

PACE (Practical Actions for Climate and the Environment)

Safeguarding Policy

1. Introduction

1.1 PACE believes that everyone has a responsibility to look after the welfare and safety of children and vulnerable adults. This policy applies to trustees, volunteers and employees and all activities of PACE where contact with children and young people under 18 years is possible.

2. Objective of this policy

2.1 The objective of this policy is to ensure we look after the welfare and safety of all children, vulnerable adults and personnel involved in PACE activities through actively promoting awareness, good practice and sound procedures.

3. Implementation

3.1 The Trustees are responsible for all aspects of safeguarding and therefore will:

- Appoint a *Lead Trustee for Safeguarding* who will take a particular role in ensuring that PACE is up to date on Safeguarding Policy and Procedures for both children and vulnerable adults.
- Ensure that this policy is known and implemented throughout PACE.
- Ensure that all necessary enquiries and procedures relating to safeguarding are carried out.
- Ensure secure and confidential records relating to safeguarding matters.
- Ensure there is adequate induction and training relating to safeguarding matters for all PACE trustees, volunteers and staff.
- Ensure that each activity carried out by PACE is sound in terms of safeguarding and, wherever possible, has a linked Trustee designated for that activity.
- Check all safeguarding incident reports made by PACE volunteers or staff, countersign them, and decide on appropriate action.
- If necessary, liaise with social services and/or police on safeguarding matters or report significant allegations or concerns to appropriate authorities.

3.2 All PACE trustees, volunteers and staff will actively endeavour to implement this policy.

4. Personnel & Checks

4.1 The aim is to ensure, as far as is possible that anyone - trustee, volunteer or staff - who seeks to work with PACE, is safe to do so in "safeguarding" terms.

4.2 The trustees will ensure that appropriate checks are carried out when PACE undertakes regulated activities with children (see Appendix 1). If necessary, DBS (Disclosure and Barring Service) checks will be undertaken if a PACE trustee, volunteer or staff member will take "sole responsibility" for children or will be overseeing children "directly" or "regularly".

4.2.1 PACE volunteers may be required to undertake a DBS check when working with other organisations (e.g. school and youth organisations). It is expected that all PACE volunteers will comply with this requirement.

N.B See Appendix 2 for sample letter to partner organisation regarding DBS checks.

4.3 If DBS checks are required, they will be rechecked every three years.

4.4 At all times the onus is on all trustees, volunteers or staff to reveal any matter which would restrict them working with children or vulnerable adults.

4.5 The trustees may accept previous DBS checks at their discretion. The initiative must lie with the PACE trustees to ensure that information supplied is current and relevant.

4.6 The trustees will ensure that confidential records are maintained relating to safeguarding which include:

- a) Confirmation of checks undertaken and date
- b) Notes relating to phone calls or other non-written communications.

4.7 Anyone has the right to inspect their own confidential records and may do so on request to the trustees.

6. Activities involving Children & Young People

6.1 The trustees will ensure that adequate procedures are in place throughout PACE which take this Safeguarding Policy into account. These procedures shall include:

6.1.1 PACE meetings or events:

- If the child or young person is accompanied by their parent/carer, the person running the meeting/event will ensure that the parent/carer knows that they are responsible for their child or young person and must stay with them throughout the meeting/event.
- If the child or young person (aged 10-18) will not be accompanied by their parent/carer an electronic consent form **MUST** be completed before the activity commences and any essential personal information (e.g. allergies, support needs, medical concerns) conveyed verbally to the person running the meeting or event. See Appendix 4.
 - Personal information must be stored securely (not on paper).
 - The electronic consent forms will be stored securely by PACE for no more than one year.
- If a child or young person will regularly attend PACE meetings or events unaccompanied by their parent/carer this may constitute regulated activity (see Appendix 1) and therefore further safeguarding measures will be required - see 6.1.3.

