**Community Rights of Way Service (CROWS)**

**Safeguarding Children and Adults at Risk Policy**

1. Statement of Purpose
* CROWSrecognizes the importance of safeguarding the welfare of all children/ young people and adults at risk and encourages its volunteers to act appropriately in response to any allegations, reports or suspicions of abuse which may arise during the course of their work.
* CROWS does not work directly with, provide any services for, nor recruit any children/ young people or adults at risk as volunteers. However it is recognized that from time to time whilst carrying out its work they may encounter such persons in the public domain.
* This policy and its procedures sets out CROWS’ approach to taking action in situations where there is an allegation of abuse in which a CROWS volunteer/s may have been involved in the course of undertaking its activities.
* Members of the public who use CROWS’ services are entitled to see this safeguarding children and adults at risk policy.

#  What is Child Abuse

*A child is a person aged under 18 years. Child abuse is any action by another person – adult or child – that causes significant harm to a child. There are various forms of abuse that can occur. For example, it can be physical, sexual or emotional.*

 What is an Adult at Risk

*An adult at risk is person aged 18 years or over, who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or* *herself against significant harm or exploitation*

1. Volunteers
* CROWS volunteers will maintain a respectful and appropriate relationship with any children/ young people or adults at risk encountered during the course of their voluntary work.
* There must not be any physical contact either initiated or in response towards a child or adult at risk other than to prevent injury or accident.
* CROWS aim to put in place safeguarding measures which include, that where practicable, volunteers always work in sight of at least one other volunteer.
* Volunteers will undertake basic safeguarding training from the Designated Named Person, and on CROWS’ policy on safeguarding children and adults at risk.

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1. Designated Named Person
* CROWS willensure that the Designated Named Person (DNP) has access to training around safeguarding children and adults at risk. The DNP will receive this on a regular basis from a Safeguarding Consultant. In the absence of the DNP, the Chair will take on this responsibility.
* CROWS will ensure that all volunteers have a basic awareness of this training and of CROWS guidance on safeguarding children and adults at risk. (Please see **Appendix 2** for further details of the DNP role and responsibilities).

1. Procedure

If there is a belief or allegation that child abuse or abuse of an adult at risk involving a CROWS volunteer is occurring or has occurred the following procedure will be adopted as a minimum requirement:

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* Provide the complainant/witness with CROWS contact details.
* Record what happened on the Incident Recording Form (please see **Appendix 1**).
* Inform the Designated Named Person (DNP).
* Ensure the information is filed in the secure Safeguarding File. Access to this information will be restricted to the DNP and Chair
* Ring 999 for the emergency services (or 101 if it is not an emergency) and explain what has happened

### Review and dissemination of policy and procedures

* The Safeguarding Children and Adults at Risk policy and procedures will be reviewed annually by the DNP.
* The DNP will ensure that any changes are clearly communicated to volunteers.

Appendix One

Incident Recording Form

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| Your Name  |
|  Activity / Project  |
| Type of Incident |
| Name of Person Reporting Incident |
| Names & contact details of those involved in incident (if obtained) |
| Summary of Incident ( including date, time, place)Were you a witness to incident: Y/N  |
| Action Taken |
| Signed and dated : (person reporting incident)  Signed and dated : ( person in charge of activity / project)Signed and dated: (DNP) |

CROWS gratefully acknowledge the support of N.B.F Sector Support Calderdale

Appendix 2

The role and responsibility of the DNP (in in their absence, the Chair) is:

* To ensure that all volunteers are aware of CROWS safeguarding of children and adults at risk guidance with regard to dealing with suspected or alleged abuse.
* To ensure that this policy is available to members of the public using CROWS services.
* To ensure that the incident recording form is clearly recorded and the incident referred to the appropriate authority/ agency.
* To liaise and take advice from appropriate authority/ agency to ensure effective management of the incident.
* To reinforce and maintain the need for confidentiality and security around the storing of the incident recording form.
* To review the policy and procedures annually to make sure that these are valid and up to date.