

## **Safeguarding Policy for Holy Brook Meadows Community Interest Company**

### **What is Safeguarding?**

Safeguarding is the protection of children and vulnerable adults from abuse. It requires us to be aware of ways in which abuse could occur or be identified within the context of any of our activities, to minimise risk of abuse, and to have procedures in place to deal with abuse if it is suspected.

In the context of Safeguarding in England and Wales, the government defines a child as anyone under the age of 18, and a vulnerable adult (or 'adult at risk') as an individual aged 18 years or over who may be unable to care for themselves or protect themselves against significant harm or exploitation.

### **What is abuse?**

Abuse is serious neglect, harm or maltreatment. It is often categorised as: physical abuse; emotional and/or psychological abuse; neglect; sexual abuse; financial or economic abuse; online abuse. It can also include discriminatory abuse; organisational abuse; spiritual abuse; domestic abuse and modern slavery.

### **Disclosure**

Research shows us that survivors of abuse ask only three things of those who they disclose to: Hear me, believe me, and respect me.

### **Safeguarding roles and responsibilities within Holy Brook Meadows Community Interest Company (HBM CIC)**

**Directors** are responsible for managing and improving the land and biodiversity of Holy Brook Meadows, ensuring that community and life-affirming camps and other activities can take place there.

**Directors retain ultimate responsibility** for ensuring that all activities are safe and compliant with the law. HBM CIC directors have adopted an **Ethics Policy** which describes the standards of conduct they expect of themselves and of anyone who contributes to their work. It includes a commitment to a **Safeguarding Policy** and a **Safeguarding Officer** to ensure that appropriate action is taken in the event of abuse or suspected abuse. Our current Safeguarding Officer is Brad Richecoeur, a director of HBM CIC

**Volunteers** offer physical help on Field Work Days, provide specialist advice on practical or management matters, and/or assist with the organisation of occasional events. They are expected to abide by our Ethics Policy and Safeguarding commitments.

### **Disclosure and Barring Service (DBS)**

As some of our activities already involve, or may in the future involve, unsupervised contact with children or vulnerable adults, all Directors are subject to an Enhanced DBS check. Volunteers who work with children or vulnerable adults will also be subject to Enhanced DBS checks. HBM CIC Director and Safeguarding Officer Brad Richecoeur manages the DBS application process and storage of related records (in compliance with GDPR requirements).

### **Children**

HBM CIC does not intend to hold events specifically for children, but acknowledges a general duty of care to children, i.e. young people under 18, who are present at activities it organises.

Where a child wants to volunteer for a Field Work Day, or to attend an event that is open to both children and adults, we may say that they must be accompanied by a parent or other responsible

adult with whom the child is comfortable. Alternatively, with the child's consent and the consent of the child's parent or carer, we will nominate a Director to take on the duty of care during that event.

### **What if a child or vulnerable adult discloses abuse?**

If a child or vulnerable adult discloses abuse to the Safeguarding Officer, a Director or a Volunteer, the person receiving the disclosure should:

- Stay calm
- Listen carefully to what is said
- Only ask questions for clarification purposes, not leading questions
- Not promise to keep secrets – explain that it is likely that the information will need to be shared, and say with whom that is likely to be
- Tell them what will happen next about the disclosure
- Record in writing what was said, using the words as spoken; record dates, times and any names mentioned, ideally on a disclosure form; sign and date the record [*see Appendix 3 for a disclosure form template*]
- Report the disclosure and pass the report to a Safeguarding Officer as soon as possible.

**What should someone who suspects abuse do?** They should talk to the Safeguarding Officer in confidence, as soon as possible.

### **Then what will happen?**

The Safeguarding Officer, in consultation with others if necessary, will make a decision as to whether referral to statutory agencies is necessary. This is the limit of the extent of the role. There will be no investigation of abuse, or alleged abuse, undertaken by HBM CIC. This is the role of outside agencies, primarily the Police and/or Social Services.

Contact information for these agencies is provided in the Appendices below.

### **Safeguarding issues that arise at camps or events organized by others**

This policy applies only to activities which HBM CIC organizes and manages.

