



INLAND
WATERWAYS
ASSOCIATION

SAFEGUARDING YOUNG PEOPLE

Guidance For Staff & Volunteers



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RESPONSIBILITIES

Whilst it is everyone's responsibility to safeguard young people, it is the responsibility of The Inland Waterways Association's trustees and the Designated Safeguarding Officer to ensure this policy and handbook is up to date, reviewed annually, implemented and all relevant staff, committee members and volunteers understand our guidelines.

Young person: A young person for the remit of this policy is under the age of 18.

Designated Safeguarding Officer (DSO):

The appointed person to whom all concerns about child protection, including allegations or concerns about employees, volunteers or children, should be reported. It is their responsibility to manage all such issues and to liaise with relevant statutory bodies. In case of emergency, the first contact should always be the police.

Designated Safeguarding Officer:

TBA

Deputy Safeguarding Officer:

(Appointment being made)

Review date: No later than 31st August each year

experienced in carrying out a range of activities, we do not offer volunteering opportunities for unaccompanied children unless it has been authorised in advance by the Designated Safeguarding Officer (DSO). IWA cannot provide care and supervision to children under 18 who turn up unplanned on activities without a parent, guardian or external supervisor present.

Aim: The aim of IWA's Young People's Safeguarding Policy and supporting handbook is to promote good practice and:

- Provide young people with appropriate safety and protection whilst engaged in activities organised or managed by the Association.
- Allow staff and volunteers to make informed and confident responses to specific young person protection issues.
- Provide practical guidance for staff and volunteers on procedures, and ensure it is easily accessible for all.
- Enable all young people to have a positive, safe and enjoyable experience whilst volunteering with IWA.

IWA will endeavour to ensure safeguarding by:

- Sharing information to all staff and volunteers about safeguarding through various mediums (website, Bulletin, Officers Briefing) on protection and good practice guidelines.
- Ensuring IWA's staff and volunteers involved in youth engagement have read and understood our policies, guidelines and procedures when working with young people and have signed up to our Youth Volunteer Code of Conduct.
- Having clear guidelines on how to deal with missing or unaccompanied young people.
- Ensuring all events and activities run by IWA are well planned to minimise the risk to young people to ensure the safety and enjoyment of everyone involved in an activity.
- Monitoring and reviewing this policy and handbook on an annual basis by IWA's trustees.
- Ensuring all steps are taken to ensure unsuitable people are prevented from working with young people through our Safer Recruitment guidelines outlined in the handbook.
- Appointing a Designated Safeguarding Officer responsible for the protection of young people throughout IWA.

SECTION 1: SAFEGUARDING YOUNG PEOPLE POLICY

IWA is committed to creating a safe environment in which young people can feel comfortable and secure whilst engaged in any of the Association's activities such as family camps, Wild Over Waterways educational programmes and waterway clean-ups. This also extends to activities that young people attend, not just those specifically aimed at them.

IWA works to engage a wide waterways audience including children and is committed to equal opportunities. Whilst the Association is

SECTION 2: YOUTH VOLUNTEER CODE OF CONDUCT

Everyone working or volunteering with The Inland Waterways Association has a responsibility to ensure that young people are protected from abuse. All staff and volunteers running events and activities involving children and young people must sign up to the Youth Volunteers Code of Conduct outlined below, which outlines the behaviours of adults involved in youth engagement. Breaches of the Code of Conduct must be reported to the Designated Safeguarding Officer.

YOUTH VOLUNTEER CODE OF CONDUCT

It is your responsibility to ensure that:

- your behaviour is appropriate at all times;
- you observe the rules established for the safety and security of young people; and
- you understand the position of trust in which you have been placed.

Do ☒:

- Make sure you have read and understood IWA's Young Person Safeguarding Policy and Handbook.
- Treat everyone with dignity, respect, and act as a role model.
- Take allegations or concerns seriously and refer them to the Designated Safeguarding Officer.
- Value a young person's contributions, involve them in planning and reviewing activities.
- Ensure you work in an open environment, are in sight or hearing of another adult, and avoid one to one contact with a young person.
- Make sure you maintain an appropriate distance from a young person – avoiding unnecessary contact unless it is an emergency or their guardian has given permission.
- Make sure a suitable number of supervising adults are present at all times.
- Respect a young person's personal privacy.
- Allow young people to express any concerns they have.

