



Herefordshire
Wildlife Trust

Herefordshire Wildlife Trust

Safeguarding Children

Policy & Procedures

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Approved by:

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Policy Owner: Frances Weeks

Authored by: Frances Weeks/ Emma Darby

This policy outlines Herefordshire Wildlife Trust's commitment to Safeguarding Children and Young People from abuse and maltreatment or neglect.

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POLICY

Purpose

The purpose of this policy and the associated procedures is to provide clarity to all staff, trustees, volunteers, and members of the public on Herefordshire Wildlife Trust approach to Safeguarding Children and Young People.

Herefordshire Wildlife Trust is committed to the highest standards of charity governance for Safeguarding and this policy is the foundation of a universal approach across the organisation that puts Safeguarding at the heart of Herefordshire Wildlife Trust's engagement.

Herefordshire Wildlife Trust has a duty of care to children and young people, their parents, carers and/or families that take part in our activities. We endeavour to provide a safe and friendly environment that celebrates all achievements. We will achieve this by ensuring that staff, volunteers and trustees comply with all legal, contractual and professional standards and responsibilities in their work with children – whether within a group situation or one to one.

This policy applies to all staff, volunteers and trustees working on behalf of The Wildlife Trust. Where The Trust undertakes activities with third parties, staff shall have due regard to the Safeguarding policies of the third-party provider.

This policy will be reviewed annually or in line with key legislation updates or changes and will be promoted through induction, training and ongoing supervision and support.

Context

In England, where Herefordshire Wildlife Trust operate, there are child protection systems, laws and guidance to help keep children safe.

- In England; The Children Act of 1989, 2004 and subsequent Working Together to Safeguard Children Guidance 2018
- In Wales: The Children Act 1989, 2004 ,Working Together to Safeguard People Guidance 2018 and Wales Safeguarding Procedures and Practise Guides 2019
- In Scotland: The Children (Scotland) Act 1995, The Children and Young People (Scotland) Act 2014 and the National Guidance for Child Protection in Scotland 2021
- In Northern Ireland: The Children Order 1995, Safeguarding Board Act 2011 and Co-operating to Safeguard Children and Young People in Northern Ireland (2017).

In their simplest forms the laws and guidance are there to:

- ensure children's voices are heard
- set out when a child can take part in various activities
- make sure children have access to education
- provide for children having a safe home
- provide support for children who need to leave home

- make sure children are safe if they decide to get a job
- make sure children's personal information is safe

Safeguarding and promoting the welfare of children means:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

All of the legislation and guidance across the UK is very clear that as a charity working with under 18's, we have a duty to work together to safeguard and promote the welfare of children.

Policy Statement – Our Safeguarding Commitment

Herefordshire Wildlife Trusts believe that everyone has a responsibility to Safeguard children, young people and adults at risk; as a movement we are committed to ensuring their safety and wellbeing is at the heart of our engagement with people.

We will:

- Not tolerate any form of abuse or neglect within The Wildlife Trusts
- Take all reasonable steps to protect children, young people and adults at risk who visit our sites, take part in our activities or engage with us online
- Give equal priority to keeping all children, young people and adults at risk safe from harm, regardless of their age, disability, gender, race, beliefs, sex, or sexual orientation
- Provide our staff, volunteers and trustees with the knowledge and tools to guide them in protecting children, young people and adults at risk from abuse and neglect

We will achieve this by:

- Supporting staff and volunteers by establishing a clear policy and procedural framework, transparent reporting and by promoting a culture of learning throughout the movement
- Encouraging staff and volunteers to discuss any concerns immediately or as soon as practically possible with their line manager/supervisor or designated safeguarding lead
- Listening to and hearing the voice of children, young people and adults at risk and respecting their views
- Recruiting our staff and volunteers safely including references, disclosure and barring checks as appropriate
- Recording and storing information safely and in accordance with the UK General Data Protection Regulation
- Recognising the position of trust in which staff and volunteers are regularly placed and use our procedures and work with our local authorities to manage any allegations against staff and volunteers appropriately
- Adhering to Herefordshire Wildlife Trust's Online Safety guidelines to keep children, young people, adults at risk and staff safe when using any device over the internet
- Ensuring that we provide a safe physical environment for children, young people, adults at risk, staff and volunteers, by adhering to health and safety measures in accordance with the law and regulatory guidance
- Working in partnership with the statutory agencies responsible for the Safeguarding of children, young people and adults at risk
- Ensuring that any third-party individual or organisation involved in delivering activities on behalf of The Wildlife Trusts has appropriate experience, qualifications and/or accreditation and insurance. If they are operating with any degree of autonomy, The Wildlife Trusts staff will assure themselves that safeguarding procedures are equivalent and arrangements are adequate for the activity.

Named Safeguarding Leads

Designated Safeguarding Lead:

Head of Action for Nature, Frances Weeks f.weeks@herefordshirewt.co.uk 07377526048

Organisational Safeguarding Lead:

CEO, Saul Herbert s.herbert@herefordshirewt.co.uk

Trustee Lead for Safeguarding:

