

Safeguarding Policy Statement

Safeguarding Policy and Procedures

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Safeguarding Policy Statement

Purpose and scope

Community Rail Network is dedicated to supporting community-based groups and partnerships that connect their community with their railway and deliver social benefit. Community rail delivers a range of activities that bring people together and help communities get the most from their railways, as well as helping the railways to thrive. These activities range from community gardening and arts projects on stations, to helping people with disabilities use rail, to advising train operators on meeting local needs: work carrying significant social and economic value.

Community Rail Network provides support, advice and information to the community rail movement through membership services and events. We share good practice and connect those working in community rail, while bringing together insights from the wider voluntary sector, rail industry and beyond.

The purpose of this policy statement is:

- to protect children¹ and young people working with Community Rail Network from harm. This includes the children of adults working with Community Rail Network;
- to protect vulnerable adults² working with Community Rail Network from harm;
- to provide staff and volunteers, as well as children, young people, adults at risk and their families, with the overarching principles that guide our approach to safeguarding adults and children.

This policy applies to anyone working on behalf of Community Rail Network, including senior managers and the board, paid staff, volunteers, sessional workers, agency staff and students.

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents.

- [Safeguarding Policy & Procedures](#)
- Code of conduct for staff and volunteers (see [employee handbook](#))
- Anti-bullying Policy (see [employee handbook](#))
- Personal Harassment Policy and procedure (see [employee handbook](#))
- [Wellbeing and Mental Health Policy](#)
- Grievance Procedure (see [employee handbook](#))
- Whistleblowing (see [employee handbook](#))
- [Health and Safety Policy](#)
- [Risk register](#)

We believe that:

- Anyone can be at risk of abuse. People can be at risk at different times and in different situations.
- Children, young people and adults should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children, young people and vulnerable adults, to keep them safe and to work in a way that protects them.

We recognise that:

- the welfare of others is paramount in all the work we do and in all the decisions we take all people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse

¹ A child is anyone under the age of 18.

² A vulnerable adult, referred to as an 'adult at risk' under Safeguarding legislation (England Care Act 2014), is anyone aged 18 or over who: (i) has needs for care and or support; (ii) as a result of care and support needs is unable to protect themselves from abuse or neglect; (iii) is currently experiencing or is at risk of abuse or neglect.

- some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting vulnerable adults and young people's welfare.

We will seek to keep children, young people and adults safe by:

- valuing, listening to and respecting them
- appointing a nominated safeguarding lead
- adopting appropriate child and vulnerable adult protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with our members via resources, training and one-to-one discussions
- making sure that children, young people, vulnerable adults and their families know where to go for help if they have a concern
- using our [safeguarding policy and procedures](#) to share concerns and relevant information with agencies who need to know, and involving children, young people, vulnerable adults, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers and our members treat each other with respect and are comfortable about sharing concerns.

Contact details:

Nominated safeguarding lead:

Name: Sarah Fatica (Director of people & funding)

Phone/email: 07983 919702 / sarahf@communityrail.org.uk

- **Child safeguarding:** NSPCC Helpline, 0808 800 5000
- **Adult safeguarding:** Ann Craft Trust (ACT), 0115 951 5400
- **Local Authority child protection/safeguarding team:** Details of who to contact regarding safeguarding issues can also be found on each local authority website (area dependent): <https://www.gov.uk/find-local-council>.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 13 December 2022

Signed:



[SARAH FATICA]. Date: December 2022.

Safeguarding Policy and Procedures

Introduction

This document should be read alongside Community Rail Network's [Safeguarding Policy Statement](#).

As a membership organisation, Community Rail Network does not directly work with children or adults at risk. Our services are provided to community-based groups and partnerships working in their locality to deliver community rail projects and services.

However, we recognise that we have a duty of care not only to safeguard our staff and volunteers but any children and adults at risk that we come into contact with through the course of our work (for example, when attending member organised events). We also recognise the role we can play in supporting our members to have robust safeguarding policies and procedure in place.

