



SAFEGUARDING & PROTECTION POLICY (Children and vulnerable adults)

Version:	2.0		
Effective date:	16 September 2026		
Purpose:	To ensure every child or vulnerable adult who comes into contact with the Friends of Rowntree Park (FRP) is safe and protected from harm, and that any concerns about a child or vulnerable adult's safety and welfare are acted upon appropriately		
Scope:	All staff and volunteers of FRP		
Associated Policies, Guidelines and Procedures:	• Health & Safety policy • Volunteering policy • Finance policy • Whistleblowing policy • Data protection policy • Grievance/complaints handling policy • Recruitment policy (Employee, Contractor & Trustees) • Communication policy • Equal opportunities policy • Environment and sustainability		
Approved by:	FRP Trustees	Date:	Awaiting trustee approval
Designated Safeguarding Lead:	Jane Mackay	Contact Details:	07799 141136 janeemackay@yahoo.co.uk
Last Amended:	August 2024		
Next Review:	September 2027		

Safeguarding & Protection 	If a child is in immediate danger contact the police on 999. If there is no immediate danger, but a concern that a child may be at risk of harm, the CYC Multi-Agency Safeguarding Hub (MASH) must be contacted (01904 555111 or 0300 1312131 if out-of-hours). CYC's Children's Safeguarding reporting procedure can be found here: https://www.saferchildrenyork.org.uk/cyscp-1/report-concern-child-young-person#contact If a vulnerable adult is in immediate danger contact the police on 999. If an adult is not in immediate danger but there is a concern, advice can be provided by CYC's Adult Social Care team (01904 555111 or 0300 1312131 if out-of-hours). CYC's Adult Safeguarding reporting procedure can be found here:
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<https://www.safeguardingadultsyork.org.uk/raise-concern>

ANYONE CAN MAKE A REFERRAL. Where referrals are not made by the Designated Safeguarding Lead (DSL), the DSL should be informed as soon as possible that a referral has been made.

Data Protection

Personal data will be processed in accordance with the requirements of GDPR and in compliance with the data protection principles specified in the legislation.

1. INTRODUCTION

1.1. Purpose

1. The purpose of the Adult & Child Safeguarding Policy is to ensure every child or vulnerable adult who comes into contact with the Friends of Rowntree Park (in their volunteer or staff roles) is safe and protected from harm, and that any concerns about a child or vulnerable adult's safety and welfare are acted upon appropriately
2. The Friends of Rowntree Park (FRP) are committed to a practice that protects children, young people and vulnerable adults from harm. As Trustees and Volunteers in this organisation, we accept and recognise our responsibility to develop awareness of the issues that cause children, young people and vulnerable adults harm.
3. This policy will give clear direction to staff and volunteers about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children and vulnerable adults working with us or attending our events.

1.2. Definitions

1. FRP recognises that the definition of a child is any person under the age of 18 years.
2. Safeguarding is defined within 'Working Together to Safeguard Children' (2015) as:
 - Protecting children from maltreatment;
 - Preventing impairment of children's health or development;
 - Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
 - Taking action to enable all children to have the best life chances.
3. There is no legal definition of child protection, but it aims to identify those children who are at risk of serious harm. Child protection aims to keep children safe where there is serious risk of harm. Serious risk of harm may arise from a single event or a series of concerns over time.
4. An adult at risk (vulnerable adult) is defined by the England Care Act 2014 as an individual aged 18 years and over who:
 - has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
 - is experiencing, or at risk of, abuse or neglect, AND;
 - as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.
5. Safeguarding Adults in all home nations is compliant with United Nations' directives on the rights of disabled people and commitments to the rights of older people. It is covered by:
 - The Human Rights Act 1998
 - The Data Protection Act 2018
 - General Data Protection Regulations 2018
 - The practices and procedures within this policy are based on the relevant legislation and government guidance, which in England is The Care Act 2014 with Care and Support Statutory Guidance 2014.

2. ROLE OF THE DESIGNATED SAFEGUARDING LEAD (DSL)

- 2.1.** The FRP will have a dedicated person to take responsibility and oversight for safeguarding matters. This is the Designated Safeguarding Lead (DSL). They should ideally be someone with some knowledge or expertise in the field of child protection and/or childcare.
- 2.2.** If the organisation does not have a person who already has this knowledge, the designated person should be given specialist training as quickly as possible to undertake the role. For details of training available locally.
- 2.3.** The role of the DSL is to;
- Act as a source of advice on all safeguarding and child and vulnerable adult protection matters and seek further advice and guidance from local statutory agencies as needed.
 - Maintain and regularly update their knowledge of child and vulnerable adult protection, and of safeguarding children and vulnerable adults through relevant training.
 - Regularly review this policy to ensure it is in line with the latest statutory guidance.

