

Safeguarding Children & Vulnerable Adults

Presentation Transcript

Slide 2 Welcome

Welcome. Thank you for joining this Safeguarding training module is for all Butterfly Conservation volunteers. The safeguarding of children and vulnerable adults is everyone's responsibility, and so it is important that you give this short video your full attention no matter how much or how little contact you might have vulnerable adults or children.

This module includes the following topics:

We ask, 'What is Safeguarding?' and 'Why is it important?'

Our Safeguarding policy and Code of Practice documents

DBS checks – who needs a DBS check and how do you organise one?

Reporting concerns - what to do if you are concerned about the safety and wellbeing of a child or vulnerable adult

Reporting allegations - What to do if you are concerned about the behaviour of another adult

Our Behaviour Code – this is about ensuring we always act safely and appropriately around children and vulnerable adults.

Key procedures – we'll highlight some of the key procedures you are most likely to need to know about e.g., children attending events, lost child scenarios, photographing children and vulnerable adults

And finally,

Further Support– we'll ensure you know who you can contact for more help and support on Safeguarding and how you can have your questions answered.

Slide 3 Designated Safeguarding Officers

Before we start properly, I want to introduce you to our three Designated Safeguarding Officers at Butterfly Conservation – or DSOs. I refer to Designated Safeguarding Officers throughout this training video, so it makes sense to introduce you now. They are Office Manager, Sasha Stagg, our Director of Engagement & Volunteering Kate Dent, and me, Engagement Manager – Kate Merry. We are your key contacts for any safeguarding questions or concerns. You'll also find our details on the webpage for Safeguarding training.

Slide 4 What is Safeguarding?

Butterfly Conservation has both a moral obligation and a legal duty of care to ensure that all children and vulnerable adults are safe and protected from harm whilst on BC premises or participating in any BC-led work and/or activity. When we say 'harm', we mean harm to their physical and/or mental wellbeing.

A person is defined as a child, legally, until they reach their eighteenth birthday. There is no single standard definition of a vulnerable adult in law. However, BC has adopted the following definition: A Vulnerable Adult is a person who is aged 18 or over and who is, for any reason, unable to protect themselves against significant harm or exploitation.

Slide 5 What is Safeguarding Cont'd

It is important to be aware that abuse of children and vulnerable adults can take a number of forms. Abuse can be physical, sexual or emotional. Neglect is also a form of abuse. There are further types of abuse that can be directed at vulnerable adults, such as financial abuse.

Slide 6 What is Safeguarding Cont'd

Children and vulnerable adults may be abused by:

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

Slide 7 Our policy and code of practice

There are two important Safeguarding documents that we require you to read and understand before volunteering with us. You can read these documents before or after completing this training video. However, you will need to have read through both documents before completing the short quiz that completes this module as we will ask you to confirm that you have read and understood them.

The Policy document sets out our commitment to Safeguarding, what our organisation's responsibilities are in relation to safeguarding and what we will do to uphold those responsibilities.

The Code of Practice describes our guidance and procedures for working directly with or around children or vulnerable adults.

You will find both of these documents available to download from the Safeguarding training webpage. The policy document is also publicly available on the main Butterfly Conservation website, on the footer of every page, at the link for 'Legal'

This training session covers some of the key content described in the code of practice document - we have picked out the parts most likely to be relevant to you as volunteers. The majority of content focuses on children.

Slide 8 Key procedures and practices

You may be familiar with the term 'DBS Check'. DBS stands for Disclosure and Barring Service. It allows employers to make safer recruitment decisions by looking at criminal convictions and cautions a person might have received before deciding whether or not to employ them. DBS checks were previously known as 'CRB' (Criminal Records Bureau) checks.

Some volunteer roles which include regular contact with children and vulnerable adults may require an enhanced disclosure via the DBS. 'Regular' is defined for the purposes of this guidance as being four or more times over the course of a month.

To give you some example scenarios: an education or engagement volunteer with a specific remit to work with groups of children as part of their role, and who in busy periods will be doing this 4 times a month or more, will require a DBS check.

An events volunteer who might come in to contact with children at public events but who would only be working at a maximum of two events per month would not require a DBS check.

If you require a DBS check for your volunteering, or you think you might do, please contact one of our Designated Safeguarding Officers for advice. Where it is decided that a DBS check is required, these will be made by BC on your behalf and are free of charge.

Slide 9 Key practices and procedures

This is the right time to introduce you to our Golden Rule for working with or around children or vulnerable adults. This rule applies whether or not you have had a DBS check, whether your role specifically involves working with children or whether you just have occasional contact.

BC does not carry out any work whereby volunteers have direct supervision of children or vulnerable adults. In all cases where volunteers work with or around children or vulnerable adults, there should be a responsible adult present. A responsible adult could be a parent, teacher or carer.

Volunteers should never accept or assume responsibility for the welfare or conduct of a child or vulnerable adult. The sole exception to this rule would be in an emergency situation such as a lost child at an event.

Let me give you a couple of examples of this rule in action. Scenario 1: you are visiting a primary school to talk to a class about how they can transform their school grounds into a Wild Space. The teacher introduces you to the class and then asks you if you mind him stepping out of the classroom to mark some work. He says he will be 'next door' if you need anything. There are no other adults with you. You would need to let the teacher know that you are unable to deliver your session without him, or an alternative supervising adult in the room with you, such as a Teaching Assistant.

Scenario 2. You are at a busy public event. A young child is enjoying chatting to you about caterpillars at your stand. The grandparent of the child needs to take the child's younger sibling to the toilet. They ask you if you wouldn't mind watching the first child while they nip to the toilet. They say they will only be gone a few minutes. You must explain to the grandparent that you are not able to supervise their child in their absence. They must take their grandchild with them if they are leaving the stand.