Do not ☐:

- Take photos of young people without gaining written or verbal consent from their parent or guardian, and clearly explaining where they will be used.
- Undertake unplanned activities with young people.
- Let allegations, suspicions or concerns about abuse go unreported.
- Spend periods of time alone with young people, transport them in your car or take them to your home unless in an emergency in which case you must take another person with you and tell the activity leader.
- Make suggestive remarks or threats to young people, even in fun.
- Give young people your personal contact details (telephone number/email address) unless specifically required for the activity. Do not use children's contact details for anything other than the purpose for which they were given.
- Befriend young people on social media with your personal profile.
- Rely on your good name and reputation or that of IWA to protect you.



SECTION 3: SAFER RECRUITMENT & TRAINING

IWA has an obligation to ensure that all employees and volunteers working with young people are suitable to do so. In the case of people working regularly with young people they will be required to undertake a DBS check. The table below outlines what checks and training are required for employees and volunteers working with young people. If your role or activity is not listed, then please contact the Designated Safeguarding Officer for advice.

Youth Engagement: Volunteer Recruitment Forms must be sent to the Designated Safeguarding Officer, who will decide if the person is suitable from a safeguarding perspective and whether or not further checks, such as a DBS check will be required.


IWA does not currently offer volunteering opportunities for unaccompanied children unless it has been authorised in advance by the DSO. IWA cannot therefore provide care and supervision to children under 18 who turn up unplanned on activities without a parent/ guardian/ external supervisor present.

DBS Checks: IWA can undertake free basic DBS checks for volunteers. If you or one of your volunteers requires a DBS check please contact the DSO.

***Note:** Recruitment processes and requirement for DBS checks will be reviewed by the DSO as our youth engagement programme develops.*

TABLE 1.1. YOUTH VOLUNTEERING RECRUITMENT & TRAINING REQUIREMENTS

ROLE	APPLICATION PROCESS	DBS CHECK	SAFEGUARDING TRAINING
Trustee	N/A	No	Policy and procedures highlighted as part of induction by Chief Executive.
WOW activity supervisor (at Festivals)	Complete Youth Engagement – Volunteer Recruitment Form; Read Safeguarding Policy; and agree to Youth Volunteers Code of Conduct	No	Policy and procedures highlighted as part of induction by DSO.
Activity Supervisor – for one off day events involving children with parent/ guardian/ external supervisor present.	Complete Youth Engagement – Volunteer Recruitment Form; Read Safeguarding Policy; and agree to Youth Volunteers Code of Conduct	No	Policy and procedures highlighted as part of induction by DSO.
Activity Supervisor – regular unsupervised (no parent/guardian present) volunteering by young person aged 14+ (such as Duke of Edinburgh Volunteer/ Apprentice).	Complete Youth Engagement – Volunteer Recruitment Form; Read Safeguarding Policy; and agree to Youth Volunteers Code of Conduct. Appointment approved by DSO.	Yes - basic (renew every 3 years)	Policy and procedures highlighted as part of induction by DSO.
Family Camp Leadership Team or any activity involving an overnight stay by a young person with parent/guardian supervisor present. [IWA does not offer unsupervised overnight activities]	Complete Youth Engagement – Volunteer Recruitment Form; Read Safeguarding Policy; and agree to Youth Volunteers Code of Conduct; Appointment approved by DSO and WRG Board or relevant organising committee.	Yes – enhanced (renew every 3 years)	Policy and procedures highlighted as part of induction by DSO. External provider – online course. Level 1 Safeguarding.
Designated Safeguarding Officer/ Deputy Designated Safeguarding Officer	Appointment made by Chief Executive and approved by IWA Trustees.	Yes - enhanced (renew every 3 years)	External provider – 1 day online course. Level 3 Designated Safeguarding Officer. Before beginning responsibilities and every 3 years afterwards.



SECTION 4: SUPERVISION

Accompanied by Guardian: The majority of IWA activities will require a young person to be accompanied by an adult who holds parental responsibility, such as a parent, guardian or youth worker. It is important that the activity leader has oversight to keep young people safe.

The Activity Leader is responsible for ensuring accompanying adults are aware of their responsibility for supervision and direct care. Briefing volunteers at the start of the activity and filling in a signing form, to confirm they understand their responsibilities.

When working in partnership with other organisations i.e. Scouts, the activity leader must clarify that they are responsible for the suitable numbers of supervising adults to take responsibility of their young people.

Appropriate supervision ratios must be assessed in relation to the task and duration of the activity.

Pre-Approved Unaccompanied: Pre-approved unaccompanied volunteering by a young person aged 14+ may be undertaken if recruitment processes for the supervisor has been followed and the Organising Committee has approved.

The following steps MUST ALSO be completed:

- A clear role description that is agreed by all (supervisor, DSO, guardian and young person).
- A clear plan for supervising and training the young person must be in place.
- A young person risk assessment must be undertaken by the Activity supervisor and approved by the DSO.