6.1.2 Volunteering with PACE

- If an under-18 wants to volunteer with a PACE project this may constitute regulated activity (see Appendix 1) in which case the adults responsible must follow the requirements of this policy as set out in section 4.
- An electronic consent form must be completed before the volunteering commences (whether or not the young person will be accompanied by their parent/carer). See Appendix 4.
- Required ratio of adults to children/young people when children or young people are volunteering with PACE:

10-17 YEARS		
TRIPS/ACTIVITIES	MEETINGS	ADULTS
Up to 8	Up to 10	Minimum 2
9-16	11-20	Minimum 3
17-24	21-30	Minimum 4
25-32	31-40	Minimum 5
33-40	41-50	Minimum 6

- If it is necessary to transport under-18-year-olds, there should be at least 2 adults in the vehicle, and the young person should travel in the back seat. Anyone transporting young people should have business use on their insurance. (Drivers under the age of 21 should not transport other young people.)

6.1.3 Regular activities for under 18s (weekly/fortnightly/monthly)

- All adults who will attend regular activities for under 18s (in whatever capacity) must follow the requirements of this policy as set out in section 4.
- An electronic consent form must be completed for each child or young person who will attend. This consent form should be completed once a year. See Appendix 4.
- An electronic register must be completed each time the activity takes place, recording the adults responsible, the children and young people attending, any other adults in attendance, and the activity undertaken.
- Ratio of adults to children/young people for any PACE activity for children and young people:

10-17 YEARS		
TRIPS/ACTIVITIES	MEETINGS	ADULTS
Up to 8	Up to 10	Minimum 2
9-16	11-20	Minimum 3
17-24	21-30	Minimum 4
25-32	31-40	Minimum 5
33-40	41-50	Minimum 6

- PACE's Accident, Injury or Incident Report Form <https://forms.gle/FL1zNSqutnzxLcHd8> must be completed as appropriate, including recording any near misses.

6.1.4 For all activities involving children and young people:

- A Site Audit or Risk Assessment is undertaken to look at the site layout and determine the supervision required to achieve adequate personal safety of children and vulnerable adults.
- Supervisors and volunteers need to bear in mind that a person may disclose information about a safeguarding matter during a PACE activity that will need to be recorded and reported appropriately (see 7 below).
- All trustees and those volunteers and staff involved in activities with members of the public should undertake formal safeguarding training as appropriate (see Appendix 3). Training should be repeated every 3 years.

6.2 Other important considerations when working with children and young people:

- All adults who have contact with children and young people should understand and agree to follow the safeguarding policy and procedures.
- PACE trustees and volunteers should be mindful that some people may benefit from additional help: e.g. is disabled and has specific additional needs; has special educational needs; is a young carer.
- PACE trustees and volunteers should also be mindful that the most common reason for a child becoming looked after is as a result of abuse and/or neglect, it is essential that this potentially vulnerable group are kept safe.
- Children with special educational needs (SEND) and disabilities can face additional safeguarding challenges. This can include for example that they are disproportionately impacted by behaviours such as bullying without outwardly showing any signs.
- Transgender and non-binary children and adults have the right to be treated in a manner consistent with their identity. LGBTQI+ people can feel more vulnerable with regards to bullying and their mental health.

7. Reporting Concerns

7.1 Everyone has a duty to ensure that any suspicion, incident or allegation relating to safeguarding is reported. A concern could be raised in a number of different ways such as: by what a person says; or there may be physical signs such as bruising; or emotional pointers such as inappropriate behaviour; or other signs.

7.2 All incidents and observations, however insignificant they appear, should be recorded as soon as possible using the PACE Accident and Incident Report Form (<https://forms.gle/nBEmaYHVsnd9y4b79>). This should be a factual written record of what happened. Verbatim quotes from a child are also important to record.

- 7.2.1 If the incident occurs in a school or other youth organisation the reporting policies of that organisation should be followed in the first instance. Communication with the adult responsible for the children/young people is essential. Verbatim quotes from a child are also important to record.
- 7.2.2 If more than one person has an observation on the same incident a separate report is to be made by each worker and treated as above.
- 7.3 Immediate action may be necessary to protect a child, or the matter referred directly to PACE Safeguarding Trustees. Any individual who has a significant concern can make a report directly to the Police or Social Services (see Appendix 3).
- 7.4 The Safeguarding Trustees may give PACE volunteers or staff opportunity to discuss the matter if appropriate and will log all relevant details particularly if there is serious concern.
- 7.5 Although many reports may be minor in nature, it is important to treat them with due seriousness in case they relate to other incidents or a pattern of behaviour.
- 7.6 Any Accident and Incident Forms or other notes and reports will be cross referenced and retained by the Safeguarding Trustees securely on the PACE Google Drive so they can be referred to later if necessary.

