

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 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 checks when working with other organisations (e.g. school and youth organisations). It is expected that all PACE volunteers will comply with this requirement.

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

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 that:

- 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 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.

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. 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 A PACE Accident and Incident Report Form should also be completed and submitted to the trustees.

7.2.3 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 Trustee securely 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.

10. Review of this Policy

10.1 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 September 2024
Review Date: September 2026

As at 12 September 2024 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.

Appendix 3 – Definitions (links checked and updated April 2024)

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

[Essex Safeguarding Board - definitions of abuse](#)

[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 - 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, 2018). 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.