Mike Dawson mikedawson286@btinternet.com

Deputy Designated Safeguarding Lead

Youth & Wellbeing Officer, Julia Morton j.morton@herefordshirewt.co.uk

Designated Safeguarding Officers

Operations Manager, Eleanor Cherry: e.cherry@herefordshirewt.co.uk

Nature Reserves Manager: Vacant

Roles and Responsibilities for Safeguarding within The Trust

Role	Responsibilities
Trustee lead for Safeguarding	<ul style="list-style-type: none"> • taking an overall lead in this area on behalf of the board of trustees • challenging any strategic decisions which adversely affect anyone's wellbeing • with the CEO, reporting serious incidents as necessary to the Charity Commission.
All Trustees	<ul style="list-style-type: none"> • support the lead trustee in creating a positive safeguarding culture that works to protect children and adults at risk within the wildlife trusts • approve safeguarding policy and procedures and ensure that safeguarding is considered at every stage of decision making within the movement
CEO of The Trust	<ul style="list-style-type: none"> • ensure that safeguarding is embedded within all decisions made by the Senior Leadership Team by: • maintaining a clear strategic and operational focus on safeguarding children and adults at risk • ensure Herefordshire Wildlife Trust meet the required legislative standards • making sure everyone in the organisation is aware of their safeguarding responsibilities and knows how to respond to concerns • reporting serious incidents as necessary to the Charity Commission
Designated Safeguarding Leads	<ul style="list-style-type: none"> • safeguarding subject expert and the point of advice throughout the Trust • responsible for developing policy, procedure, training and reporting mechanisms as well as being a support for the Safeguarding point of contacts • they will be responsible for ensuring that staff complete regular training appropriate to their roles • responsible for making referrals and overall safeguarding case management
All Trust staff, volunteers and trustees	Safeguarding is everyone's responsibility. All staff and trustees have a duty to understand and act upon any concerns they may have regarding children and adults at risk

SAFER RECRUITMENT

Our Safeguarding policy statement is displayed on our vacancies webpage, volunteering webpage and included on all role descriptions.

Safer Recruitment: staff

- All applicants for roles which will include work with children or adults at risk must attend an in-person interview. This interview should include questions about their previous work or volunteering with children or adults at risk.
- At least one member of staff who is shortlisting and interviewing candidates must have completed Safer Recruitment Training.
- All applicants are asked to provide two references, from non-family members, before being appointed and at least one of these has to be from the most recent place they have worked or volunteered. If Herefordshire Wildlife Trust has any questions or concerns regarding the reference, it will be followed up with a phone call to the referee.
- Where roles involve working with children or adults at risk, or have the potential to, the Disclosure and Barring Service eligibility checker is used to determine what level of DBS check is required for the role, if any. If their role was to change, consideration will again be given to carrying out a DBS check. For roles where a DBS check is required, this will be repeated every 3 years.
- Start dates may be subject to DBS checks being carried out. In the case of a role that requires a DBS check, the role holder will not carry out any work where they might come into contact with children or adults at risk until this is complete.

Safer Recruitment: Volunteers

- Volunteers applying for a role where they will come into contact with children or adults at risk must attend a face-to-face interview before beginning their role. This interview should include questions about their previous work or volunteering with children or adults at risk.
- The Disclosure and Barring Service eligibility checker is used to determine what level of DBS check is required for the role, if any.
- New volunteers will be screened against the Wildlife Trusts' SaferWild portal. This will support Trusts in making informed decisions in their recruitment processes and will work to prevent those who have committed, or may have committed, misconduct moving between Trusts undetected.

We understand that a person who is barred from working with children is breaking the law if they work or volunteer or try to work or volunteer with them.

We understand that an organisation which knowingly employs someone who is barred to work with children will also be breaking the law.

We understand that if our organisation dismisses a member of staff or volunteer because they have harmed a child or would have done so if they had not left, we must complete a DBS referral form.

RECOGNISING & RESPONDING TO ABUSE

Recognising the signs of abuse in Children and Young People

It is important to be alert to the signs of abuse and maltreatment. If you feel something isn't right, question the behaviour of children, staff, volunteers, trustees or parents/carers – don't be afraid to speak up and discuss concerns with your Safeguarding lead or team leader.

You may become aware of a safeguarding issue through noticing a change in the behaviour of a child or young person or perhaps observing bruising or another sign of physical abuse. A child or young person could tell you about a situation that is happening in their life, this is called a disclosure.

Consideration should be given to staff and volunteers conduct when interacting with children and young people such as not taking part in physical games, trying to avoid being alone with a child or young person (staying within sight and hearing of others whenever possible) and maintaining professional boundaries including any contact over digital devices. Further details regarding conduct can be found in the Safeguarding Procedure.

There are four main categories of types and indicators of abuse for children and young people. You should be aware of the warning indicators for each of these.



Physical

Emotional

Sexual

Neglect

(Please see further details in Appendix 1).

Safeguarding risks may also come from outside of the home environment, these are called Contextual Safeguarding Risks. These are indicators covered by this policy and that all staff should be aware of (please see Appendix 1 for further information).

Radicalisation

The Prevent Duty was created under the Counter-Terrorism and Security Act 2015 and requires certain organisations 'to have due regard to the need to prevent people from being drawn into terrorism'. The aim of this is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism, and in particular to prevent people being exposed to extremist ideology and being radicalised in the first place. Whilst The Wildlife Trust are not bound by the Prevent duty legislation, partner agencies such as Local Authority, Health and Social Care will carry this responsibility and we must be in a position to recognize warning signs in children and young people and notify the appropriate agencies if we have concerns regarding terrorism or extremism.

The Charity Commission specifies that it requires all charities to prevent abuse for extremist purposes and refer any instances of concern to the Local Authority. Further details can be found in Appendix 1.

Bullying

Bullying can occur between children, adults or between adults and children. Bullying can take many different forms and be physical, verbal or non-verbal. Mobile phones, social media and digital platforms such as online communities can be used to bully.

Herefordshire Trust will not tolerate any form of bullying between children and young people who are part of our organization or access our sites to take part in groups or activities. Bullying can become serious enough to be a child protection issue and, if so, it should be dealt with under the Herefordshire Trusts Safeguarding procedures. Herefordshire Trust will endeavour to intervene at the earliest point, working with schools, leaders and parents/carers.

Our staff and volunteers working directly with children and young people will receive the guidance and awareness that they need in order to effectively manage this issue and to enable them to support those affected by bullying.