This policy should be read by anyone working on behalf of Community Rail Network, including senior managers and the board, paid staff, volunteers, sessional workers, agency staff and students. It will be provided to staff as part of their induction.

Definitions

Children: Child protection legislation in England, Wales and Scotland includes all children and young people under the age of 18.

Adults at risk: The Safeguarding Adults legislation creates specific responsibilities on Local Authorities, Health, and the Police to provide additional protection from abuse and neglect to Adults at Risk.

While any adult may experience abuse or harm, certain people are considered to be at greater risk so are given more protection by law. An adult at risk is defined as:

England (Care Act 2014)
An adult at risk is an individual aged 18 years and over who: (a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND; (b) is experiencing, or at risk of, abuse or neglect, AND; (c) 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.
Scotland (Adult Support and Protection Act 2007)
An adult at risk is an individual aged 16 years and over who: a) is unable to safeguard their own well-being, property, rights or other interests, b) is at risk of harm, and c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected.
Wales (Social Services and Well Being Act 2014)
An adult at risk is an individual aged 18 years and over who: a) is experiencing or is at risk of abuse or neglect, AND; b) has needs for care and support (whether or not the authority is meeting any of those needs) AND; c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Whether an adult is at risk or not is something which changes with their circumstances, and is not fixed. Adults at risk may:

- have a mental or physical illness
- have a learning disability
- have addiction problems
- be frail.

Risk Register

Community Rail Network annually reviews and updates its risk register, which includes assessing safeguarding risks quarterly and recording any new actions.

Recognising signs of harm and abuse

As outlined above Community Rail Network does not work directly with children and vulnerable adults. However, people working on behalf of the organisation should have an awareness of the different types of harm and abuse that exists to help enable them to recognise it and report any concerns.

Child abuse and neglect happens when a person harms a child. It can be physical, sexual or emotional, but can also involve neglect. Children may be abused by:

- family members
- friends
- people working or volunteering in organisational or community settings
- people they know
- strangers.

Many of the signs that a child is being abused are the same regardless of the type of abuse. These include a child:

- being afraid of particular places or making excuses to avoid particular people
- knowing about or being involved in 'adult issues' which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour
- having angry outbursts or behaving aggressively towards others
- becoming withdrawn or appearing anxious, clingy or depressed
- self-harming or having thoughts about suicide
- showing changes in eating habits or developing eating disorders
- regularly experiencing nightmares or sleep problems
- regularly wetting the bed or soiling their clothes
- running away or regularly going missing from home or care
- not receiving adequate medical attention after injuries.

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child's behaviour such as a bereavement or relationship problems between parents or carers. If you have any concerns about a child's wellbeing, you should report them following the below procedure.

More detailed guidance on the definitions and signs of child abuse is available at:

<https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf>

Adult abuse is recognised as 10 categories of abuse by The Care Act:

- Self-neglect
- Modern Slavery
- Domestic Abuse
- Discriminatory
- Organisational
- Physical
- Sexual
- Financial or Material
- Neglect and Acts of Omission
- Emotional or Psychological

There are four additional types of harm that are not included in The Care Act but are relevant to safeguarding adults:

- Cyber Bullying
- Force Marriage
- Mate Crime

- Radicalisation

For definitions of these types of harm please see: <https://www.anncrafttrust.org/resources/types-of-harm/>.

Raising safeguarding concerns

Anyone working on behalf of Community Rail Network must report any safeguarding concerns, disclosures or allegations to the Designated Safeguarding Lead (DSL), as recorded in our [Safeguarding Policy Statement](#). Concerns should be raised verbally and as soon as possible. In the absence of the DSL, concerns should be reported to the CE or other senior manager.

You do not need to be certain before you report your concerns. If you are worried about someone, whoever that is, you should speak to the DSL.

