



## **The Otford Society policy statement on safeguarding and protecting Children and Young People**

As a Society we accept a commitment to keeping children and young people who act under our care when participating as volunteers in a Society project, safe and protected from harm as far as we are able.

We will meet this responsibility by:

### **The 'Lead'**

A trustee or member of the Society's management committee shall be detailed to act as 'lead' on any site/ location in which children or young people are present as part of a Society initiative. The lead will keep up to date with training and new policies and procedures.

### **The Lead's responsibilities**

The Lead will ensure that

- Any child/young person under the age of 16 yrs shall have a parent or guardian present who shall understand and accept responsibility for the child's care whilst on site.
- All areas of the site where children will be present will have been risk assessed in advance for potential dangers/hazards to children/young persons.
- Areas which are potentially dangerous/hazardous to a child/young person will be notified to the parents/guardians and clearly identified as such.
- We will explain to children and parents/guardians attending our events what is and what is not permitted of them while on site.
- In the event of a child/young person leaving the site, they/their parent or guardian shall notify the Lead.
- The Lead will have access to the Otford Society's first aid box.
- The Lead will have reference to emergency telephone numbers that may be required in the event of an accident.
- The Lead will be responsible for ensuring that the signature of a parent or guardian is obtained in the event of photos being taken.

## **Photographs & Recordings**

No photographs/videos or recordings shall be made of any children or young people participating in any Otford Society project, without the expressed and written permission of their parent or guardian. (Release forms will be available to Leads)  
Anyone taking or attempting to take photos/recordings on the designated site should be informed accordingly.

## **Unwanted or suspicious attention**

Anyone seen or reported as acting in a manner that may be construed as suspicious or dangerous to a child on site shall be requested to leave and be reported to the Police.

If their persistent presence continues which, in the view of the Lead, constitutes a potential danger to safeguarding a child, the police will be called. A report should be prepared and details of witnesses included.

## **Do's and Don'ts**

The Lead should make themselves familiar with the following guidelines as a practical guide :

### **Do**

- If you see it, say it – report anything that you feel could be a safeguarding issue;
- Call the Police on 999 if you think someone is in immediate risk of harm or danger;
- Speak by mobile to your Chairman/Vice Chairman about any concerns;
- Inform your volunteers that you will need to write things down if they make a disclosure;
- Remember that your role is not to investigate but to report your concerns to Social Services;
- Only provide the support specified within your role;
- Be self aware - particularly of your body language and tone;
- Always remember to ask for help and support if you need it

### **Don't**

- Promise to keep anything secret in the event of a safeguarding disclosure.
- Wait to report something if something feels wrong or makes you uncomfortable – trust your instincts.
- Be worried about asking for support from others present.
- Give out personal phone numbers or emails – only use your Society email.
- Offer any personal opinions on the behaviour of others.
- Engage in discussions on social media of any matters being reported.

**How to make contact.**

Inform the Chairman or Vice Chairman as soon as possible in the event of any Child Safeguarding issue

Contact Details are:

**The Kent Safeguarding Team**

[Kent County Council have staff available 24 hours a day 7 days a week](#) and can be contacted during the day and out of hours regarding safeguarding concerns. Remember that **if someone is in immediate danger, please call 999.**

The Kent Children Safeguarding Multi-Agency Partnership also keep a list of [other organisations safeguarding contacts](#).

Details on making a referral about a child to Kent County Council are also available on [KCC's website](#).

Details about adult protection and reporting abuse relating to adults are also contained on the [KCC website](#).