IWA will not authorise unaccompanied volunteering of a young person under the age of 14. Unaccompanied children who turn up at IWA managed events will not be admitted where entrance can be reasonably controlled.



SECTION 6: ASSESSING THE RISKS

The activity leader must carry out a risk assessment, assessing the activity, age and experience of their volunteers to help put appropriate supervision and plans in place to ensure everyone has a safe and enjoyable experience. All risk assessments must be approved by the DSO.

For activities involving an overnight stay, a further risk assessment around the accommodation (sleeping arrangements, welfare etc) must also be carried out and approved by the DSO.



SECTION 7: TAKING PHOTOS & FILMING ACTIVITIES

Be sensitive about taking photos and films of activities. It is best practice to gain written consent from the participant and, if under 18, from their parent or guardian before taking any photos. Participants should also be made aware of the possible uses of such photos and where they may be featured or published.

Where photos of young people as recognisable individuals may be used for publicising the Association's work, written permission from the parent or guardian must be sought before publishing the images. Individual children should not be identified in the accompanying text.



SECTION 8: FIRST AID & ACCIDENTS

A first aid kit should be kept at an appropriate point near to the activity and all participants should know the location of the kit. A first aider must be on site at all times.

If a young person requires medical attention:

- Call the nominated first aider; or in the case of an emergency, an ambulance. Do not be left alone with the young person; always ensure another adult is present.
- Secure consent from the young person or parent or guardian if the need arises to administer emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with details of any treatment given.
- For serious accidents involving children please also contact the DSO by phone as soon as the situation is under control.

All accidents that occur whilst carrying out activities on behalf of the Association must be reported using the accident reporting form. When you have filled out the form please send it, to the Designated Safety Officer at IWA Head Office at Chesham.



SECTION 9: LOST, FOUND OR UNACCOMPANIED CHILDREN

For larger events (more than 30 people) the Activity Leader must ensure that all supporting staff and volunteers are briefed on the following procedures and are aware of the 'nominated meeting point'.

LOST OR MISSING CHILDREN

The person receiving the initial report of a missing young person should try and put the individual making the report at ease and take them to the nominated meeting point allocated by the Activity Leader in the induction (usually the first aid or welfare point).

The person should then take the following steps:

- Contact and make the Activity Leader aware of the situation.
- Take details of the missing person (name, age, appearance, clothing and last known contact).
- Activity Leader to coordinate an initial search appropriate to the site and conditions.
- If, after a second search of the site the missing person is not found then the emergency services should be alerted.
- At larger events like IWA's Festival of Water, people should be allocated search areas, so all areas are searched properly.

UNACCOMPANIED OR FOUND CHILDREN

If an unaccompanied young person is identified or on finding a young person who has lost contact with their group, **the following steps should be taken:**

- The young person should be taken, by a minimum of two people, to the nominated meeting point (usually the first aid or welfare point).
- Details of the young person should be taken – including name, address and details of their parent, guardian or other person(s) they are with.
- Activity Leader should be made aware of the situation. Contact with their parent or guardian should be made immediately. If this is not possible an alternative contact should be sought - as a last resort the emergency services should be contacted.
- Upon arrival of their parent or guardian, appropriate checks should be made before re-uniting the parties such as proof of identity or confirmation of identity by the young person. If any doubt, the police should be informed.
- An incident report should then be completed and sent to the DSO.



SECTION 10: CONCERNS ABOUT ABUSE

Receiving Information or Suspecting Abuse
Abuse can be in many different forms – physical, sexual, emotional or neglect. It is not our responsibility to investigate suspected cases of abuse or ill treatment, but it is our responsibility to refer such cases to the appropriate authorities.