8. Allegations Against PACE Personnel

8.1 If a person makes an allegation of a safeguarding nature against any person working or volunteering for PACE, the following procedure will be followed:

8.1.1 The PACE trustee, volunteer or staff member receiving the allegation will make confidential contact with the Chair of Trustees or Lead Trustees for Safeguarding. The Chair, or Lead Trustees for Safeguarding, will ensure that the allegations are recorded securely and responsibly; act quickly to ensure that further harm or damage are minimised; report to all relevant agencies and regulators where required (including the police if appropriate); plan what to say to those involved; be as open and transparent as possible; review what happened to safeguard it from happening again.

8.2 PACE has clear policies in place on harassment and bullying. Please refer to the Volunteer Policy and Equality Policy.

9. Induction and Training

9.1 The trustees will ensure there is appropriate induction and ongoing training for all volunteers or staff concerning safeguarding.

9.2 All trustees, volunteers and staff should be aware of this policy and how to access it on the PACE website.

9.3 PACE Trustees will undertake a level of Safeguarding training at least every 3 years. For example, **NSPCC Safeguarding Training for Charity Trustees:** <https://learning.nspcc.org.uk/training/safeguarding-charity-trustees>. The cost of this

online training is currently £25 per person and Trustees can reclaim this from PACE. Other professional Safeguarding Training Certificates will be accepted. A confidential record of training will be maintained by the Lead Trustee for Safeguarding.

9.4 PACE volunteers who will have regular contact with children and young people must also undertake a level of Safeguarding training at least every 3 years. For example, **Safeguarding training (Level 1) from Essex Safeguarding Children Board:** <https://www.escb.co.uk/learning-and-development/safeguarding-children-level-1-basic-awareness/> Other professional Safeguarding Training Certificates will be accepted. A confidential record of training will be maintained by the Lead Trustee for Safeguarding.

10. Other Key Policy Documents

Health and Safety Policy
Risk Assessments
Complaints Procedure
Volunteering Policy
Equality Policy
Whistleblowing Policy
Data Protection Policy

11. Review of this Policy

11.1 The Safeguarding Trustees shall update this policy as appropriate when they become aware of new information or guidance. The policy will be reviewed by the Board of Trustees at least every two years.

Approved by the Board of Trustees: 12 March 2026
Review Date: March 2028

As at March 2026 there are two Lead Trustees for Safeguarding in PACE:

Lead Trustee for Safeguarding is Bekki Bibko (07855452251, bekki@bibko.co.uk)

Lead Trustee for Safeguarding is Rachael Hurst (07732412749, rachaelhurst@hotmail.co.uk)

Appendix 1

PACE volunteers, helpers, staff or other personnel who require a DBS check (A check carried out by the Disclosure and Barring Service)

The DBS enables safer appointment of volunteers or staff who work with children (under 18) or vulnerable adults. It is also a legal requirement for employers who have volunteers or staff undertaking a **regulated*** activity. It is illegal for anyone barred by DBS to work, or apply to work, with children and vulnerable adults. It is illegal for an employer to employ a person on the barred list.

The list below outlines those within PACE that would qualify for a DBS check:

- All volunteers or other personnel working **directly**** with children where they have sole responsibility for those children,
- All managers responsible for and supervising personnel who work **directly** with children where they have sole responsibility for those children,
- All personnel working alongside children on a **regular***** basis rather than a one-off situation.

