeguarding children and young people and adults at risk
- have procedures for dealing with allegations against, and concerns about, any staff
- make sure staff, paid and unpaid, have mandatory induction and further safeguarding training, supervision, reviews and support
- have agreements about working with other organisations and agencies

## **Definitions**

### **Definition of a child/young person**

There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child "means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier" (Article1, Convention on the Rights of the Child, 1989).

A child is anyone who has not yet reached their 18th birthday (16th in Scotland).

### **Definition of an adult at risk**

There is no single law that defines an adult at risk across the UK. An adult at risk is a person over the age of 18 years and is:

- having needs for care and support, and
- experiencing, or is at risk of, abuse (this includes domestic abuse) and neglect and
- as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

## **Recognising Abuse in Children, Young People and Adults at Risk**

The following list is for guidance only. It is important to be observant, listen to what is being said and record. e.g. is what you are observing and being told about an injury consistent with the injury?

- Abuse related to faith or belief
- Alcohol and Substance misuse
- Breast Ironing
- Carrying offensive weapons
- Child criminal and sexual exploitation including County Lines
- Child on child abuse, including sexual violence and upskirting
- Concealed pregnancy
- Criminal exploitation
- Discriminatory behaviour(?)
- Domestic violence, including "honour" based abuse
- Emotional torture(?)
- Exploitative use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Forced marriage
- Gangs
- Gambling

- Hate and "mate" crime
- Hazing and initiation rites
- Hoarding
- Modern slavery
- Neglect and acts of omission
- Online safety
- Organisational or institutional
- Psychological
- Physical
- Radicalisation
- Self-neglect
- Sexual
- Trafficking

## Handling Disclosures

When a disclosure is made by a child, young person or adult at risk it is important to remember to:

- take what you are being told seriously
- stay calm and reassure
- do not investigate
- do not delay

and always

- seek advice from the Lead or Deputy for Safeguarding
- make a careful recording of anything you are told or observe, date and sign.

A disclosure may come from someone telling you:

- they have or are being abused
- they have concerns about someone else
- they are themselves abusing or likely to abuse someone else

## **Related Policies**

### **Data Protection**

We will treat any personal information by which an individual can be identified, for example, name, address, and email, in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR) and will not share information with any third party, except where required by law.

### **Confidentiality**

This policy is in line with government guidance about confidentiality and these details will be made available to all staff, children, young children, adults at risk, parents and carers.

We fully endorse the principle of the welfare of children, young people and adults at risk, overriding any obligations of confidence we may hold to others. No one working, or involved, with our organisation can promise absolute confidentiality. Individual cases will only be shared or discussed on a “need to know” basis.

### **Whistleblowing**

Whistleblowing is when someone raises a concern externally about a person or practice within the organisation, which will affect others in an illegal and or harmful way.

Our organisation promotes the sharing of any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible with the Lead or Deputy for Safeguarding.

If individuals reporting their concerns within our organisation do not feel they have been acted upon then we support their right to report these concerns to the Local Authority Designated Office (LADO) (England and Wales only) social care services, the police, and /or the relevant Regulatory Authority (Charity Commission).

**All media enquiries** will be handled by Simon Munk, Head of Campaigns

## Information Sharing

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or are at significant risk of suffering harm. It is important that records are shared at the appropriate time when necessary. Within our organisation the decision to share written information, and with whom, will be undertaken by the Lead or the Deputy for safeguarding.

## Safer Recruitment

Our organisation is committed to safe recruitment in line with the relevant legislation and guidance from government and the Charity Commission for recruiting all staff. We do this by:

- advertising vacancies with a clear commitment required to safeguarding
- assigning all posts detailed job descriptions
- obtaining full personal details via an application form (not CVs) with particular relevance to previous work with children, young people and adults at risk
- when a candidate is selected for interview the relevant criminal declaration form will be sent for completion as set out by the Rehabilitation of Offenders Act 1974, as amended
- always taking up two written references, one from the most recent employer or education establishment
- undertaking all interviews face to face, based on the job description
- ensuring at least one person on each interview panel will have undertaken Safer Recruitment training, in line with the relevant Regulatory Authority (Charity Commission) safe recruitment guidelines.
- having sound procedures and recording for interviewing to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable

Any appointment will only be confirmed subject to:

- ✓ a satisfactory ID and criminal records check at the appropriate level, including Certificate of Good Conduct for foreign nationals and the [International Child Protection Certificate \(ICPC\)](#) for anyone who has lived in the UK and also travelled overseas
- ✓ a follow up of written references by telephone if relevant to the vacant post

- ✓ a check of essential qualifications
- ✓ confirmation of the Right to Work in the UK for employed personnel
- ✓ fitness to work as relevant

Our organisation is committed to supporting our volunteers and ensuring the safety of our participants. We do this by:

- advertising volunteer roles with a clear commitment required to safeguarding
- making sure we have their contact details and that a satisfactory ID and criminal records check at the appropriate level is identified in the role risk assessments
- making sure each volunteer role has been risk assessed and the appropriate ID checks and training is identified for that role.
- making sure we keep a record that volunteers have read the volunteer code of conduct and other relevant policies and procedures.