Signs that a child is experiencing bullying may be:

- A change in behaviour and resistance to take part in usual activities
- Becoming distressed or worried
- Loss of confidence and appearing withdrawn
- Having problems eating or perhaps sleeping
- Unexplained injuries
- Changes in appearance

REPORTING

Duty to Refer

All UK legislation states that professionals or organisations with contact with children and members of their families must make a referral to the Local Authority Children's Social Care if there are signs that a child (or unborn baby) has suffered significant harm through abuse or maltreatment or is likely to suffer significant harm in the future.

A referral is when there are serious concerns about a child or young person and Herefordshire Wildlife Trust contact and share information with other agencies such as Children's Social Care or the Police in order for them to establish what is happening in the child's life and whether services need to take further steps to help keep them safe or support the family.

Responding to Safeguarding concerns:

- Stay calm and be aware of your body language and how it may be received
- Listen carefully and make sure they understand you are taking what they're telling you seriously
- Give them reassurance that they have done the right thing in telling you
- Let them know you will try and help and you understand how difficult this must be for them
- Try to make notes and capture words or sentences in the child or adults 'own words'
- Stick to recording the facts such as what has been said, heard, seen, date and time
- Make a record and share with the Safeguarding Lead.

What you must not do:

- Do not show shock or surprise
- Do not ask leading questions or be tempted to look further into this issue yourself (unless you are a trained Safeguarding Lead)
- Do not promise to keep a secret as you may need to share this information to help keep them safe
- Do not discuss the issue outside of work or with colleagues who do not need to know the information
- Do not make any comments about other individuals involved

What to do when you have concerns about a child or adult at risk:

If you are concerned there **is immediate risk of harm** do not delay in contacting the emergency services and a Safeguarding Lead. Do not leave the person and ensure you remain in a place of safety until an appropriate member of the emergency services or social care arrive.

In an emergency call: 999

If the situation is not an emergency inform a Safeguarding Lead ASAP and complete the Safeguarding Reporting Form (found in Appendix 1) as soon as reasonable possible and within 24 hours then email to Designated Safeguarding Lead: f.weeks@herefordshirewt.co.uk

Allegations against Staff, Volunteers or Trustees

Despite every effort to recruit safely there may be occasions when allegations of child abuse are made against staff, volunteers or trustees.

In conjunction with the Herefordshire Wildlife Trust's Designated Safeguarding Lead, Senior Management and RSWT Strategic Safeguarding Lead any allegations must be investigated. If the outcome of the investigation finds it likely that abuse or neglect has taken place against a child or young person, the Local Authority Designated Officer (LADO) must be notified and they will advise Herefordshire Wildlife Trust on the next steps that must be taken.

The LADO is in place to be contacted for any concerns and advice regarding an adult who is working (paid or in a voluntary capacity) with a child and may have:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- Behaved or may behave in a way that indicates they may not be suitable to work with children

If your concerns relate to a member of the Safeguarding team, or you have concerns regarding the way a Safeguarding case is being managed, please consult Section E9 in the Staff Handbook for the Trustee overseeing this responsibility.

The LADO will also advise if a referral to the Disclosure and Barring Service (DBS) is required.

Whistleblowing

The Trust encourages employees to raise any concerns that they may have about any suspected wrongdoing at any level within the business. Wrongdoing in this context means any breach of a legal obligation, risk to health and safety, a criminal offence being committed, a miscarriage of justice occurring or likely to occur, damage to the environment, or an attempt to conceal any of the above.

Full Whistleblowing Policy & Procedure: [HWT Whistleblower Policy Final Sept 2024.pdf](#)

Charity Regulators

In **England and Wales** the Charity commission requires charities to report serious incidents. The responsibility for this lies with the Trustees, however operationally this may be delegated to the Chief Executive Officer, and Safeguarding Leads must also be notified before any incident is reported.

A serious incident amounts to a situation whereby harm has occurred to Herefordshire Wildlife Trust beneficiaries, staff, volunteers, or others who encounter The Wildlife Trusts through our work.

Contact details

If you think that a child has been harmed or is being neglected, contact the MASH (Multi-Agency Safeguarding Hub) or the Police using the details below:

Multi-agency Safeguarding Hub (MASH)

To speak to the team – (01432) 260800

To email the team – ReferralsCYPD@herefordshire.gov.uk

Emergency Duty Team

(01905) 768020 (out of hours number for when MASH are unavailable) – contact by phone only.

In an emergency

If someone is injured or in immediate danger:

Telephone 999 – police, fire, ambulance

If there is no emergency but you think a crime may have been committed:

Telephone West Mercia Police on 101

[Concerned About a Child? - Herefordshire Safeguarding Boards and Partnerships](#)