****regulated** is defined as: supervising children frequently (eg once per week), undertaking any health or personal care at a specified place (eg: at a school or visitor building). Managing any household activities for adults, such as cash handling, paying bills or shopping, transporting, personal care or social work.*

*** **directly** means that if the prime responsibility remains with a parent or a member of school staff or other designated adult then the PACE personnel would **not** require a DBS Check, but as soon as the PACE personnel assumes responsibility for a child or vulnerable adult or a group of children or vulnerable adults then a DBS check is required in advance. A group of children could be split into two smaller groups – but only if both groups are still within the control of the person who has been DBS checked.*

**** **regular** means that as soon as an activity is repeated more than once in a short time scale (defined as 3 days in any 30 day period on gov.uk <https://www.gov.uk/government/publications/dbs-guidance-leaflets/working-with-children-in-the-charity-sector-and-overseas-aid-organisations>) between a PACE personnel and children/vulnerable adults then it counts as **regular**. Thus, to be clear, one-off situations/activities are acceptable without a DBS check providing another person has prime responsibility, but **regular** situations/activities are not acceptable even if another person has prime responsibility for the child/children/vulnerable adult(s). The PACE personnel involved in a **regular** situation/activity would be required to have a DBS check in advance.*

Appendix 2 - Sample letter to partner organisations re: DBS checks

Dear Designated Safeguarding Lead,

Re: PACE Manningtree volunteers working with your organisation

PACE Manningtree takes our responsibility for safeguarding children and vulnerable adults very seriously. Our Safeguarding Policy can be found on our website <https://www.pacemanningtree.org.uk/policies>

We do not require our volunteers to undertake a DBS check for their work with PACE Manningtree as we do not undertake regulated activities. If you require DBS checks for our volunteers, please inform us as soon as possible, so that this requirement does not hinder our partnership working with you.

It is not expected that our volunteers will be left in sole charge of any children, young people or vulnerable adults whilst undertaking activities with you. Please ensure that your staff understand this.

If you require any further clarification please do not hesitate to contact our Lead Trustee for Safeguarding, Bekki Bibko (bekki@bibko.co.uk) or the Deputy Trustee for Safeguarding, Rachael Hurst (rachaelhurst@hotmail.co.uk).

Kind regards,

etc.

When this letter is sent to organisations the Safeguarding Trustees must be copied in on the correspondence.

Appendix 3 – Definitions (links checked and updated March 2026)

[Definitions and signs of child abuse \(nspcc.org.uk\)](https://www.nspcc.org.uk)

[Essex Safeguarding Board](#)

[Essex Safeguarding Adults Board - definition of vulnerable adults and types of abuse](#)

[Information from Essex Police about adult and elder abuse](#)

Vulnerable Adult The NHS defines vulnerable adults as any adult (person over the age of 18) unable to take care of themselves or protect themselves from exploitation.

Appendix 4 - PACE Manningtree Consent Form

The online form can be completed here: <https://forms.gle/bhDDTMLHisaA4RfXA>

Screen shots of an example consent form are included below for reference only.

PACE Manningtree Consent Form

This form should be completed by the parent or guardian of any child or young person who is:

1. attending a PACE activity or meeting and not accompanied by a parent or carer.
2. volunteering with a PACE project (one-off or regular volunteering).
3. attending a regular PACE group.

Please complete one form per child or young person.

PACE's policies including Safeguarding, Health & Safety and Data Protection can be found on our website: <https://www.pacemanningtree.org.uk/>

** Indicates required question*

1. Name of child or young person *

2. Date of birth *

Example: January 7, 2019

3. Name of adult completing this form *

4. Relationship to child or young person *

5. Emergency contact 1 - full name *

6. Emergency contact 1 - telephone number *

7. Emergency contact 2 - full name *

8. Emergency contact 2 - telephone number *

9. Relevant medical information (including medication, allergies, medical conditions) *

10. Any additional support needs *

11. Type of activity *

Mark only one oval.

- One-off PACE meeting or event *Skip to question 12*
- Volunteering with PACE *Skip to question 17*
- Attending a regular PACE group *Skip to question 25*

One-off attendance at a PACE meeting or event

Please note consent forms will be stored securely by PACE for no longer than 12 calendar months.

12. Name of event *

13. Date of event *

Example: January 7, 2019

14. I consent to the child or young person named in section 1 attending the above named event.

Mark only one oval.

Yes

15. I agree to any medical treatment that my child or young person may need being given in an emergency. *

Mark only one oval.