## Induction and Training

We have a clear induction and training strategy with clear job descriptions and responsibilities and all relevant procedures. All new staff and volunteers will receive induction training as soon as possible and sign to record they have:

- received and understood this policy.
- been given any relevant resources
- understood the commitment to safeguarding training

When needed, staff will receive further safeguarding training, at the appropriate level, as soon as possible.

Updated safeguarding training is normally required every 2 years (online) or three years (face to face).

Staff working directly with at risk groups will also undertake the free online government training for [PREVENT Channel](#) and [FGM](#)

## **Working Practices**

### **Consent**

When consent is required for any care, activity or intervention we will, unless it is an emergency, obtain consent from the individual if of sufficient age and or understanding.

Where relevant, we will ensure we fulfil our obligations under Child Care Law in terms of parental responsibility and Mental Capacity Legislation on supporting, where possible, the individual's right to make their own decisions. Any decisions made should be the least restrictive and should be recorded.

### **Staff Ratios to Children, Young People and Adults at Risk**

There must always be a minimum of two responsible adults present for any activities. This is in addition to the parents / carers that have come with the children. If a child becomes separated from their parents, then two adults should stay with them (ideally not related / partners)

### **Lone and One to One Working**

Lone and one to one working with children is not allowed unless explicitly authorised by the board of trustees.

We will avoid lone working with adults at risk whenever possible to protect both individuals.

We do permit lone working with adults especially through our Cycle Buddies programme and the relevant training and safeguarding measures will be applied.

A risk assessment will always be undertaken to ensure:

- ✓ the care or activity provided is suitable for one-to-one working,
- ✓ the lone worker has been recruited, trained, and supervised to undertake this particular role,

- ✓ that health and safety issues have been identified and recommendations followed,
- ✓ safeguards are in place to protect individual's rights to safe working practices,
- ✓ safeguards are in place in relation to strategies for emergency situations,
- ✓ relevant business insurance is in place for use of personal vehicles
- ✓ accurate and relevant written recording is maintained following any incident and activity, signed and dated.

## **Home Visits**

We do not do home visits and all our activities are in public places.

## **Young People who work in our Organisation**

No young people under 18 work or volunteer in our organisation unless explicitly authorised by the board of trustees.

## **Codes of Conduct**

All volunteers will be asked to read and sign the LCC Volunteer Code of Conduct as part of their induction and ongoing training. We will keep a record of this.

## **Record Keeping**

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a safeguarding incident form
- of sufficient details of a child, young person or adult at risk to identify individual who is the subject of concern and any significant others
- accurate and factual/based on fact, as a true record of:
  - what has been monitored/observed
  - what has been said and by whom
  - what has given cause for concern
  - what action has and/or will be taken including the reason for those actions



- the reason stated for no action being taken and by whom
- non-judgemental
- timely within 24 hours
- signed and dated by the writer and co- signed by the Lead or Deputy
- shared as appropriate by the Lead or Deputy for Safeguarding
- stored safely and securely by the Lead or Deputy for Safeguarding

To report a safeguarding incident the LCC Incident Report Form should be used and e-mailed to [safeguarding@lcc.org.uk](mailto:safeguarding@lcc.org.uk) . This e-mail address is monitored out of hours and at weekends.

## **Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures**

Our policies and procedures are in line with the statutory guidance, the relevant Regulatory Authorities, see above, guidelines, our disciplinary, complaints and grievance procedures. These will be made available to everyone.

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the Lead or Deputy will, in all cases, discuss the situation with social care services (the LADO with regards to children England and Wales only) and / or the police before making an open decision about the best way forward.

In the case where the Lead is implicated, the Deputy should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Senior Trustee Lead. If there is a belief that the concern has not been taken seriously or acted upon then anyone can use the Whistleblowing procedure.

With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with social care services and / or the police, (the LADO, with regards to children England and Wales only). Any investigation will override the need to implement any such procedures. Our management are responsible for making referrals to the relevant:

- criminal records service

- Regulatory Authority

## **Bullying and Harassment**

Bullying and harassment can take many forms and include:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact
- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the inappropriate use of social media, electronic messages and websites.

