

## Hampshire Ornithological Society's Safeguarding Policy

We want children and vulnerable and protected adults to enjoy their involvement with HOS, through which we want to encourage them to take an interest in and take action for bird conservation issues. We also recognise that we must operate safely, with safeguarding as the top priority and that we need to act and be seen to act appropriately at all times.

This Safeguarding Policy is based on the following key principles:

- The welfare of the child is paramount
- All children and vulnerable & protected adults will have a positive, enjoyable and safe experience with HOS
- All allegations, suspicions of harm or abuse and concerns will be taken seriously and responded to swiftly, fairly and appropriately
- Everyone will work in partnership to promote the welfare, health and development of children and vulnerable & protected adults
- Our safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and regulatory requirements wherever we operate as a charity
- We aim to ensure that all HOS volunteers<sup>1</sup>, partners, clients, contractors, members and the public are treated fairly. Unless it can be shown to be justified, this will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

HOS acknowledges that some children and vulnerable & protected adults, including those who are disabled, can be particularly vulnerable to abuse, and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare in any of our interactions with them.

All volunteers regardless of their role (or anyone working on behalf of the HOS) have a responsibility for understanding our policy and implementing our safeguarding approach, which includes reporting any concerns they may have or that may be raised with them to the Designated Safeguarding Person at the earliest available opportunity.

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<sup>1</sup> Throughout this document, volunteer is used generically and includes anyone working on behalf of HOS.

As part of our Safeguarding Policy HOS:

- Promotes and prioritises the safety and well-being of children and vulnerable & protected adults
- Ensures everyone working with children and vulnerable & protected adults clearly understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and vulnerable and protected adults
- Ensures appropriate action is taken in the event of incidents/concerns of abuse and support is provided to the individual/s who raise or disclose the concern
- Ensures that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Prevents the employment/deployment of unsuitable individuals to roles involving working with children and vulnerable & protected adults
- Ensures robust safeguarding arrangements and procedures are in operation
- Has a nominated Safeguarding Officer on the Management Committee whose role is to provide trustees and other volunteers with training and advice on all matters connected with safeguarding children and vulnerable and protected adults
- Offers opportunities for children, parents/guardians, vulnerable & protected adults and carers to contact us with their concerns

The purpose of our Safeguarding Policy is:

- To provide protection for the children and vulnerable & protected adults who undertake activities with HOS
- To provide volunteers with guidance on procedures they should adopt in the event that they suspect a child or vulnerable & protected adult may be experiencing, or be at risk of, harm

The policy applies to anyone working on behalf of HOS. The policy and procedures are mandatory for everyone involved with HOS. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

We seek to safeguard children and vulnerable & protected adults by:

- Valuing, listening to and respecting them
- Appointing a Designated Safeguarding Officer (DSO) for children, young people and vulnerable & protected adults
- Adopting child protection and vulnerable and protected adult guidelines through appropriate procedures and a code of conduct for volunteers
- Recruiting volunteers safely, ensuring all necessary checks are made
- Sharing information about safeguarding and good practice with children, parents, vulnerable & protected adults, carers and staff
- Sharing information about concerns with appropriate agencies who need to know, and involving carers, parents, children and vulnerable & protected adults appropriately
- Providing effective leadership and management for volunteers working with children and vulnerable and protected adults through supervision, support and training
- Monitoring our approach to safeguarding
- Using our procedures to manage any allegations against volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise

- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, vulnerable & protected adults and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

Our Safeguarding Policy is reviewed regularly by our Management Committee. Our Safeguarding Policy may also be reviewed in the following circumstances:

- Changes in legislation and/or government guidance in England and Wales
- As required by the Disclosure & Barring Service
- As a result of changes in policy or guidance issued for Charities by the Charity Commission for England and Wales
- As a result of any other significant change or event.

### **Contact details**

Designated safeguarding person (DSP): Julianne Evans

Emergency duty team in Children's Social Care; 0300 555 1373 (in an emergency call 999)

Police: CEOP [www.ceop.police.uk](http://www.ceop.police.uk)

NSPCC Helpline: 0808 800 5000

We are committed to reviewing our policy and good practice annually and when there are significant changes in legislation or internal to our organisation.

This policy was last reviewed on: 09/08/2020

Person responsible for overseeing review: Julianne Evans, Designated Safeguarding Officer