It is important that we stand up for people who can't speak for themselves and speaking up if you are worried someone is being harmed or abused is always the right thing to do. You will not be criticised for raising your concerns.

If a member of the Community Rail Network team feels unable to report an incident to the to the DSL or other senior manager then they can make a report to the police or local child protection services, or by contacting the NSPCC Whistleblowing Advice Line: [0800 028 0285](tel:08000280285) or help@nspcc.org.uk.

Confidentiality

We will only share information about safeguarding concerns with people who need and have the right to know.

Where appropriate, and viable, we will seek consent to share information but if consent is refused and we are worried that someone is at risk of harm we will continue to follow the steps in this procedure.

Responding to and recording safeguarding concerns

We recognise that safeguarding is often complex and no one situation is the same. The DSL will review each case individually to decide the best course of action, however, we also commit to:

- Take any safeguarding concerns raised seriously, listening carefully and providing appropriate support to the person raising the concern/s
- Follow the relevant procedures as outlined in our internal safeguarding policies and procedures
- Use expert information and guidance available from safeguarding organisations (such as NSPCC and Ann Craft Trust), alongside direct support from appropriate and relevant local safeguarding partners to help guide our next steps.
- We will record all reported safeguarding concerns on a confidential, restricted access document. Providing a clear statement of what has been seen, told or heard as well as any decision made, or information shared.

Reporting safeguarding concerns

Child or adult protection concerns:

As a national organisation we support members throughout England, Wales and Scotland, we may attend community rail events (run by our members or other partners) where children or adults are in attendance. If we become aware of a situation where a child, young person or adult (who we believe is unable to protect themselves) is at current risk of, or has experienced, abuse or harm we will:

- If the person is in immediate danger, or the abuse has happened where they live, immediately call the local authority safeguarding team or the police.
- If they are not in immediate danger, we will follow the steps as outlined below under [Concerns for Organisations](#).

Allegations concerning staff or volunteers:

If it is alleged that someone working for Community Rail Network has harmed or abused a child or adult at risk we will:

- Contact our DSL lead as soon as possible, and within 24hrs, to discuss the concern
- Contact the local authority safeguarding team as soon as possible within 24 hours, and be guided by them of further actions required by us (including involving the police)
- Follow relevant disciplinary procedures with the individuals concerned.

If the allegation does not concern a child or adult at risk we will:

- Follow our disciplinary procedures, and any other relevant internal policies and procedures (as listed in our [Safeguarding Policy Statement](#), 'supporting documents' section)
- Contact the Director of people & funding with 24hrs to discuss the concern
- Take other relevant next steps, such as carrying out an internal investigation.

Concerns about other organisations:

If we have safeguarding concerns about another organisation (including Community Rail Network member organisations), their staff, volunteers or the people they work with we will:

- As soon as possible, but within 24 hours contact the DSL for the organisation in question and pass on our concerns, if this has not already happened
- In some circumstances, follow up with the organisation to confirm they have acted on the issue
- If at any point we think that the organisation has not acted and someone is at risk, we will contact the relevant local safeguarding team directly and be guided by them about further actions required of us. We will follow up any reports with a written referral.

Welfare Concerns:

This relates to cases where no one has been harmed in any way, but a child, young person or adult shows signs of being in need. For example, a concern has been raised about someone's health, wellbeing or safety if they don't get help.

In cases where this relates to someone who works for Community Rail Network, we will:

- Refer to relevant policies and procedures, such as our Wellbeing and Mental Health policy
- Signpost the person to the organisation's 'Employee Assistance Programme' service (if eligible) for specialist support and assistance
- Access further guidance and support from the Director of people & funding (providing consent has been given, see [confidentiality](#) above).

In cases where the concern is about a child or young person, we will:

- Within 24 hours, raise our concern with the organisation that has responsibility for the child or young person (e.g. school, charity, community group etc), so that adequate support and guidance can be offered to them.

/Ends