

Safeguarding Policy and Procedures

Our policy is written using Gloucestershire Safeguarding Children's Board (GSCB) guidance template

Earth Balance Shed

1 Introduction

Earth Balance Shed makes a positive contribution to a strong and safe community and recognizes the right of every individual to stay safe. Working in our shed tends to be a therapeutic experience. Having friendly support whilst trying to tackle tough practical tasks is satisfying and enjoyable. We each come to the shed because we want to, the hierarchy is not generally apparent, but we do have trustees and the trustees do take their responsibilities to keep members safe seriously.

Earth Balance Shed comes into contact with children and / or vulnerable adults through the following activities:

- New Shed members being vulnerable *(no vulnerable adults have joined in the first year of our operation)*
- Occasional such as open days when children may visit.
- (Note we have had no contact with children or vulnerable adults in our first year of operation)*

The types of contact with children and / or vulnerable adults will be:

- Controlled in as much as we meet in a workshop and for safety reasons there are always at least two people present.

This policy seeks to ensure that Earth Balance Shed undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support members in their practices and clarifies the organization's expectations.

2 Confirmation of reading

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Earth Balance Shed.

Please complete the details below and return this completed form to: Rob Ferguson

Trustee Name :
Trustee Signature:
Date:

3 Definitions

Safeguarding is about embedding practices throughout the organization to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

4 Responsibilities

All trustees have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all trustees to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

5 Implementation Stages

The scope of this [Safeguarding Policy](#) is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organization. These include:

- Health and Safety policy, especially regarding lone working.
- New Members welcome and induction form

Safe recruitment

[Earth Balance Shed](#) ensures safe recruitment of members through the following processes:

- Our club is not for children and we do not allow children to join.

We ask new members to describe their own competence with tools and machinery,
we then ask them to agree to seek advice when they are uncertain about any tool or process
and we then actively check they are following safe methods, engaging with them, in discussion about the task.
This concern for safety in effect ensures new members can take care of themselves – at least in regard to using tools and machinery.

Criminal Bureau Records Gap Management

The organization commits resources to providing Criminal Bureau Records check on trustees whose roles may involve future contact with children and /or vulnerable adults.

6 Communications training and support for Members

[Earth Balance Shed](#) commits future resources for induction, training of Trustees, effective communications and support mechanisms in relation to Safeguarding

Induction will include

Asking new members to complete a simple application form on their second visit. This will ask the new member to declare any illness, (such as epilepsy) which could have a bearing on safety.

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Training

All trustees who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will be provided by 'VoiCeS Northumberland'

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

We work in small informal groups, and tend to talk as we work (ie shoulder to shoulder!). Unlike many employed people, we have time to talk and our group has a strong caring approach.

Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include: [To be considered in future when necessary.](#)

7 Reporting

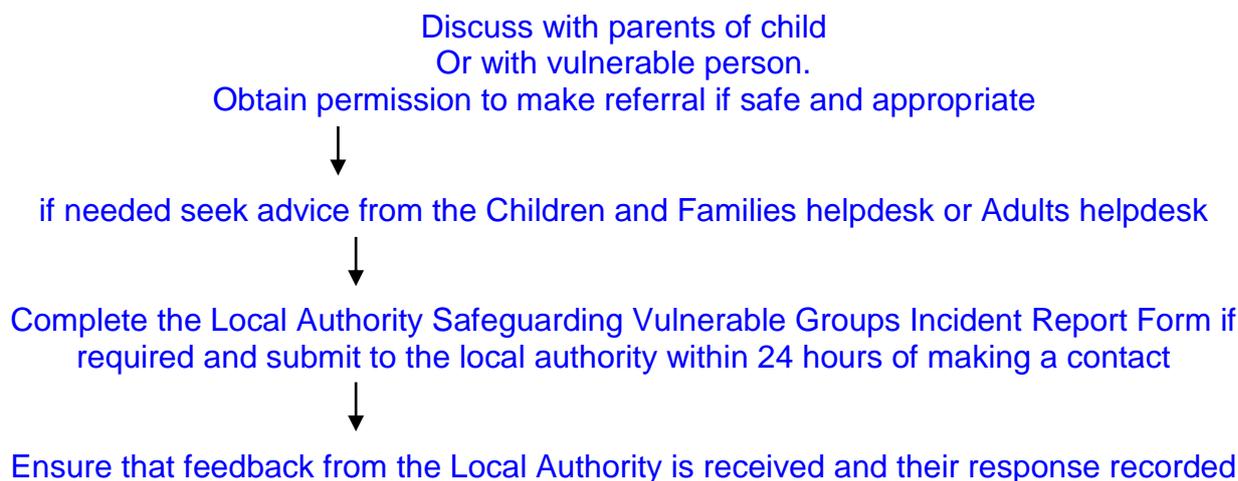
The process outlined below details the stages involved in raising and reporting safeguarding concerns at [Earth Balance Shed](#)

[Communicate your concerns with a trustee](#)



[Seek medical attention for the vulnerable person if needed](#)





8 Allegations Management

Earth Balance Shed recognizes its duty to report concerns or allegations against its trustees within the organization or by a professional from another organization.

The process for raising and dealing with allegations is as follows:

First step: Any member of Earth Balance Shed is required to report any concerns in the first instance to a trustee

Second step- contact local authority for advice. In Northumberland children services telephone 01670 623979 and adult services on (01670) 536 400

Third step – follow the advice provided!

Earth Balance Shed recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document <http://www.isa-gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf>

Our Child Protection/ Safeguarding Officer is:

Rob Ferguson

Tele: 01670 827226