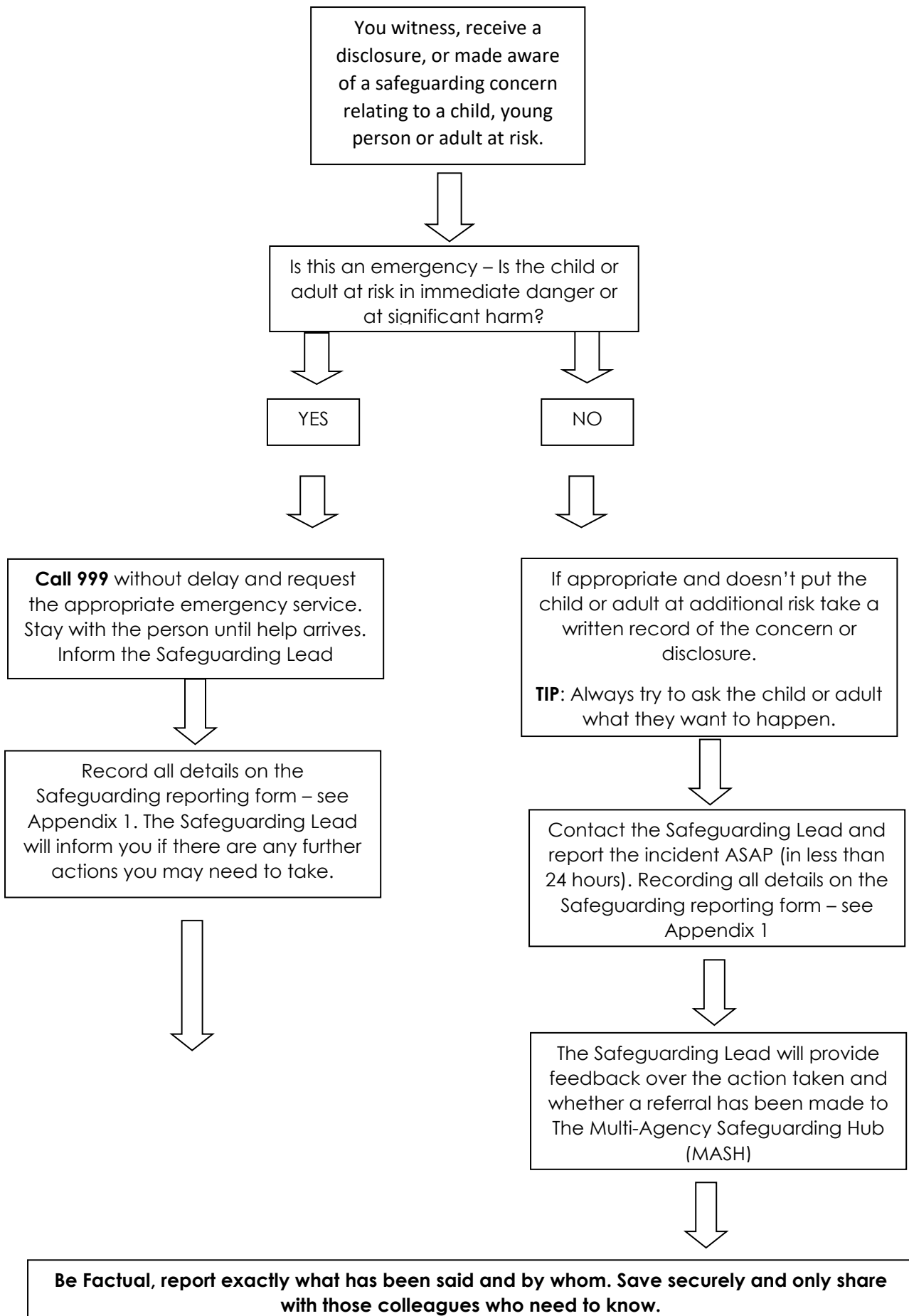
The Local Authority's Designated Officer (LADO) is available to offer advice when allegations have been made against an adult who has been working with children (in both a paid and voluntary capacity) and may have:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- Behaved or may behave in a way that indicates they may not be suitable to work with children

The Herefordshire LADO team can be contacted as follows:

Email: LADO@herefordshire.gov.uk Tel: 01432 261739

Reporting procedure flow diagram for staff



ONLINE SAFETY

Staff and volunteers engaging with children online should also refer to: [HWT online safety guidance.pdf](#)

Being safe online is about transferring Herefordshire Wildlife Trust's Safeguarding practices into the virtual world, ensuring our activities and communication methods are safe and inclusive for everyone.

Children can be exposed to upsetting or inappropriate content online, or may even be at risk from being groomed if they have an online profile that enables the private messaging function.

It is essential that that children using Herefordshire Wildlife Trust online communities or communication platforms do not share personal information that makes them identifiable and could potentially put them at risk. Perpetrators of abuse create fake profiles to try and contact children so new users must be verified before they are added to Herefordshire Wildlife Trust's private pages or groups.

In the same way Herefordshire Wildlife Trust must utilise safer recruitment practices such as references and DBS checks to ensure staff, trustees and volunteers engaging online are safe to be doing so.

When communicating with children digitally:

- Use only work accounts for social media and online communication platforms
- All communication should be made via Herefordshire Wildlife Trust devices that are password protected – when this is not possible use platforms where other team members can sign in to observe and monitor conversation
- Ensure you are familiar with the age restrictions for platforms e.g. WhatsApp is 16 and Facebook is 13 – never facilitate these as a method of communication for young people below the age restrictions
- Be aware of your privacy settings and what information is being shared digitally
- Avoid unnecessary one to one contact through online platforms – if you need to directly contact an individual use email and copy in another member of the team (you could explain to the young person that the Trust requests all staff do this) or send a text message from an Trust mobile phone
- If you are having group discussions within an online community or leading a webinar, you must consider who is involved, their ages and appropriate interaction; set ground rules and collectively agree a code of conduct between leaders and participants.
- If it is likely that digital communication such as WhatsApp groups and Facebook communities will be used by groups outside of organised group activities/communications - ensure this is referred to in parental/carer consent agreements. Talk to the group participants and ensure the young people understand who they can talk to if there is inappropriate content or they are used for any untoward activities such as cyber-bullying.

TRAINING

All staff, volunteers and trustees to receive a minimum of Level 1 Safeguarding Children training, as well as receiving a copy of The Trust’s Safeguarding Policy & Procedure. For new staff and volunteers, the training must be completed during their induction period (staff) and before they carry out their first volunteering shift (volunteers). Line managers will be responsible for making sure this mandatory training has been completed for staff, with the volunteer co-ordinator taking responsibility for volunteer training.