3. GUIDANCE FOR VOLUNTEERS AND TRUSTEES

- 3.1.** All FRP volunteers or staff who come into contact with children and vulnerable adults have a duty of care to safeguard and promote their welfare. For this reason, anyone (e.g. forest school practitioners, mental health group facilitators) who has regular (consistent, ongoing) contact with children through the Charity's activities should undertake appropriate online awareness training. This will need repeating every 3 years. In addition, these individuals should be DBS checked.
- 3.2.** Should a FRP volunteer or staff member have safeguarding concerns regarding the welfare of a child or vulnerable adult when undertaking other activities (e.g. litter picking, gardening) in the park (such as a child / adult reporting abuse, physical abuse of a child) then a referral should be made to York Children's or Adult Social Care. If you believe the child or vulnerable adult to be in immediate danger then the volunteer should dial 999.
- 3.3.** FRP will take all possible steps to safeguard the children and vulnerable adults involved with the Friends of Rowntree Park and to ensure that the adults on our team working with them are safe to do so. Any adult working in a responsible position with children and vulnerable adults will be required to complete a DBS check. The Designated Safeguarding Lead is responsible for determining who requires these checks.
- 3.4.** There may be occasions when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. In such situations, our volunteers are required to act with care, deferring to parents if present or medically qualified staff if not.
- 3.5.** All Trustees and Volunteers are expected to follow this guidance. One of the Friends' trustees will be named as Safeguarding trustee
- 3.6.** If you have any queries around the welfare of any child or vulnerable adult, please contact the DSL:
- Jane Mackay 07799 141136 / janeemackay@yahoo.co.uk**
- 3.7.** All Trustees and Volunteers must inform the DSL if they are:
- Charged with a criminal offence involving a child and vulnerable adult, or involving violence or breach of trust, or with a criminal offence relevant to their duties, for example a driving offence if they are driving as part of their volunteering duties.
 - Investigated by any authority due to concerns that they may have had involvement in causing harm to a child and vulnerable adult.
 - Diagnosed with any medical condition that may affect their ability to safely carry out their

voluntary role with children or vulnerable adults, for example psychotic illness.

- 3.8.** All Trustees and volunteers should make sure they know what to do if a child or vulnerable adult tells them they are being harmed or they suspect that the child/vulnerable adult is being harmed.

Key points are:-

DO NOT

- Carry out your own investigation by talking to parents or carers etc.
- Put words in any person's mouth by asking direct questions such as "Did your mum/dad do it?"
- Feel that you must inform parents/carers if you think it may put the child at risk of further harm or cause them to be silenced.
- Promise to keep any disclosed items secret.
- Ignore your worry.

DO

- Ask open-ended questions to clarify your concern e.g. "What happened to your arm?"
- Listen to the individual / your gut feelings.
- Take action.

4. ACTION TO TAKE SHOULD YOU CONSIDER A CHILD TO BE AT RISK OF HARM

If you are concerned about the welfare / safety of a child, you must immediately make contact with the relevant service as detailed on page 1 of this policy.

- 4.1.** If you know or suspect the child has come to harm through the actions of another, make sure that any professional staff (e.g. teacher) if there is one, you hand the child over to understands this; take their name and record it. It will generally be appropriate to inform the child's parent or carers what has happened once the child is safe with an appropriate professional.
- 4.2.** If you are working with a child/vulnerable adult who is/is not accompanied by a parent/carer, should you have concerns regarding their welfare, you should inform the parent/carer of your duty of care to report your concerns prior to making a referral to Children's or Adult's services, unless the child or adult is in immediate danger.
- 4.3.** If it seems that a child has been abused in any way, including sexual abuse, emotional abuse, neglect or physical abuse (but is not in immediate danger), report this immediately. Do not assume the professional (if there is one) will report it – you have a duty to do this yourself. The most obvious indicator of abuse is a disclosure.
- 4.4.** If the concern is long-term rather than immediate (for example a child who is often dirty, smelly or who has disruptive behaviour), you should discuss this with the child protection designated lead who will discuss with the volunteer whether to make a referral.
- 4.5.** If you have had to make an emergency referral, tell the child protection designated lead as soon as possible.
- 4.6.** If a child has a serious injury (for example involving pain and bleeding) or is in immediate danger (for example parent has arrived to collect a child and is unfit to care for them, or a child left alone at home), dial 999 and request assistance from the ambulance service and/or police

5. ACTION TO TAKE SHOULD YOU CONSIDER AN ADULT TO BE AT RISK OF HARM

- 5.1.** Adult safeguarding legislation recognises that adults make choices that may mean that one part of their well-being suffers at the expense of another – for example we move away from friends and family to take a better job. Similarly, adults can choose to risk their personal safety; for example, to provide care to a partner with dementia who becomes abusive when they are disoriented and anxious.

