



## **Safeguarding Policy and Procedures**

### **Policy statement**

Air Time CIC delivers Nature-Based Interventions to adults and children.

This policy applies to all staff, volunteers, organisers, directors or anyone working on behalf of Air Time CIC including children, young people and vulnerable adults.

The purpose of this policy:

- to protect children and young people and vulnerable adults who receive Air Time's services.
- to provide staff and volunteers with the overarching principles that guide our approach to child protection;
- Air Time believes that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all participants and to keep them safe. We are committed to practise in a way that protects them.

We recognise that:

- we have a duty to safeguard the children, young people and vulnerable adults who attend our programmes and sessions.
- everyone, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse;
- working in partnership with children, young people, their parents, vulnerable adults, carers and other agencies is essential in promoting their welfare.

We will seek to keep children, young people and vulnerable adults safe by:

- valuing them, listening to and respecting them;
- adopting child and vulnerable adult protection practices through procedures and a code of conduct for staff and volunteers;
- providing effective management for staff and volunteers through supervision, support and training;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- sharing information about safeguarding and good practice with clients, parents, staff and volunteers;
- sharing concerns with agencies who need to know, and involving parents and children and vulnerable adults appropriately.

We are committed to reviewing our policy and good practice regularly

### **Legal framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable adults, namely:

- [Children Act 1989 and 2004](#)
- [Care Act 2014](#)
- [Mental Capacity Act 2005](#) (see Principles)
- [Human Rights Act 1998](#) (specifically Articles: 2, 3, 4, 8, 9, 10)
- [Protection of Freedoms Act 2012](#) (specifically Part 5, chapter 1)
- [Data Protection Act 2018 \(GDPR\)](#)
- [Equality Act 2010](#)

## **Safeguarding Procedures**

### **Purpose and aim of this procedure**

This procedure provides clear direction to staff and volunteers of Air Time if they have concerns that a child is in need of protection or at risk of harm. This procedure also includes vulnerable adults.

### **Different types of abuse (and examples)**

Physical abuse is violence causing injury or occurring regularly. It happens when:

- a child is hurt or injured by being hit, shaken, squeezed, thrown, burned, scalded, bitten or cut
- someone tries to drown or suffocate a child
- someone gives a child poison, alcohol or inappropriate drugs
- someone fabricates the symptoms of, or deliberately induces, illness in a child.

In some cases, the injuries will be caused deliberately. In others they may be accidental but caused by the child being knowingly put at risk.

Sexual abuse occurs when someone uses power or control to involve a child in sexual activity in order to gratify the abuser's own sexual, emotional or financial needs or desires. It may include:

- forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening
- encouraging children to behave in sexually inappropriate ways
- showing children pornographic material or involving them in the production of such material
- involving children in watching other people's sexual activity or in inappropriate discussions about sexual matters.

Emotional abuse is persistent or severe emotional ill-treatment of a child that is likely to cause serious harm to their development. It may include:

- persistently denying the child love and affection
- regularly making the child feel frightened by shouts, threats or any other means
- hurting another person or a pet in order to distress a child
- being so overprotective towards the child that they are unable to develop or lead a normal life
- exploiting or corrupting a child, e.g. by involving him/her in illegal behaviour
- conveying to a child the message that he/she is worthless, unlovable, inadequate, or their only value is to meet the needs of another person. This may or may not include racist, homophobic, or other forms of abuse.

Neglect involves persistently failing to meet a child's physical, psychological or emotional needs. It may include:

- failing to ensure that a child's basic needs for food, shelter, clothing, health care, hygiene and education are met
- failing to provide appropriate supervision to keep a child out of danger. This includes lack of supervision of particular activities or leaving a child alone in the house.

### **Role of Air Time Facilitators**

Every session will have a member of staff to lead on safeguarding. This person should have experience or training from their professional life, or have undertaken training through Air Time such as that run by the local authority.

The Safeguarding Lead will ensure staff and volunteers are aware of their safeguarding responsibilities and the principles of the safeguarding policy. They will be available to respond to safeguarding concerns and issues raised by staff members, children or young people participating in sessions.

### **Specific responsibilities**

1. Have completed Introduction to Safeguarding training, or equivalent.
2. Ensure staff are aware of the Air Time Safeguarding Policy and Procedure, and implement recommended practice. This should be done before delivery begins.
3. Be the named contact for anyone who has concerns about a child or vulnerable adult.
4. Report promptly any safeguarding concerns to the Directors / Designated Safeguarding Lead.
5. Record information using the Child/Vulnerable Adult Concern Report form provided and keep confidential all personal records.
6. Take responsibility for seeking emotional support for themselves or any member of staff where necessary.

We will seek to keep participants, volunteers and staff at Air Time safe by:

- valuing, listening to and respecting them
- adopting, maintaining and updating Safeguarding procedures in all aspects of working
- appointing a Designated Safeguarding Lead (DSL) and a Safeguarding Lead member of the trustees
- not tolerating any discrimination, including for reasons of gender, race, disability, age, religious belief, racial heritage, sexual orientation or identity
- developing, implementing and promoting appropriate Internet and Social Media usage, and Photo, Video and Electronic Communication policies and related procedures
- providing effective management for staff and volunteers through support, training and the implementation of policies to provide a safe, fair and positive work environment
- recruiting staff and volunteers safely, ensuring all the necessary checks are made
- providing all necessary induction and further training for staff and volunteers to fully understand their roles and responsibilities for safeguarding
- recording and storing personal information professionally and securely
- promoting awareness of good safeguarding through posters and easily accessible information provided on Air Time's website
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, involving the individuals and their support networks as appropriate, in line with the agreement signed when joining Air Time
- using our procedures to manage any allegations against staff or volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedures to help us deal effectively with any bullying that might arise
- ensuring that we have effective Complaints, Disciplinary, Grievance and Whistleblowing procedures in place
- ensuring the adoption of clear lone-working procedures
- ensuring that we provide a safe physical environment for our participants, volunteers and staff by applying health and safety measures in accordance with the law and regulatory guidance, and by ensuring that all First Aid training and equipment is kept up to date

### **Air Time volunteers**

All Air Time volunteers will complete an enhanced DBS check before attending any sessions or events where children or vulnerable adults will be present.

All safeguarding leads will be expected to complete the Introduction to Safeguarding training every three years, or equivalent. Details of completion of the training will be stored by the Directors.

Approved May 2024

Review date May 2027