



Gloucestershire Raptor Monitoring Group (GRMG) Safeguarding Procedures and Code of Conduct

This document sets out GRMG's safeguarding procedures and a code of conduct for trustees and volunteers to ensure compliance with its safeguarding policy. All references to children in this safeguarding policy shall be deemed to include young people (up to the age of 18) and vulnerable adults.

1. Safeguarding leads

Nominated safeguarding and child protection lead

Name: Anna Field

Phone/email: glosraptorssafeguarding@gmail.com

Trustee lead for safeguarding and child protection

Name: Gordon Kirk

Phone/email: glosraptors@gmail.com

The roles exist to:

- oversee and ensure that GRMG's safeguarding policy is fully implemented
- ensure GRMG's safeguarding standards are communicated to all trustees and volunteers
- ensure detail of GRMG's policy and procedures are made available to trustees, volunteers, children and their families on GRMG's website
- ensure DBS (Disclosure and Barring Service) reporting procedures are adhered to
- consult locally with a statutory child protection agency such as the Children's Social Care Services (CSCS) to test out any doubts or uncertainty about concerns as soon as possible
- make a formal referral to CSCS or the police if a crime has, or may have been, committed, without delay
- act as the first point of contact in the event of any safeguarding concerns or incidents, record them, assess them promptly and carefully (obtaining further information if appropriate)
- periodically review all safeguarding reports and make recommendations to trustees

GRMG recognises that it is not the role of the organisation to investigate or to decide whether or not a child has been abused.

The safeguarding leads will ensure:

- they are fully conversant with all aspects of GRMG's safeguarding policy
- that GRMG's safeguarding procedures are in effect
- they understand the laws relating to child protection
- they have contact details for the relevant persons at the CSCS and the Local Authority Designated Officer (LADO)
- they encourage a protective culture and environment that puts children's interests first
- that GRMG's policy and procedures are kept under review

2. Recruitment

GRMG does not currently have any employees. Should this change we will review all safeguarding policy and procedures, with particular regard to recruitment processes, induction and training.

Last reviewed: 26 January 2020

3. Confidentiality and record keeping

We fully endorse the principal that the welfare of children overrides any obligations of confidence we may hold to others. Individual safeguarding cases will only be shared or discussed on a 'need to know' basis as decided by a safeguarding lead. All information gathered (including decisions to refer or not to refer) will be recorded, stored and used professionally and securely, in line with data protection legislation and guidance.

4. Safeguarding concerns

Any concerns about a child should be reported to a safeguarding lead as soon as possible. In exceptional circumstances when child is believed to be at immediate risk, if a crime has, or may have, been committed and the safeguarding leads cannot be contacted for advice, trustees and volunteers may contact CSCS or the police directly.

Concerns may arise from a variety of situations, including:

- you have seen something
- a child says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a team member
- there has been an anonymous allegation
- an adult has disclosed they are abusing a child
- an adult has disclosed they were abused as a child

The following information should be recorded:

- name, date of birth, address, contact info
- nature of concern
- date, time
- name and job title of person reporting concern

The concern should be referred to to Children's Social Care Services (CSCS) or the Police (in an emergency) and followed up in writing within 24 hours. In allegations against a person with a 'duty of care', the LADO will co-ordinate the next procedural steps.

5. Communicating safeguarding policy and procedures

It is important that we give information to children and their families on how to report a safeguarding incident. Details of GRMG's safeguarding policy and safeguarding leads will be on its website (www.glosraptors.co.uk).

6. Disciplinary and grievance procedures

In any case where a complaint has been made with regards to any inappropriate or poor practice by a trustee or volunteer of GRMG, we will discuss the situation with CSCS before making an open decision about the best way forward. CSCS will manage any investigations, overseen by the LADO in accordance with their procedures (available on their website).

7. Safeguarding procedures review

These procedures will be reviewed every two years or when there are substantial organisational changes.

8. Safeguarding Code of Conduct

- Treat everyone with dignity and respect
- Treat all children equally without favouritism
- Respect a child's right to personal privacy
- Allow children to talk about any concerns they may have and do not make promises to children not to report disclosures of abuse
- Encourage others to challenge attitudes or behaviours they do not like
- Take any allegations or concerns of abuse seriously and refer them to a safeguarding lead
- Avoid inappropriate relationships with children and inappropriate behaviour or contact, whether physical, verbal or sexual
- Avoid being drawn into inappropriate attention-seeking behaviour, e.g. tantrums, crushes
- Remember someone else might misinterpret actions, even if meant well
- Always use language appropriate for children, ensuring it is not offensive or discriminatory
- Inform another GRMG trustee or volunteer of any planned activities with children
- Activities with children must be planned so that there is more than one adult present (within sight or hearing)
- Any contact with children must be appropriate for the activity
- Risk assessments for activities involving children must take them into account
- All school visits are to be made in the presence of a teacher employed by the school

GRMG trustees and volunteers strive to keep to this code at all times and we expect others to do the same