Staff in specific roles, identified as working with children will receive Level 2 Safeguarding Children training, as well as additional training specific to their role, i.e. Online safeguarding training for the PR & Communications Team and Education Team.

The Designated Safeguarding Lead, Deputy Safeguarding Leads and CEO will receive Level 3 Safeguarding Children training.

All staff, trustees and volunteers to undertake refresher training every two years.

Staff training records must be stored on **BreatheHR**

Volunteer training records must be stored on the **CRM**

Who	Training	When	Responsibility of	Monitored by
All STAFF	Watch TWT Introduction to safeguarding video: https://vimeo.com/718743951/556c0e313d	On induction plus every two years	Operations Manager Line Manager	Designated Safeguarding Lead (DSL)
	Read and know where to access HWT policy and procedure documents Safeguarding	On induction plus every two years	Operations Manager Line Manager	DSL
	Receive a copy of <i>Pocket Guide for All</i> Pocket guide for all.pdf	On induction	Operations Manager	DSL
STAFF working with Children and Adults at Risk e.g. Nature Reserves Officers; Community Officers; Project Officers; WildPlay Rangers	Attend TWT course: Introduction to Safeguarding (children and adults at risk) or equivalent e.g. Level 2 Safeguarding IHASO	On induction plus every two years	Line Manager	DSL
STAFF regularly interacting with the public e.g. Visitor Experience	Attend TWT course: Introduction to Safeguarding (children and adults at risk)	On induction plus every two years	Line Manager	DSL

Staff; Retail staff; café staff	or equivalent e.g. Level 2 Safeguarding IHASO			
STAFF working or interacting with children online	Read and follow <i>Online Safety Guidance</i> doc HWT online safety guidance.pdf	On induction plus every two years	Line Manager	DSL
	Watch online s https://vimeo.com/manage/videos/732046132/dc01abfb/privacy	On induction plus every two years	Line Manager	DSL
Designated Safeguarding Lead, Safeguarding Trustee lead, Chief Executive Officer	Level 3 Available via local Safeguarding Children's Boards/Partnerships and Safeguarding Adults Boards or NSPCC	On induction plus every two years		DSL
ALL VOLUNTEERS	Watch TWT Introduction to safeguarding https://vimeo.com/718743951/556c0e313d	On induction	Volunteer Coordinator	DSL
VOLUNTEERS working directly with Children and Adults at Risk	Attend TWT course: Introduction to Safeguarding (children and adults at risk) or equivalent e.g. Level 2 Safeguarding IHASO	On induction plus every two years	Line Manager	DSL

SAFE MANAGEMENT OF EVENTS & ACTIVITIES

Through our work, we engage with children in the following situations:

- WildPlay children's and family activities
- School visits, both in school, on our reserves and at other locations
- Adventure Club
- Nature Tots
- Young Nature Rangers
- Work parties
- Work placements/ work experience

Each activity is carefully planned to consider both the safety of our beneficiaries as well as our staff and volunteers. The [Risk Assessment for Activities with Under 18s](#) is to be referred and adhered to at all times.

Many of these activities are supported by school staff or children attend with their parents/carers. When HWT has direct supervision of a child, consent from a parent/carer is required ahead of the activity taking place. Children under 5 will always attend HWT activities with a parent/ carer.

If the help and assistance of additional staff or volunteers is required, the Trust will ensure they have been recruited in line with the HWT Safer Recruitment Procedure to confirm they are suitable to work with children

All staff and volunteers will have received appropriate safeguarding training and know how to recognise a concern as well as being familiar with HWT Safeguarding Policy and Procedures and how to raise a concern.

Children under 18, whether participants or volunteers, will never be alone with a member of staff or volunteer.

If staff or volunteers need to transport children as part of the activity they will use HWT vehicles and make sure they are never alone with a child in the vehicle (with the exception of emergency situations). Parental consent will be gained prior to transporting children in HWT vehicles.

Staff will make sure children and young volunteers are collected by their parent/ carer or, in the case of young volunteers (16 to 18) have transport arranged, before leaving the site themselves. Parental consent will be obtained via an activity/ volunteer registration form for under 18s travelling to and from activities unaccompanied.

Our staff will wear HWT branded clothes which clearly shows which adults at an activity or event are 'working' and which are spectators. This will help children to recognise trusted adults and who they can go to in an emergency or if they have a concern.

Herefordshire Wildlife Trust will always ensure there is appropriate level of supervision to ensure we are keeping children in our care safe. This may vary depending on the nature of the activities and abilities of the children but will adhere to the following minimum levels:

Children aged 0 to 2 yrs	One adult to three children
Children ages 2 to 3 yrs	One adult to four children
Children ages 4 to 8 yrs	One adult to six children
Children ages 9 to 12 yrs	One adult to eight children

Children ages 13 to 18 yrs	One adult to ten children
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Photography and Filming

- All staff should act in accordance with the UK GDPR Regulation, including using approved HWT forms when collecting images of children.
- Consent will always be sought from parents or carers for children to be filmed or photographed by HWT staff or volunteers including how their images will be stored and for how long.
- The child will also be asked if they are happy to have a photograph taken before proceeding
- Parents and carers will be made aware of how we use data and images and must give written consent if we wish to place these images in the public domain e.g. focal points, website, social media etc
- In accordance with the UK GDPR regulation, systems must be in place for deletion and replacement of old records or images used, ensuring that information is only kept for as long as consent forms has stipulated
- Ensure children, parents and carers know who they can talk to if they have any concerns about images being used or shared by HWT.