None of us can make these choices for another adult. If we are supporting someone to make

choices about their own safety, we need to understand 'What matters' to them and what outcomes they want to achieve from any actions that agencies take to help them to protect themselves.

If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector).

- 5.2.** It is not your responsibility to prove or decide whether an adult has been harmed or abused. It is, however, everyone's responsibility to respond to and report concerns they have.
- 5.3.** If someone has a need for immediate medical attention, call an ambulance on 999.
- 5.4.** If you are concerned someone is in immediate danger or a serious crime is being committed, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- 5.5.** If it will not put them or you at further risk, discuss your safeguarding concerns with the adult and ask them what they would like to happen next. Inform them that you have to pass on your concerns to your Safeguarding Lead. Do not contact the adult before talking to your Safeguarding Lead if the person allegedly causing the harm is likely to find out.
- 5.6.** Do not confront the person thought to be causing the harm.
- 5.7.** ALL safeguarding concerns MUST be reported to the safeguarding lead who will review the matter and determine the appropriate course of action.

6. LOST CHILD POINTS / MISSING CHILDREN AT EVENTS AND ACTIVITIES

- 6.1.** Appropriate proof of identification MUST be provided by the family / primary carers, before a child will be handed over.
- 6.2.** In the event that no one comes to collect the child after 1 hour from receiving the child, this will then become a matter for the Police.
- 6.3.** If a child cannot be located in the park within 20 minutes, the Police will be notified immediately.

APPENDIX 1 : TYPES AND INDICATORS OF ABUSE - ADULTS:

The information below is provided by NHS England

<https://www.nhs.uk/social-care-and-support/help-from-social-services-and-charities/abuse-and-neglect-adults-at-risk/>

Everyone has the right to live in safety, free from abuse and neglect.

Abuse and neglect can occur anywhere: in your own home or a public place, while you're in hospital or attending a day centre, or in a college or care home.

You may be living alone or with others. The person causing the harm may be a stranger but, more often than not, you'll know and feel safe with them. They're usually in a position of trust and power, such as a health or care professional, relative or neighbour.

Different forms of abuse and neglect:

Sexual abuse

This includes:

- indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- being forced to watch pornography or sexual acts
- being forced or pressured to take part in sexual acts
- rape

Physical abuse

This includes:

- being hit, slapped, pushed or restrained
- being denied food or water
- not being helped to go to the bathroom when you need to
- misuse of your medicines

Psychological abuse

This includes:

- emotional abuse
- threats to hurt or abandon you
- stopping you from seeing people
- humiliating, blaming, controlling, intimidating or harassing you
- verbal abuse
- cyberbullying and isolation
- an unreasonable and unjustified withdrawal of services or support networks

Domestic abuse

This is typically an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is, or has been, an intimate partner or family member.

Discriminatory abuse

This includes some forms of harassment, slurs or unfair treatment because of:

- race
- sex
- gender and gender identity
- age

- disability
- sexual orientation
- religion
- being married or in a civil partnership
- being pregnant or on maternity leave

Financial abuse

This could be someone stealing money or other valuables from you. Or it might be that someone appointed to look after your money on your behalf is using it inappropriately or coercing you to spend it in a way you're not happy with.

Internet scams and doorstep crime are also common forms of financial abuse.

Neglect

Neglect includes not being provided with enough food or with the right kind of food, or not being taken proper care of.

Leaving you without help to wash or change dirty or wet clothes, not getting you to a doctor when you need one or not making sure you have the right medicines all count as neglect.

APPENDIX 2. TYPES AND INDICATORS OF ABUSE - CHILDREN

The information below is provided by NSPCC:

<https://www.nspcc.org.uk/keeping-children-safe/spotting-signs-child-abuse/>

What are the signs of child abuse?

The signs of child abuse aren't always obvious, and a child might not feel able to tell anyone what's happening to them. Sometimes, children don't even realise that what's happening to them is abuse.

There are different types of child abuse and the signs that a child is being abused may depend on the type. For example, the signs that a child is being neglected may be different from the signs that a child is being abused sexually. Children of different ages may also show different signs of child abuse. For example, a toddler will show different signs that they've been sexually abused than a teenager.

Common signs of child abuse

Some common signs that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious

- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body.

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour – but we can help you to assess the situation.

You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children's safety and wellbeing.

Types of Child Abuse

- Bullying and cyberbullying
- Child sexual exploitation
- Child trafficking
- County lines and protecting children from exploitation
- Criminal exploitation and gangs
- Domestic abuse
- Emotional abuse
- Female Genital Mutilation
- Grooming
- Neglect
- Non-recent abuse
- Online abuse
- Physical abuse
- Sexual abuse