Bullying is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability

Bullying, harassment, and abuse, whether physical and/or emotional, will not be tolerated, whether directed at children, young people, adults at risk, staff, volunteers, parent and carers. All such behaviour will be treated as a safeguarding concern when aimed at children, young people and or adults at risk. If children, young people and/or adults at risk are engaging in bullying or harassment it is also a safeguarding concern and should be reported to the Lead or Deputy for safeguarding.

We will:

- provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment
- report all incidents of bullying or harassment observed or disclosed, to the Lead or Deputy who will take the appropriate action
- take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment
- record all incidents with observations and witness statements, and action taken, signed, timed and dated

## **eSafety**

### **Why do we need to include eSafety?**

Modern digital technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations working with children, young people, adults at risk, families, parents and carers have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy.

### **eSafety Code of Conduct:**

We expect everyone in our organisation to agree and sign up to our eSafety code of conduct to:

1. use the internet and other forms of communication in a sensible and polite way.
2. only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. seek permission if they want to use personal information or take photographs of other people.
4. report any concerns to the Lead or Deputy
5. not maintain confidentiality if there is a concern about the welfare of a child, young person or adult at risk.

### **What are the Risks?**

There are many potential risks including:

- accessing inappropriate or illegal websites.
- receiving unwanted or upsetting texts, e-mail messages or images.
- being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs or crime.
- sharing nudes or semi nudes.
- viewing or sending unacceptable material such as inciting hatred or violence.
- sending bullying messages or posting malicious details about others.

- ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
- overspending on shopping and gambling sites.
- being at risk of identity fraud for money transactions.
- inappropriate relationships or prostitution.

### **What else might be of concern?**

#### **A child, young person or adult at risk who:**

- is becoming secretive about where they are going to or who they are meeting.
- will not let you see what they are accessing online.
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile for long periods and at all hours
- clears the computer history every time they use it.
- receives unexpected money or gifts from people you don't know.
- does not appear to have the money they should have.

#### **A person who:**

- befriends a child, young person or adult at risk on the internet or by text messaging.
- has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
- is secretive about what they are doing and who they are meeting.

### **What do I do if I am concerned?**

If you have any concerns, speak to the Lead or Deputy for Safeguarding.

Remember:

- do not investigate.
- do not delay.
- seek advice from the Lead or Deputy

- make careful recording of anything you observe or are told

## **Minimising the Risks**

We will:

- talk to children, young people and adults at risk about what they are accessing online.
- ensure everyone uses PCs, iPads and other technology in a general space where we can monitor what is going on.
- explain the risks of giving out personal details online.
- talk about how people can be anyone they want to be online, e.g. by using misleading emails, photographs of other people, telling lies about their age, hobbies, school.
- encourage children, young people and adults at risk to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- advise children, young people and adults at risk to only text, chat or webcam to people they know in real life.
- talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments.
- discuss how people hide their identities online and the importance of never meeting new online “friends” in real life.
- make sure children, young people and adults at risk understand they can always talk to us, or their parents and/or carers, about anything that makes them feel uncomfortable.
- look on the internet together for information about how to deal with or report problems. e.g. [Thinkuknow](#)
- talk about how/when information or images get on to the internet, they can never be erased.

# Safeguarding Practical Guidance

## Photography & Filming Guidance

Both still and moving images are key to recording the successes and achievements of children, young people and adults at risk in their lives and activities. However, it is vital to remember that images (especially digital images) can be used, shared, stored and/or distributed inappropriately, and that their storage and use must comply with the UK GDPR.

It is therefore important to be clear about:

- explaining to parents and carers why caution is necessary
- the purpose of images e.g. parent's and carer's own record, media and publicity etc
- the consent required when using a professional photographer
- informing parents and seeking their consent for any publication or media use
- publishing only necessary identifying details alongside individual's photos in newspapers, websites etc
- taking photographs openly and away from sensitive areas (changing rooms, toilets, etc)
- the suitability of clothing e.g. swimsuits
- any group photos being taken only during the activity or on the premises
- all those taking photos signing a registration form, which also identifies the purpose and use of any images
- ensuring secure storage of all images
- identifying how long unused images will be retained
- identifying how long copies of published images will be retained

The above guidance applies to all still and moving images, however they are created (mobile phone, still camera, video camera etc). The type of equipment and the equipment's owner should also be recorded on the registration form.