Third party contractors & external staff

Any third parties delivering activities and events on our sites which involve children as participants, volunteers, or in any other capacity must:

- Provide an up to date and detailed Safeguarding Children Policy & Procedure

Any individuals, delivering activities on our sites or on our behalf, who are not contracted staff or registered as volunteers with Herefordshire Wildlife Trust must:

- Share a current DBS certificate

OFFICES

'Listen up, Speak up poster' displayed in all offices

Names and contact details of all staff and Trustees with specific safeguarding roles displayed in all offices

Data Protection: Storage of Safeguarding referrals/case notes and personal information

- Safeguarding records must be kept confidential and stored securely. If they are electronic files, these should be password protected and only open to those who need to know or are members of the safeguarding team.
- Information about specific cases and individuals must be kept in separate files for each individual, rather than in one concern log and saved in a different place to general records.
- If you need to share information about a Safeguarding concern, ensure documentation is kept confidential by addressing documents to a specific recipient or using passwords and encryption when sharing electronic files. If you need to email colleagues or professionals about a specific case, try to anonymise details by using initials instead of full names.
- If the Designated Safeguarding Lead leaves, a named role will be appointed to take over this responsibility and a thorough handover will take place that includes all details about where records are kept and the system used.
- Retention periods for documentation relating to Child Protection
 - In England, Scotland and Wales, it is advised that documentation should be kept until the child is 25.
- If we have concerns about a volunteer's suitability or conduct when working with young people or adults at risk we may share information with other Trusts across the federation, including the Royal Society of Wildlife Trusts, to help them make informed recruitment decisions around a candidate's suitability for a role, which may not be flagged by disclosure and barring service checks or reference procedures.
- Data is obtained and stored according to our Privacy Policy and Data Retention Schedule.

Appendix 1

Category of abuse	Description	Indicators and what to look out for in Children
Neglect	The persistent failure to meet a child's basic physical and or/psychological needs, likely to result in the serious impairment of the child's health or development. This can occur during pregnancy through substance abuse.	Children who: <ul style="list-style-type: none"> • are living in a home that is indisputably dirty or unsafe • are left hungry or dirty • are left without adequate clothing, e.g. not having a winter coat or warm clothes • are often angry, aggressive or self-harm • fail to receive basic health care; and • parents who fail to seek medical treatment when their children are ill or are injured.
Physical Abuse	May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.	Children with: <ul style="list-style-type: none"> • frequent injuries • unexplained or unusual fractures or broken bones; and • unexplained: <ul style="list-style-type: none"> - bruises or cuts - bruising in non-mobile babies - burns or scalds; or - bite marks <p>You may wish to use a body map referral sheet to record physical injuries observed or disclosed (please see Herefordshire Trust procedures).</p>
Emotional abuse	Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.	<ul style="list-style-type: none"> • children who are excessively withdrawn, fearful, or anxious about doing something wrong • parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder' • parents or carers blaming their problems on their child; and • parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.
Sexual abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not	<ul style="list-style-type: none"> • children who display knowledge or interest in sexual acts inappropriate to their age

	<p>necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.</p> <p>They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse.</p>	<ul style="list-style-type: none"> • use sexual language or have sexual knowledge that you wouldn't expect them to have • ask others to behave sexually or play sexual games; and • have physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.
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Contextual Safeguarding

In addition to the four types of abuse detailed in the main policy there are additional types of abuse you need to be aware of called Contextual Safeguarding. This is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families.

These extra-familial threats might arise at school and in other educational establishments, from within peer groups, or from the wider community and online.

The following examples are all types of Contextual Safeguarding Risks.

<p>Sexual Exploitation (often referred to as Child Sexual Exploitation or CSE)</p>	<p>This occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b)</p>	<p>Children who:</p> <ul style="list-style-type: none"> • appear with unexplained gifts or new possessions • associate with other young people involved in exploitation • have older boyfriends or girlfriends • suffer from sexually transmitted infections or
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	for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur using technology.	become pregnant <ul style="list-style-type: none"> • suffer from changes in emotional well-being • misuse drugs and alcohol • go missing for periods of time or regularly come home late; and • regularly miss school or education or don't take part in education.
Harmful sexual behaviour	Is developmentally inappropriate sexual behaviour which is displayed by children and young people and which may be harmful or abusive.	There are no formal indicators for this area, however research has shown that children may: <ul style="list-style-type: none"> • display attachment disorders • have previous sexual victimization – a younger age at the onset of the abuse is more likely to lead to sexualized behaviour • have poor empathy skills.
Child criminal exploitation	Is typified by a power imbalance in favour of those perpetrating the exploitation and usually involves some form of exchange (e.g. carrying drugs in return for something). The exchange can include both tangible (such as money, drugs or clothes) and intangible rewards (such as status, protection or perceived friendship or affection). Young people who are criminally exploited are at a high risk of experiencing violence and intimidation and threats to family members may also be made.	Signs that a child or young person is being groomed or exploited into criminal activity or county lines include: <ul style="list-style-type: none"> • persistently going missing from school or home and/or being found out-of-area • unexplained acquisition of money, clothes, jewellery, or mobile phones • excessive receipt of texts or phone calls • spending more time online or on their devices • using more than one phone • suddenly acquiring expensive gifts such as mobile phones, jewellery – even drugs – and not being able to explain how they came by them • having hotel cards or keys to unknown places • being secretive about who they are talking to and where they are going • relationships with controlling older individuals or groups
Serious youth violence	Young people involved	Signs to be aware of may include:

	<p>in crime, whether exploitatively or not, may be at risk of being seriously harmed or of causing serious physical injury to another. This could be a weapon-enabled violence (stabbing, shooting or hit and run type incidents) or through aggravated assault. The risk of serious youth violence may increase when the young person is gang-affiliated.</p>	<ul style="list-style-type: none"> • child seems to withdraw from family life • sudden loss of interest in school or change in behaviour. • decline in attendance or academic achievement • being emotionally 'switched off', but also containing frustration / rage • starting to use new or unknown slang words • holding unexplained money or possessions • sudden change in appearance – dressing in a particular style or 'uniform' similar to that of other young people they hang around with, including a particular colour
<p>Radicalisation</p>	<p>Is defined as the process by which people come to support an extreme ideology which advocates violence. This ideology may be religious or political in nature but can also include a fascination with a person (such as someone who has been involved in murders or torture) or a social movement, for example animal rights activism.</p> <p>The Governments Prevent strategy/intervention programme aims to stop people becoming terrorists or supporting terrorism. While it remains rare for children and young people to become involved in terrorist activity, young people from an early age can be exposed to terrorist & extremist influences or prejudiced views. Referrals for Prevent can be made via your DSL.</p> <p>The Charity Commission requires all charities to prevent abuse for extremist purposes and refer any instances of concern to the Local Authority.</p>	<p>There are no standard indicators for radicalisation, but issues that may make a child vulnerable to radicalisation can include:</p> <ul style="list-style-type: none"> • identity crisis - distance from cultural / religious heritage and uncomfortable with their place in the society around them personal Crisis - family tensions; sense of isolation; adolescence; low self-esteem; disassociating from existing friendship group and becoming involved with a new and different group of friends; searching for answers to questions about identity, faith and belonging.

Appendix 2

Safeguarding Reporting Form

Child/Young person's or adult at risk's name: Rei

Date of Birth:

Address if known:

Your name:

Role:

Date:

Please details your concerns – try to be as factual as possible e.g. who, where and what happened? Include date and time of the incident (if applicable) and if there were any witnesses present?

Has anybody been named as the alleged abuser? If yes, give details e.g. name, address and date of birth if known:

Have you spoken to the child/young person/adult at risk - what is their perspective and what would they like to happen (if applicable).

Have you spoken to parents or primary carer about your concerns and do you have their consent to make a referral if necessary? If not, reason why

Any other details you feel might be relevant

Part 2 - For use by the Safeguarding Leads

Date and time received:

Any advice sought? Provide details of who and when:

Action taken e.g. referral to children's social care / early help services / another service:

Date and time referral made:

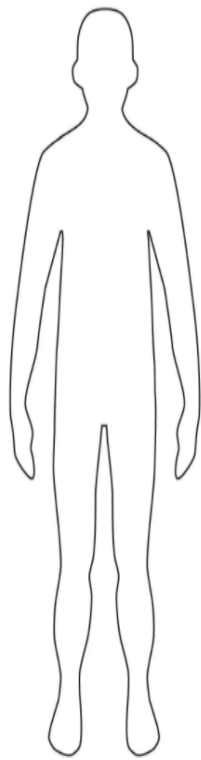
Please detail any further actions, if any, that have been taken:

NOTE:

- Confidentiality must be maintained at all times.
- Information must only be shared on a “need to know” basis i.e. only if it will protect the child/adult at risk.
- Do not discuss this incident with anyone other than those who need to know.

Body Maps

If you are working with a child or adult at risk who is showing signs or has made a disclosure of physical abuse you may wish to use a body map like the example below to document and illustrate signs of harm. Use the pictures to draw on your observations – look out for signs that indicate injuries have not occurred accidentally e.g. clusters of bruises on the upper arm or outside of the thigh as well as bruises with the imprint of a hand or fingers.



Name Of Child

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Date Of Birth

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Name Of Worker

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Date Recorded

.....

Observations

.....

.....

Appendix 3

<p>Herefordshire Wildlife Trust Risk Assessment</p> <p>Name: Julia Morton</p> <p>Job Title: Nature Action Manager</p> <p>Date Created: 14/04/2023 Date Reviewed: 17/04/26 By: Frances Weeks</p> <p>Activity/Function Assessed: Activities with under 18s</p> <p>Scope: includes working with young volunteers (age range 14 -18), Wildlife Watch, Wildlay, Nature Tots, Young Nature Rangers, community outreach, schools and colleges (age range 0-18)</p> <p>Who is at risk: under 18s</p>	
HAZARD (potential for harm)	Control measure (to reduce the risk level)
Safeguarding Risks (e.g Abuse, grooming, abduction)	<ul style="list-style-type: none"> - HWT staff and volunteers should be vigilant of interactions when working with under 18s and follow HWT safeguarding procedure. - HWT staff who supervise under 18s will be DBS checked. - HWT staff who supervise under 18s will have required level of safeguarding training as outlined in the Trust's Safeguarding policy. - Under 18's will be made aware of who and how they can share any concerns or worries with. - Relevant information and evidence will be recorded in an appropriate and cooperative manner. - In all safeguarding issues, confidentiality will be maintained at all times by disclosing information only to those who need to know.
Other site users	<ul style="list-style-type: none"> - Under 18s to be made aware that they are sharing the site with other visitors so they need to be polite and courteous as well as aware and safe.
Young person in need of support for emotional needs	<ul style="list-style-type: none"> - Volunteer managers/sessions lead can offer support at any time to young people while on site. - Young Volunteers (14-18 year olds) will be given the Volunteer Coordinators or Work Experience liaison contact details which they can use at any point.
Children age 0 - 5	<ul style="list-style-type: none"> - Closer supervision required and parents or guardian must always be present. - Activities may need adaptation to remain inclusive for all children. - Health and safety considerations such as using suitable, age appropriate resources, equipment and safety clothing; clear and consistent boundaries; and use of small moveable parts