Yes

No

16. I agree to PACE Manningtree sharing personal data such as medical or dietary * information with third parties if and as required to keep my child or young person safe. I understand that only necessary information will be shared in line with PACE Manningtree's data privacy and protection policy.

Mark only one oval.

- Yes
 No

Skip to question 33

Volunteering with PACE

Please note consent will be valid for the current academic year. Each September PACE will require parents/guardians to resubmit this form.

17. PACE project *

Mark only one oval.

- Water sampling
 Earth Festival
 Schools Outreach
 Reduce, Reuse, Recycle
 Allotment
 Other: _____

18. Date on which volunteering will commence *

Example: January 7, 2019

19. I consent to the child or young person named in section 1 volunteering with the * above named PACE project.

Mark only one oval.

- Yes

20. I agree to any medical treatment that my child or young person may need being given in an emergency. *

Mark only one oval.

Yes

No

21. I agree to PACE Manningtree sharing personal data such as medical or dietary information with third parties if and as required to keep my child or young person safe. I understand that only necessary information will be shared in line with PACE Manningtree's data privacy and protection policy. *

Mark only one oval.

Yes

No

22. Address of child or young person *

23. Email address of parent/carer *

24. School attended *

Skip to question 33

Attending a regular PACE youth activity

Please note consent will be valid for the current academic year. Each September PACE will require parents/guardians to resubmit this form.

25. Activity *

Mark only one oval.

Youth PACE

Other: _____

26. Date child or young person will start attending group *

Example: January 7, 2019

27. I consent to the child or young person named in section 1 attending the above named group *

Mark only one oval.

Yes

28. I agree to any medical treatment that my child or young person may need being given in an emergency. *

Mark only one oval.

Yes

No

29. I agree to PACE Manningtree sharing personal data such as medical or dietary information with third parties if and as required to keep my child or young person safe. I understand that only necessary information will be shared in line with PACE Manningtree's data privacy and protection policy. *

Mark only one oval.

Yes

No

30. Address of child or young person *

31. Email address of parent/carer *

32. School attended *

Photography and social media

33. I agree to my child or young person being filmed or photographed during PACE *
Manningtree's activities, with the possibility that these photographs/media
recordings may be used on social media or for publications or marketing
publicity.

Note: if consent is not given, PACE Manningtree will not use any images taken
during their activities that contain the young person

Mark only one oval.

Yes

No

Additional information

34. Is there any other information PACE should be aware of?

Appendix 4 - Taking action (links and contact details checked and updated April 2024)

To report a concern about a child:

If you believe someone is in immediate danger, dial 999.

To report a concern about a child in Essex:

Telephone: 0345 603 7627

Out of hours telephone: 0345 606 1212

You can also report a concern using this online form [Request for support form](#)

To report a concern about a child in Suffolk:

You can submit a multi-agency referral form (MARF) using the new secure Suffolk Children and Young People's Portal. [Start a safeguarding referral](#)

To report a concern about an adult:

If you believe someone is in immediate danger, dial 999.

To report a concern about an adult in Essex:

Telephone: 0345 603 7630

Online [Safeguarding Portal](#)

To report a concern about an adult in Suffolk:

Online [Report abuse of an adult](#)

Contacts and information:

In England, the Department for Education (DfE) provides the key statutory guidance for anyone working with children and young people: [Working Together to Safeguard Children](#) (DfE, 2023). The DfE's guidance [What to do if you're worried a child is being abused \(PDF\)](#) describes the actions to take if you think a child is being abused or neglected. (DfE, 2015)

Essex

[Essex Safeguarding Children Board](#)

[Essex Safeguarding Adults Board](#)

Suffolk

[Suffolk Safeguarding Partnership \(suffolksp.org.uk\)](#)

[Suffolk County Council - protecting people at risk of abuse](#)

NSPCC

[Keeping children safe | NSPCC](#)

If you're worried about a child or young person, you can contact the NSPCC Helpline for support and advice for free - call us on 0808 800 5000 or contact us online.

Children can contact Childline on 0800 1111 or at www.childline.org.uk any time to get support themselves.