For all events held by others on the land, HBM CIC needs to be satisfied that robust safeguarding arrangements are in place. All groups or organizations which hold camps or other events at the field must, at the time of booking, provide a copy of their Safeguarding Policy and Procedures, so that HBM CIC can be satisfied that these are fit for purpose. If a safeguarding issue arises during an event, regardless of whether it necessitated involvement of Social Services and/or the police, the organising group's Safeguarding Officer or a manager must inform HBM's Safeguarding Officer or any Director of this occurrence in writing as soon as possible, while maintaining confidentiality and observing GDPR principles.

## **APPENDIX 1: Procedure for receiving a disclosure**

- Listen to and believe the disclosure.
- Record what you have been told, ideally using a disclosure form *[template in Appendix 3]*.
- Explain that you will need to let specific people know what has happened, in order to keep the abused person safe.
- Establish with the person disclosing whether this is current or historic abuse.
- If it is current abuse, establish with the abused person if they are safe to stay on site, or if they need to be taken somewhere where they feel safe. The safety and well-being of the child or vulnerable adult is paramount.
- Inform the Safeguarding Officer of HBM CIC that a safeguarding issue has arisen on their land and is being dealt with in accordance with this policy.
- Share the information only with the Safeguarding Officer and other relevant people, but otherwise maintain confidentiality.
- Make a decision regarding the actions necessary to ensure the immediate safety of the individual.
- Make a decision as to whether the disclosure warrants involvement of statutory agencies.
- If it is beyond the capability of the Safeguarding Officer and other relevant people to reach a decision they agree on, or feel comfortable with, seek further input from a third party (see Appendix 2).
- Pass the information on to Police or Social Services, or both, as appropriate *[contact details below]*.
- Explain to the individual what you are going to do.

## **APPENDIX 2: Safeguarding agencies, Support organisations, Helplines**

### **A) Local Authority and Police Safeguarding contacts**

#### **Devon Social Services**

**MASH** (Multi Agency Safeguarding Hub) - to report or discuss Safeguarding relating to a **child**:

Tel 0345 155 1071; Email: [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk)  
[www.devon.gov.uk/educationandfamilies/child-protection](http://www.devon.gov.uk/educationandfamilies/child-protection)

**Emergency Duty Service:** 0845 6000 388

**Care Direct** - to report or discuss Safeguarding relating to an **adult**:

Tel 0845 155 1007 (= Devon County Council switchboard, 8am-8pm Mon-Fri, 9am-1pm Sat); Email: [ccs.caredirect@devon.gov.uk](mailto:ccs.caredirect@devon.gov.uk)  
[www.devon.gov.uk/care-and-health/adults/keeping-safe/](http://www.devon.gov.uk/care-and-health/adults/keeping-safe/)

**Emergency Duty Service:** 0845 6000 388

#### **Police**

**Emergency** - always dial 999; textphone 18000

**Non-emergency** - dial 101; textphone 18001 101

**Email:** [teignbridge@devonandcornwall.pnn.police.uk](mailto:teignbridge@devonandcornwall.pnn.police.uk)

**LOCATION OF HOLY BROOK MEADOWS** so that any of these services can find it easily:

Nearest postal address: Hockmoor House TQ11 0HN. On road to Hembury Woods, pass Hockmoor House drive on left, cross stone bridge, the gate into Holy Brook Meadows is immediately on left.

OS grid ref: 7310 6775.

### **B) Helplines and information and support organisations**

**Thirty-one eight, or 31:8 (previously CCPAS - Churches Child Protection Advisory Service)**

Provides safeguarding advice, support and downloadable resources to anyone, regardless of role or situation. Member organisations can access additional professional services relating to safeguarding.

24-hour Help and Information line: 0303 003 1111; email: [info@ccpas.co.uk](mailto:info@ccpas.co.uk);  
website: <https://thirtyoneeight.org>

**NSPCC Helpline**; The NSPCC Helpline is for adults to get advice or to share concerns about a child, open 24/7. Callers don't have to give their name.