Physical Welfare	<ul style="list-style-type: none"> - Parents/Carers of under 14's will receive detailed instruction of what clothing/food/drinks will be required for an activity. - We will remind young volunteers to bring packed lunch and snacks to keep fed throughout tasks. - They will be reminded to bring water bottles. - Suitable breaks will be given. - Suitable PPE will be provided. - Under 18s will not be given tasks that are beyond their physical capacity or that have a high risk for harm.
Young People and Staff	<ul style="list-style-type: none"> - Under 18s will never be alone with a member of staff or another volunteer. This includes travel to and from tasks/activity by car.
Lack of Supervision	<ul style="list-style-type: none"> - Under 14s will never be left unsupervised. - The following staff: child ratio will be adhered to 0-2 years – 1:3, 2-3 years – 1:4, 4-8 years – 1:6, 9-12 years – 1:8, 13-18 years – 1:10 - Staff will make sure young volunteers have transport arranged before leaving the site themselves. - Young people instructed to remain with the group at all times. - Young people to be instructed to meet at a recognised meeting point and shown point by staff in case of emergency. - All young volunteers to be given emergency contact number of staff.
Young person behaving inappropriately	<ul style="list-style-type: none"> - Young volunteers must stick to our volunteer's code of behaviour - Staff to discuss with young person whether their behaviour fits that of the code of conduct. - If bad or inappropriate behaviour continues, parents or guardians can be contacted to remove a young person from session.
Staff Behaving Inappropriately	<ul style="list-style-type: none"> - Staff to follow guidelines of dealing with young people as set down in the safeguarding policy and procedure. - Manager to discuss with staff in question whether their behaviour fits our code of practise and whether it is appropriate for them to continue working with young people. - If behaviour is that perpetrating a crime, safeguarding procedures will be followed and emergency services will be called if the young person is at immediate risk of harm. - Bullying will not be tolerated in any form
Young person with Health and special needs	<ul style="list-style-type: none"> - Consent forms will show health and special needs and all staff will be made aware of these issues prior to the tasks or activities. (Issues of importance will be discussed with parents and participants.)
Filming & Photography	<ul style="list-style-type: none"> - Staff must obtained a signed Image Consent Form from a parent or carer before taking and photos or video

	<ul style="list-style-type: none">- In addition, staff should ensure that the child is also happy to have their photo taken/ video recorded and understand how the media may be used (e.g. on social media, website, posters for the promotion of HWT activities)- HWT phones/ cameras should always be used, not personal devices- Children under 18 are not permitted to use devices at an HWT activity except when this is a part of the activity e.g. nature photography. Acceptable use of devices should be discussed at the start of each session.
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Appendix 3

Uncollected child procedure

In the event that a child is not collected by an authorized adult at the end of a session staff will put into practice agreed procedures. These ensure the child is cared for safely by an experienced practitioner.

The aim is to ensure that the child is kept safe and accompanied in order to cause as little distress as possible.

Procedures

1. Parents/guardians of children attending each session are asked to provide specific information which is recorded on our Registration Form, including: home address, mobile and home telephone number, names and telephone numbers of adults who are authorised by the parents to collect their child from the session/an emergency contact.
2. Parents are informed that if they are not able to collect the child as planned, they must telephone us as soon as possible with new instructions.
3. In the event we receive no message, and a child is not collected at the end of the session/day, we follow the following procedures:
 - a. The registration file is checked for any information about changes to the normal collection routines: if no information is available, parents/carers are contacted
 - b. If this is unsuccessful, the adults who are authorised by the parents to collect their child/the emergency contact– and whose telephone numbers are recorded on the Registration Form – are contacted.
 - c. The child stays in the care of two staff members until the child is safely collected.
 - d. The child does not leave the premises with anyone other than those named on the registration form or sign in book unless the parent/carer has given specific instructions that this can happen.
4. If no-one collects the child after 30 minutes and two staff members are no longer available to care for the child, we contact our internal Safeguarding leads for assistance.
5. If authorised by a lead/or if none of the leads can be contacted, we will escalate the procedure to contacting the local safeguarding children Board/ First Response team and seek advice.
6. A full written report of the non-collection is recorded in our concerns file. Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Appendix 4

Guidance for working with young volunteers aged 14 to 18

HWT welcomes young volunteers and recognises the benefit to such volunteers of gaining some experience of working for a Wildlife Trust. All our HWT sites and activities have been subject to rigorous risk assessment, to ensure the safety of staff, volunteers, participants and the public. However, we also recognise that young people may be more vulnerable to H&S risks due to their physical capacity and lack of experience.

- Some roles may not be suitable for young volunteers and it is up to each individual manager to assess their tasks and it is their decision whether they are happy to have a young volunteer in their team.
- Young Volunteers will only be given activities suitable to their age and level of experience which will be assessed when they sign up.
- To Volunteer with the Trust, you must be aged 14 or over.

The Process

- **Risk Assessments:** All Young Volunteers and their parent/guardian will be provided with our Safeguarding Policy, Site and task Risk assessments and other documents as applicable at the time.
- **Booking:** The Young Volunteer must complete a volunteer details form as well as a parental permission form.
- **Arrival/Departure:** We must know how and with whom the young volunteer will be being dropped off and picked up from their volunteering. We will never leave them on their own at any point unless by prior arrangement.
- **Interaction with the Young Person:** there should be no one to one interactions between lone staff and lone young volunteers for safeguarding reasons (to protect young people from harm and staff from potential wrongful accusations). This can be waived in case of emergency. This includes online meetings.
- **Supervision of the Young Volunteer:** Young Volunteers will always be supervised by an experienced member of staff or trained volunteer who is DBS checked and has completed safeguarding training, level 2.
- **Future contact with Young Volunteers:** Where a Young Volunteer wishes to receive future communications from HWT this will only be done if agreed to via the parental consent form, whilst the Young Volunteer is under 18 the parent or guardian has the right to remove this consent and this can be done by contacting us on enquiries@herefordshirewt.co.uk