



## **Adult and Child Safeguarding Summary Policy and Procedures**

### **Policy Statement:**

- It is the policy of Milton Keynes Parks Trust Ltd ('The Trust') to actively promote the welfare of all children, young people and adults at risk with whom it comes into contact by establishing appropriate safeguarding standards across all its activities, events, services, trading and venues.
- This policy must be followed by all personnel, including trustees, employees, volunteers and other staff.

### **Safeguarding Leads:**

The Trust's Joint Leads for Safeguarding are:

Name: Jennifer Harris  
Job Role: HR Manager  
Tel: 01908 255 392  
Mob: 07817 948602  
Email: [j.harris@theparkstrust.com](mailto:j.harris@theparkstrust.com)

Name: Hannah Bodley  
Job Role: Head of Marketing, Events and Community Engagement  
Tel: 01908 255 370  
Mob: 07817 948604  
Email: [h.bodley@theparkstrust.com](mailto:h.bodley@theparkstrust.com)

Name: Rob Wood  
Job Role: Willen Lake General Manager  
Tel: 01908 246 599  
Mob: 07799 347506  
Email: [r.wood@theparkstrust.com](mailto:r.wood@theparkstrust.com)

The Trust's Named Trustee for Safeguarding is:

Name: Zoe Raven  
Job Role: Vice Chair of Trustee  
Tel: 07831 653695  
Email: [Z.Raven@theparkstrust.com](mailto:Z.Raven@theparkstrust.com)

### **The Trust's safeguarding recruitment and training:**

All personnel will:

- be recruited using checks and measures that are, proportionate to their job role and contact with at risk groups;
- receive a copy of the Safeguarding Policy within two weeks of appointment;
- attend child and adult safeguarding training every three years face to face (or two years for online), as appropriate to their job roles.

### **Our Code of conduct:**

All personnel involved with The Trust will:

- treat everyone with whom they come into contact with respect;
- keep their private and professional relationships with the public separate, including when using social media;
- be aware that any personal contact with a child or an adult at risk, with whom they work professionally, is never appropriate outside the work environment;
- where possible, ensure that there is always one other colleague present during any organised activities or official journeys when working with at risk groups;

- v. exercise caution when discussing sensitive issues with children or adults at risk;
- vi. report any safeguarding concerns about the behaviour of colleagues or members of the public to their Head of Department without delay;
- vii. treat and handle safeguarding information securely at all times, when storing, sharing and accessing the information. The access and sharing of safeguarding information must be on a strict need to know basis - refer to the Data Protection Policy and the information Security Policy
- viii. only touch beneficiaries and members of the public when it is essential, for example, administering first aid;
- ix. use The Trust's Photography and filming consent form to confirm parents or carers of children under the age of sixteen, or adults who lack capacity, agree to photography and/or filming during activities. When children, or adults who lack capacity, are attending with a partner organisation or community group, it is that organisation's responsibility to seek permission and inform personnel if there are issues;
- x. report all gifts to the relevant line manager in line with the Trust's Anti-Bribery policy;
- xi. speak with their line manager if they consider their work may put them into a position that might lead to an allegation of professional misconduct;
- xii. exercise their right to whistleblow if they are concerned safeguarding issues are being mismanaged or ignored within the Trust;
- xiii. maintain confidentiality at all times, including with family and friends.

### **Definitions:**

A child is any person under the age of 18 years.

An adult at risk is defined as:

- Having needs for care and support, *and*;
- Is experiencing, or is at risk of, abuse and neglect *and*;
- As a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

### **What might be a safeguarding concern?**

Bullying	Coercive behaviour	Domestic violence	Emotional abuse	Female genital mutilation
Financial abuse	Forced marriage	Modern slavery	Neglect	Online abuse
Physical abuse	Radicalisation	Sexual abuse	Sexual exploitation	Trafficking

### **What should I do if I am concerned?**

You may have safeguarding concerns about how a child, young person or an adult at risk appears or behaves, or they may choose to talk to you about something which concerns them. It is important to:

- always take what they tell you seriously;
- listen but do not investigate;
- report to your Head of Department, without delay, and factually record on the Trust's safeguarding concern form - date, time and sign. The Head of Department will inform the relevant agencies;
- when working with people from schools and colleges, health providers, GP practices, prisons and social care settings you should contact that organisation's Lead or Deputy for Safeguarding and then inform your Head of Department and record;
- In cases where there are concerns about the school, college, health provider, GP practice, prison or social care setting; you should refer to the Head of Department who will refer the matter in the usual way.

### **What if I am concerned about a colleague or other personnel?**

Report your concern to your Head of Department without delay and s/he will inform the relevant agencies. If the Head of Department is implicated in any way, you need to contact one of the Trust's Joint Leads without delay, factually record on the Trust's safeguarding concern form including the date, time and signature.

### **What if my concerns are being ignored or not acted upon?**

Anyone can whistle blow if they are concerned safeguarding issues are being mismanaged or ignored within the Trust. They can do this by contacting their local social care services, the police on 101 or the Charity Commission England and Wales

[whistleblowing@charitycommission.gov.uk](mailto:whistleblowing@charitycommission.gov.uk).

**Note: This summary policy is part of the online induction training and all personnel will be asked to confirm that they have read, understood and will comply with the Trust's safeguarding procedures at all times. If you have any queries please contact your Head of Department.**

## Responding to Safeguarding Concerns: Flowchart for referral

### Step One:

If you are worried a child or adult at risk has been abused, or is at risk of harm, because:

- You have seen something
- A child or adult says they have been abused
- Somebody else has told you they are concerned
- There has been an allegation against a colleague
- There has been an anonymous allegation
- An adult has disclosed that they were abused as a child
- An adult has disclosed that they are abusing a child or adult

### Step Two:

The Trust has a policy for safeguarding - check this for guidance. Talk to your Head of Department unless they are implicated in which case contact one of the Joint Leads for Safeguarding.

### Step Three:

The Head of Department should refer the concern to Social Care Services and/or the Police (MASH, Multi-Agency Safeguarding Hub) on 01908 253169/70 and follow up the referral in writing within 24 hours by secure email. In cases of allegations against a person with a "duty of care", one of the Joint Leads for Safeguarding should contact the Local Authority Designated Officer (LADO) on 01908 254300 or Adult Social Care Services at the MASH will co-ordinate the next procedural steps. Under "whistleblowing", anyone can refer directly to the police, Social Care Services or the Charity Commission [whistleblowing@charitycommission.gov.uk](mailto:whistleblowing@charitycommission.gov.uk) if, in good faith, they are concerned the Trust is not managing safeguarding concerns appropriately.

CONSULT,  
MONITOR  
AND RECORD  
*Sign/Date/Time*  
*Include name and  
job role*

When the concern is about the welfare of a child or adult at risk from schools, colleges, health providers, GP practices, prisons or social care settings, you should refer to that organisation's Lead for Safeguarding in the first instance.

Inform the Head of Department that you have referred a

**Any consultations should not delay a referral.**

**In an emergency do not delay: dial 999**