LCC Photo and Consent forms are available in the Safeguarding section of the LCC website

## **Transport**

We ensure that we:

- gain written permission from parents or carers to carry children, young people and adults at risk
- keep a register of who is being transported and who is driving, when to where and return, with collection and return times being specified
- provide all transporting and being transported with an emergency contact number
- plan journeys regarding time, distance and stopping points
- consider if another driver might be required or the possible need for extra supervision
- have emergency procedures in place

and we ensure that drivers:

- are recruited under safeguarding recruitment procedures
- are suitably qualified to drive the required vehicle
- provide proof of insurance regarding business use and comprehensive insurance
- can provide evidence the vehicle is roadworthy and suitable for transporting each individual
- provide suitable and age appropriate seat belts, booster seats and wheelchair anchor points
- avoid transporting children, young people or adults at risk on their own

## **Activities, Events and Visiting Speakers/Activity Leaders**

We will always ensure visitors and activities undertaken are risk assessed and we are committed to:

- ensuring that those who run activities have the expertise, knowledge and skills to do so properly

- completing a risk assessment which involves identifying risks and the means of reducing or eliminating those risks for all activities or events
- risk assessing any changes being made to activities or events involving children, young people and adults at risk
- having a written plan in place if the event or activity has to be cancelled
- having a written plan in place in case of emergency including contact numbers
- implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis

### **Child, Young Person or Adult goes Missing**

If a child, young person or adult at risk goes missing from the group or organisation it should be reported to the police. Use 999 where there is a concern that they cannot be found or are vulnerable.

A missing person may be assessed as 'at risk' if they fit one or more of the following categories.

- is under 16
- has expressed feelings of suicide
- has dementia
- has been acting totally out of character
- has mental health issues
- is under increased stress
- has an illness or a physical disability
- has a learning disability
- is in need of regular medication/care

The Lead or Deputy for Safeguarding should be informed as soon as possible, and all details and actions recorded dated timed and signed.

### **Lost Child Procedure**

If you have children or young people on your ride then you should consider what to do if they become separated from their parents or carers. This is to be covered in the event risk assessment.



## **The Late Pick Up of a Child, Young Person or Adult at Risk**

This should not happen as an unaccompanied child, young person or adult should not be on LCC activities.

If attempts to contact the parent and nominated emergency contact fail, then the supervising adult should wait with the child, young person or adult at risk with other staff, volunteers or parents wherever possible.

Staff, paid and unpaid, should avoid:

- taking the child, young person or adult at risk home or to another location
- waiting alone with the child, young person or adult at risk in a vehicle or at the venue
- sending the child young person or adult at risk home with another person, without parental consent
- leaving the child young person or adult at risk alone.

If all attempts to make contact fail, it may be advisable to contact the police for advice.

## **First Aid**

Our First Aiders have completed specific training as set out by the Health and Safety Executive (HSE). They hold valid and up to date certificates of competence issued by an organisation whose training and qualifications are approved by the HSE.

The duties of a First Aider are:

- to give immediate first aid to children, young people, adults at risk, staff or visitors when needed
- to ensure that an ambulance or other professional medical help is called when necessary

Our organisation undertakes to ensure there is always a trained First Aider on site at our venues or, if other venues used such as schools, that they have appropriate first aid cover.

We also provide training and guidance on dealing with hazardous materials such as blood, other bodily fluids and chemicals. We ensure sufficient equipment is available to deal with accidents or spillage.

All incidents will be reported and recorded in the First Aid and Incident Accident Books

### **Buildings and Venues**

Safeguarding risk assessments will be carried out on all building and venues used by our organisation or by the host's venue management, such as schools

The safeguarding risk assessment should cover:

- access especially how people enter and leave the building
- signing in protocol
- use of keys
- toilets and changing rooms
- any outside space
- car parks
- any other relevant issues

### **Ethical fundraising**

We are committed to our fundraising being:

- **Legal:** All fundraising must meet the requirements of the law.
- **Open:** Fundraisers must be open with the public about their processes and must be willing to explain (where appropriate) if they are asked for more information.
- **Honest:** Fundraisers must act with integrity and must not mislead the public about the cause they are fundraising for or the way a donation will be used.
- **Respectful:** Fundraisers must demonstrate respect whenever they have contact with any member of the public.

## **SAFEcic Recommendations**

In order to attain the highest standards of safeguarding practice, everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. These risk assessments will be carried out annually by the Lead and/or Deputy. However, it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting SAFEcic policies and practices that we can all be confident we have done everything we can to safeguard the children, young people and adults at risk in our care.


## Policy Date


This policy was agreed and disseminated on 8<sup>th</sup> August 2023 and will be reviewed annually or when there are substantial organisational changes.

### Policy Review Date:

### Signed:

Lead for Safeguarding:  Stewart Dring

Deputy for Safeguarding:  Simon Munk

Senior Trustee Lead for Safeguarding:  Jonathan Klaff

**Date: 8<sup>th</sup> August 2023**

**Date of next review:**

September 2024

We have used templates and advice of SafeCIC to create this document. LCC is a member of SafeCIC. <https://www.safecic.co.uk/>