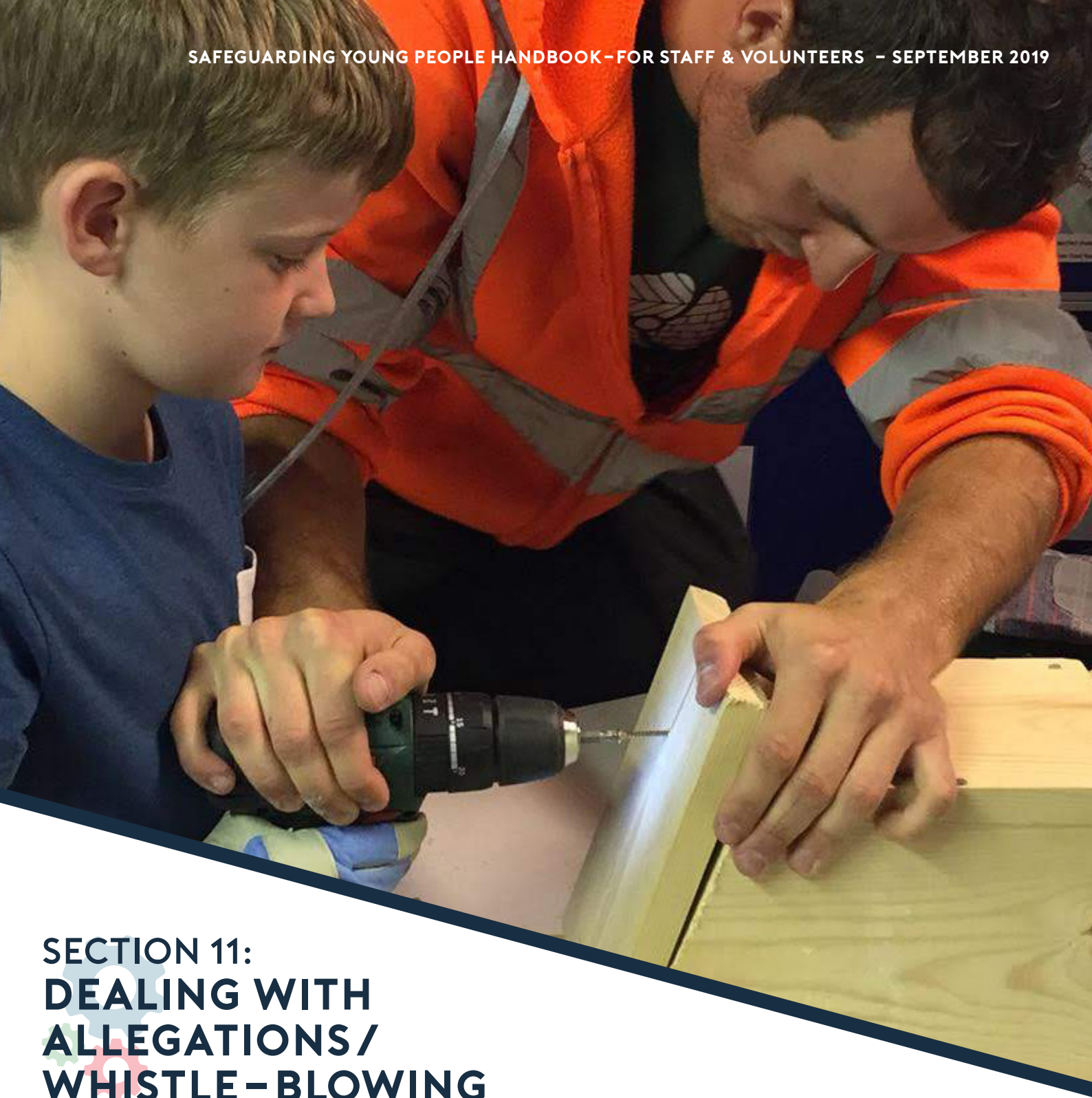
If a young person talks to you about something which gives you cause for concern:

- Never promise to keep it a secret;
- Reassure the young person that they are doing the right thing by talking to someone and try to involve another adult in the conversation if possible;
- Listen to the young person, but don't ask leading questions;

- Talk to the Activity Leader immediately (unless any allegation involves that person);
- Write down an accurate transcript of the conversation and send it as soon as possible to the DSO.

If you have a concern about a young person's safety or wellbeing, follow these steps:

- If you have any concerns about the abuse of a young person, keep calm and talk the Activity Leader. The Activity Leader should then contact the DSO with their concerns, and together discuss the best plan of action to ensure the safety and wellbeing of the young person. An incident report should also be sent to the DSO.
- If anyone is under serious threat of physical harm or in urgent need of medical treatment do not hesitate to dial 999 and ask for an ambulance if there is a need or for the police if it appears that a crime has been committed. After the event, write down an accurate transcript of the event and send it to the DSO.



SECTION 11: DEALING WITH ALLEGATIONS/ WHISTLE-BLOWING

It is the responsibility of all volunteers and members of staff to refer suspected cases of inappropriate behaviour, abuse or ill treatment to the Activity Leader who should then speak to the DSO. The DSO will then make the decision as to whether or not the matter should be escalated to the relevant organising committee and/or requires the appropriate authorities to be alerted. There should be a written record of any concerns regarding abuse. All records should be kept confidential and sent to the DSO.

If any allegation is made against a member of staff or volunteer, the individual should be removed from the activity until a formal investigation has been conducted.



INLAND WATERWAYS


ASSOCIATION

**FOR MORE INFORMATION
& SUPPORTING DOCUMENTS**

 waterways.org.uk/safeguarding

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