Side 10 Reporting Concerns

As a Butterfly Conservation volunteer, you might be working with or around children or vulnerable adults. In these situations, it is possible that:

A child or vulnerable adult may disclose information to you that causes you concern that they may be experiencing abuse. Or alternatively, you might observe something that causes you concern that they may be experiencing abuse.

We have prepared some guidance for you to follow in Annexe 1 of the Code of Practice document.

Slide 11 Reporting Concerns

The two key elements of this guidance are that you should:

1. Make a record of your concern. Do this as soon as you can as it's important to record accurately the words and phrases used by the child or vulnerable adult, or exactly what you observed.
2. Report your concern to one of Butterfly Conservation's Designated Safeguarding Officers

Slide 12 Reporting Allegations

Allegations may be made against a staff member, contractor or volunteer who has:

- behaved in a way that has harmed, or may have harmed a child or vulnerable adult
- possibly committed a criminal offence against, or related to, a child or vulnerable adult
- behaved in a way that indicates they may pose a risk of harm to children or vulnerable adults
- behaved in a way that indicates they may not be suitable to work with children or vulnerable adults.

If you have witnessed any of these behaviours, you must:

Slide 13 Reporting Allegations Cont'd

Report them immediately to one of the Designated Safeguarding Officers (DSO). Make a detailed, accurate written record of the allegation and pass this to the DSO as soon as possible. In reporting or making any allegations, all staff, volunteers and contractors should make every effort to maintain the confidentiality of all parties. They should not discuss the incident or allegation with anyone else unless instructed to do so by the DSO.

Slide 14 Our Behaviour Code

The behaviour code is basically a list of behaviours that we should and shouldn't display when working with or around children or vulnerable adults. By following the behaviour code, you can help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made against you. This behaviour code must be applied in all instances where children or vulnerable adults are present e.g., work parties, public events, guided walks. Here I have highlighted some of the key points on the Behaviour Code but please see the Code of Practice for the full list.

We SHOULD:

- listen to and respect children and vulnerable adults at all times
- Approach any child and/or vulnerable adult in apparent distress and offer help, but ensure that they are as visible as possible in a public space
- Seek assistance from the responsible adult for the child or vulnerable adult (e.g., parent, carer, teacher) in any situation so that you avoid finding yourself alone with a vulnerable adult or child

- Keep any lost children in a public area where they can be clearly seen

Slide 15 Our Behaviour Code

We should NOT:

Touch or in any way engage in unnecessary or inappropriate physical contact with a child or vulnerable adult

Make inappropriate or suggestive comments or gestures, or use foul, abusive or racist language

Patronise or belittle children or vulnerable adults

Do things of a personal nature for children that they can do for themselves

Slide 16 Our Behaviour Code Cont'd

We should NOT:

Travel alone in an enclosed, private, vehicle with otherwise unaccompanied children or vulnerable adults

Let children or vulnerable adults have personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account

Allow concerns or allegations to go unreported

Slide 17 Safe Events & Activities

Moving on now to how to ensure your events and activities are safe. Here, I'm going to summarise some key points for you, but the full guidance can be found in the Code of Practice. Firstly, referring back to the Golden Rule we talked about earlier; children who are attending Butterfly Conservation events and activities must be accompanied at all times. Vulnerable adults should be accompanied by their carer.

Risk Assessments for events should take in to account any additional risks to children or vulnerable adults. Any safety briefings given should highlight these additional risks, but it should also be made clear that all children and vulnerable adults are the responsibility of their accompanying responsible adult.

There is one exception that can be made for children aged 16 or 17 who wish to attend a BC event. Children of this age may be accepted unaccompanied if the event organisers are happy to accept them and if their parent or guardian gives consent. They will need to fill in and sign a parental consent form. An example of when this might occur is if a young person is wanting to join a work party to contribute some volunteer hours towards a Duke of Edinburgh Award. If the work party leader is happy to accept them on to the activity, and if a parental consent form is completed, then that is fine.

Finally, photographing or filming children can only happen with the written consent of their parent or guardian.

You can find an example event risk assessment, the parental consent for 16- and 17-year-olds and the photography consent form on the website training page for this Safeguarding module. A note on GDPR: if you are in receipt of parental consent or photography consent forms, please store these securely. Ideally, they should be scanned and saved securely on a computer. Paper copies can then be destroyed.

Slide 18 Further Support: Safeguarding Officers

We realise that Safeguarding can feel like a daunting topic. That's why we have three Designated Safeguarding Officers at Butterfly Conservation who can help with any questions or concerns you may have. If you are contacting them outside of normal working hours, please leave a clear message so that we can get back to you as soon as we are able.

Slide 19 Further Support: Drop-in Sessions

In addition, we will be running online drop-in sessions with one of more of our Designated Safeguarding Officers. These offer you the opportunity to have an informal chat with us, ask us non urgent questions or simply refresh your knowledge. We will run these online, on Microsoft Teams. For details of the next session, and instructions on how to join the session, please take a look at the web page for this training module.

Slide 20 Further Support: NSPCC & Mencap

And finally, there are some excellent online resources if you would like to further your knowledge of safeguarding. The NSPCC and Mencap, also run help lines. We will share these details on the Safeguarding training webpage.

Slide 21 Thank you

That completes this Safeguarding module. Thank you very much for your attention and thank you for volunteering with Butterfly Conservation. Don't forget to have a read of the Safeguarding Policy and Code of Practice and do take the short Safeguarding quiz to test your understanding of this module