**Policy for the safeguarding of children and vulnerable adults for the charity Engage Malvern**

This policy addresses the safeguarding of children, young people and vulnerable adults that attend Engage Malvern (EM) events and other activities. When events and other EM activities take place, this policy should be in operation, in addition to the local safe guarding policies in operation at the chosen venues e.g. at schools and churches.

EM recognises the serious issue of the abuse of children, young people and vulnerable adults in our society and recognises that this may take the form of physical, sexual, financial, spiritual or institutional abuse or neglect. It acknowledges the adverse effect this may have on the well- being of people and their development. It accepts responsibility for ensuring that all people who attend its events and participate in other activities are safe from such abuse.

The following steps will be in place to form this policy:

1. EM commits to ensuring the implementation of UK Government legislation, guidance and safe practice.
2. EM commits to respond without delay to any allegation or cause for concern that a child, young person or vulnerable adult may have been harmed when attending an event organised by EM or in any connection with the activities of EM.
3. All such incidents will be investigated by EM Trustees and records kept of such investigations. Incidents of a serious nature will be reported to the relevant authorities without delay.
4. EM commits to the provision of support, advice and training to ensure that people responsible for organising EM events acknowledge the shared responsibility for safeguarding and are clear and confident about their roles and responsibilities in safeguarding.
5. A member of the Trustees Board of EM will be appointed to be the Safeguarding Officer for the charity. This role will be as follows:
6. Support and advise event organisers and other EM personnel in fulfilling their roles
7. Provide a point of reference to advise on safeguarding issues
8. Promote safeguarding best practice
9. Ensure that of all incidents/concerns are investigated without delay and that proper records are kept and made available as necessary
10. Ensure that all relevant personnel connected with EM have undergone safeguarding training and that records of such training are kept and made available as necessary
11. Report to the Annual General Meeting of EM of all matters relating to safeguarding in the previous 12 months
12. Annually review the safeguarding policy to make sure it remains fit for purpose
13. Ensure that risk assessments are carried out on each area of activity, that these are recorded and made available as required
14. Ensure that a signed copy of this safeguarding policy is available at all EM events, plus contact numbers for local and national helplines.

5.Good Practice

This includes the following:

1. That all people are treated with respect and dignity
2. Those who are acting on behalf of EM should not meet or work alone with a child, young person or vulnerable adult where this activity cannot be seen clearly by others present.
3. EM will ensure that the premises used for events are adequately staffed, checked for suitability for work with children, young people and vulnerable adults, including adequate fire safety procedures, prior to the event taking place.
4. Any EM organised transport of children, young people or vulnerable adults will be checked to ensure that the vehicle is suitable, roadworthy and insured and that an appropriate escort is present as well as the driver. A record will kept on file in regard to drivers, escorts and vehicles.
5. DBS disclosure

Those EM personnel directly working with children, young people and vulnerable adults will need to have a satisfactory DBS disclosure in place before working with these groups of people. Each person in this category will have an annual review conducted by two members of the Trustee Board.

1. Complaints procedure

Complaints should be made to the Chair of the EM Trustees (Andrew Webb) who will arrange to meet with the Complainant and attempt to resolve the complaint. If the complaint cannot be resolved, then it will be considered by the full Board of Trustees and any necessary action will be taken.

1. Review

This policy will be reviewed annually by the Board of Trustees. The date of the next review is September 2019.

Prepared by Professor David Tweats, Hon Secretary of Engage Malvern

September 2018