Tel: **0808 800 5000**; email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk); website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

If children call this number, they will be routed through to the NSPCC's **Childline**.

**NSPCC Childline**

Childline is a free specialist NSPCC service providing a 24/7 helpline and online resources for children and young people. They can call for help about any aspect of their lives, whether it is urgent or not, and they don't have to give their name.

Tel: **0800 1111**; website: [www.childline.org.uk](http://www.childline.org.uk)

**National Domestic Violence helpline**

For (mostly) female victims of abuse. Operates 24/7

Tel: **0808 2000 247**; website: [www.nationaldomesticviolencehelpline.org.uk/](http://www.nationaldomesticviolencehelpline.org.uk/)

**Men's Advice Line**

Help and support for male victims of domestic abuse.

Tel: **0808 801 0327** Mon-Fri 9 -5; website: [www.mensadvice.org.uk](http://www.mensadvice.org.uk)

**GALOP**

Anti-violence support and advice charity, for all LGBT+ people and their advocates.

Helpline, information, advice: Tel: **0800 999 5428**; email: [help@galop.org.uk](mailto:help@galop.org.uk);

Website: [www.galop.org.uk](http://www.galop.org.uk)

**MIND Infoline**

Support, information and advice for people living with mental health issues.

Tel: **0300 123 3393** (Mon-Fri 9 -6); text: **86463**; email: [info@mind.org.uk](mailto:info@mind.org.uk); website: [mind.org.uk](http://mind.org.uk)

**Samaritans**

A 24/7 confidential emotional support service for people who are experiencing feelings of distress or despair, including those which may lead to suicide. You don't have to give your name.

Tel: **116 123** to speak to someone anytime day or night; email: [jo@samaritans.org](mailto:jo@samaritans.org) (24-hour delay)

**APPENDIX 3: Disclosure form template** (separate, printable A4 page)

**APPENDIX 4: Main resources informing this policy**

- UK GOV Guidance: <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>
- BDS Safeguarding Policy 2018
- NCVO: <https://learning.nspcc.org.uk/safeguarding-child-protection/writing-a-safeguarding-policy-statement/>
- Thirtyone:eight (previously CCPAS): <https://thirtyoneeight.org/our-services/policy-support/>;

<https://thirtyoneeight.org/media/2121/camps-and-residentials.pdf>

**APPENDIX 3:**

**HOLY BROOK MEADOWS CIC SAFEGUARDING DISCLOSURE FORM**

Use this form to record any disclosure or safeguarding incident or allegation you have received, as soon as possible after the event. Record as much detail as possible. Do not try and interpret any of the information you receive: **just record what was said to you, trying to use the same language that was used by the person disclosing.** Inform the designated Safeguarding Officer or an event manager without delay.

- 1. Date and time of incident, and date and time of disclosure if different:
- 2. Where did the incident occur? Within Holy Brook Meadows / somewhere else:
- 3. Name of child or individual affected

Their age:                      Ethnicity or Religion:                      Any disabilities they tell you about:

- 4. Name and contact details of their parent or carer
- 5. Name, age and contact details of any other persons involved
- 6. Name, age, and contact details of any witnesses
- 7. Are you reporting: your own concerns / disclosure by the individual themselves / allegations made to you by someone else? who?
- 8. Details of what happened or is alleged to have happened. **Record only what was said to you, trying to use the same language that was used by the person disclosing.** *[continue on the reverse of this form, or attach a separate sheet if this is easier]*
- 9. What action, if any, has been taken at this point? **Remember it is not your job to try to resolve the matter;** your role is only to report it to the designated Safeguarding Officer immediately. S/he will decide what action needs to be taken. If you do not know who the Safeguarding Officer is, or they are not on site, make your report to one of the event managers.
- 10. Who is completing this form?

Your name in capitals:

Your role: participant at event / Safeguarding Officer / member of event organising team / relative or carer of the person whom this disclosure is about / other:

Your full contact details:

Your signature: ..... Date: ..... Time: .....

This form must be given into the care of HBM CIC's Safeguarding Officer, who will store it in a secure and safe place and share it only in compliance with GDPR requirements.