



Off Peel Avenue, Heysham, Lancashire
what3words address: ///initiated.pancake.proves

Safeguarding and Child Protection Policy

Aims

Four Seasons Allotments Association (FSAA) works with school, community groups and community members within the Heysham and the wider Lancaster City Council District and is committed to promote safeguarding and the protecting of:

- Children, Young Adults and Vulnerable Adults
- Plot holders and their families
- Visitors and volunteers

FSAA will aim to ensure safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice to protect all the above further named in this document as All Persons.

Definitions

Safeguarding is defined as:

- Protecting all persons from maltreatment.
- Preventing impairment of all person's health or development.
- Ensuring that all persons are in circumstances consistent with the provision of safe and effective care.

Child Protection is defined as:

Child Protection refers to the situation where a child is suffering significant harm or is likely to do so and action is required to protect children, young adults, and adults.

Location

All the plots are on level ground allowing access for people of all ages and abilities and is situated at

Four Seasons Allotments, off Peel Avenue, Heysham.
what3words address: ///initiated.pancake.proves

Vehicular access is available depending on the conditions present on the site. It may be restricted at certain times of the year, mainly during the wetter Winter months.

Protection

FSAA is committed to safeguarding and promoting the welfare and interests of all persons who participate in allotment activities. We believe that:

- All Persons have the right to be protected from harm whilst participating in activities run by Four Seasons Allotments Association, either on site or elsewhere.
- All Persons need to be safe and to feel safe on the allotment site and to have a positive and enjoyable experience.
- All persons need support which matches their individual needs regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or social-economic background, emotional, and educational needs.
- All persons have the right to speak freely and voice their values and beliefs.
- All persons must be encouraged to respect each other's values and support each other.
- All members of Four Seasons committee have an important role to play in safeguarding all persons.

Rational

As part of the safeguarding policy FSAA will:

- FSAA will contribute to the best of its ability to the prevention of abuse, victimisation, bullying, exploitation, radicalisation, extreme behaviours, discriminatory views and risk-taking behaviours and accept the responsibility to take reasonable and appropriate steps to ensure all person's welfare.
- Ensure everyone on the committee and those employed by FSAA understands their roles and responsibilities in respect of safeguarding and take seriously and sensitively any concerns raised by any persons concerning safeguarding and protection.
- Ensure appropriate action is taken promptly in the event of incidents/concerns of abuse or attempted abuse.
- Ensure all concerns of abuse and all aspects of safeguarding/child protection are related through the safeguarding lead, or in their absence the Chair of FSAA to those organisations (police and social services) who have the lead and specific authority in the area. A non-disclosure report will be kept with reference to this referral including the name of the specific authority contacted.
- Referrals of concern by any persons cannot be anonymous and it is to be understood that these referrals will be made in the knowledge that, during enquiries, the individual who made that referral will be identified to interested parties and may be required to give evidence.
- Prevent the employment/deployment of unsuitable individuals by ensuring that all staff and volunteers who are or are likely to have unsupervised contact with children, young adults and vulnerable adults involved in Four Seasons activities have a recent (12 months) **Disclosure and Barring Service clearance**.

- A central single record is a document maintained by the FSAA chair/secretary which will demonstrate that committee members and helpers who are working with children and young persons have undergone appropriate recruitment and police checks. This document will be updated as and when required i.e. addition of new helpers working with children and removal from this document when they leave their service at Four Seasons.
- All groups i.e. scouts will have a teacher or leader with the group who have an appropriate DBS clearance when they attend an activity on the allotment site. Proof of their DBS will be logged. Visitors who do not have appropriate DBS (Disclosure & Barring Service) clearance will not have sole access to children.
- Visitors, groups to the allotment site are required to sign into the visitor's book and issued with a brief **safeguarding information leaflet**.
- Four Seasons will work in co-operation with appropriate authorities and will respond positively to any recommendations regarding the improvement of its safeguarding policies and procedures.
- This policy and procedures will be reviewed a year after development and then every three years.

FSAA treats safeguarding as a high priority to ensure the safety, health, and well-being of All persons (outlined at the beginning of this document) to the allotment site are given due consideration.

Reporting procedure

Reporting concerns about yourself

If you are experiencing harm within Four Seasons Allotment Association, contact committee@fourseasonsallotments.co.uk This account is monitored daily by the Secretary and works with the Safeguarding Lead.

If you would prefer, please contact another member of the committee who will help you raise the issue to the Safeguarding Lead. If the Safeguarding Lead is implicated or you think has a conflict of interest, then you can contact the Chairman of the Association for further guidance.

If you are in immediate danger or need immediate medical assistance, contact the emergency services 999.

You can also contact the Police, Social Services, your doctor, or other organisations that can provide information and give help and support.

Reporting concerns about others

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself. If you have concerns and/ or you are told about possible or alleged abuse, poor practice or wider welfare issues you must contact the Four Seasons Allotment Association Safeguarding Lead as soon as you can by emailing committee@fourseasonsallotments.co.uk

If the Safeguarding Lead is implicated or you think has a conflict of interest, then report to the Association Chairman.

If you are concerned about harm being caused to **someone else**, please follow the guidance below.

- It is not your responsibility to prove or decide whether someone has been harmed or abused. It is, however, everyone's responsibility to respond to and report concerns they have.
- If someone has a need for **immediate medical attention** call an ambulance on 999.
- If you are concerned someone is in **immediate danger** or a **serious crime** is being committed, contact the Police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- Remember to be **person centred/make safeguarding personal**. If it will not put them or you at further risk, discuss your concerns with the person and ask them what they would like to happen next. Inform them that you must pass on your concerns to your Safeguarding Lead. **Do not** contact the person before talking to your Safeguarding Lead or Welfare Officer if the person allegedly causing the harm is likely to find out.
- Remember not to confront the person thought to be causing the harm.

Responding to a Direct Disclosure

If someone indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously.
- Stay calm.
- Listen carefully to what is said, allowing the person to continue at their own pace.
- Be sensitive.
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Ask them what they would like to happen next.
- Explain what you would like to do next.
- Explain that you will have to share the information with the Safeguarding Lead.

It is important **not** to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.

- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell everyone.

How we will take action

Once a concern has been passed to the Four Seasons Allotment Association's Safeguarding Lead, they will coordinate the response in line with the Safeguarding Adults Procedure outlined above. The Safeguarding Lead will keep clear records of decision making, actions taken, and the outcomes achieved. They will also collect feedback from the person who is at risk.

How we will communicate our safeguarding policy and procedures

The policy and procedures will be made available to all Association members via the Four Seasons Allotment Association website. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

<https://www.ncvo.org.uk/help-and-guidance/safeguarding/>

This policy was agreed at committee meeting dated: 25/02/2024

Next review is due: 25/02/2025