



Southwell & District Lions Club (CIO): “The Club” hereafter

Safeguarding policy

Commitment to safeguarding:

Southwell & District Lions Club (CIO) (the Club hereafter) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults engaged in the breadth of its activities. We recognise that we have a responsibility for the welfare of all people that we come into contact with and are committed to safeguarding their well-being and to protecting them from harm.

It is extremely rare that a member of the club will ever be alone with a vulnerable person other than exceptional circumstances. The club anticipates that vulnerable people will be accompanied by parents, carers, teachers, sports coaches or group leaders. Club Members must always be accompanied by another member when participating in events or activities at which vulnerable people may be present.

About this policy

This policy applies to all members of the Club and any volunteers helping the Club.

- The purpose of this policy is to provide members and volunteers with the overarching principles that guide our approach to the protection of all vulnerable people.
- This policy recognises vulnerable people as:
 - Children up to the age of 16 or young people aged 16-18.
 - Adults aged over 18 at risk as defined by the Safeguarding Vulnerable Groups Act 2006. This might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity. This policy also recognises that risk is determined by the activity an adult is taking part in and not solely on their personal characteristics or circumstances; as such, any adult can be at risk, and the risk can be temporary.

This policy aims to:

- Protect children, young people and adults at risk who are members of, receive services from, or volunteer for the Club.
- Ensure members and volunteers working with children, young people and adults at risk understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.

How the Club might engage with vulnerable people:

The club hosts various events in the Club’s own right and assists with some that form part of a wider event organised by third parties. The Club also volunteers its services and time to charities, schools, medical establishments (eg,hospices), sports groups, support groups and other organisations that might provide services to vulnerable people. They also attend events and photo-opportunities at any of those organisations following donations to those organisations and are frequently invited to their activities and events as guests.

As such, the club’s engagement with vulnerable people might include but is not limited to:

- Members of the public, including relatives and friends of Lions, attending Lions events (whether organised by Lions or third parties)
- Members, clients and friends of organisations being supported by the Club;
- Members of the public attending an event not organised by the Lions but where the Lions are providing a support service, eg marshalling or stewarding;
- Families responding to the Santa’s Sleigh house-to-house collection;

Named safeguarding person: The Club has a designated member (Safeguarding Officer) with responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to the Safeguarding Officer in the first instance.

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Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of the Safeguarding Officer and in line with established procedures and ground rules (see below).

Policy review:

This policy will be reviewed and amended (if necessary) on an annual basis by the Trustees. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

Ground rules, ways of working and procedures

The following forms the Club Safeguarding policy:

- The policy applies to all members, volunteers and anyone working with or on behalf of the Club.
- The purpose of this policy is to provide members and volunteers with the overarching principles that guide our approach to the protection of vulnerable people.
- This policy recognises vulnerable people as:
 - Children up to the age of 16 or young people aged 16-18.
 - Adults aged over 18 at risk, including those defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity.

This document includes:

1. Recruitment practices around safeguarding
2. Ground rules and ways for working regarding safeguarding of vulnerable people
3. Procedures for raising safeguarding concerns and incidents of abuse
4. Procedures for dealing with concerns and incident of abuse

1 / Recruitment practices around safeguarding

- Potential new members of the Club have to attend a minimum of six meetings and/or Lions fundraising or volunteering events. At the latter, they are accompanied by a club member.
- Prospective members are enrolled after a satisfactory vote by the full Club membership when it is considered appropriate by the Trustees.
- All Lions and new Lions upon acceptance to the Club undertake an enhanced DBS check.
- Members unable to provide a DBS check are restricted in the activities they can participate in, including any at which vulnerable people may be present.
- The results of any check will be used confidentially and in line with the Club’s equal opportunities policy.

2 / Ground rules and ways for working regarding safeguarding of vulnerable people (as stated above)

When the Club organises an activity or event where they will be responsible for vulnerable people or vulnerable people are in attendance, they will ensure:

- Planning is carried out in line with this policy and procedures.
- If applicable, the event is attended by an appropriate number of DBS checked adults – this will be a minimum of one but more when practically possible.
- When required and where practically possible, the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the ratio table below - as per Ofsted recommendations.
- There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked.
- The main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for vulnerable people).

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- That if vulnerable people of different gender will be taking part in activities, adults of different gender (not necessarily Lions – can be a parent, guardian, carer, teacher, etc) will also be in attendance.
- A vulnerable person is not to be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.
- Two adults (one DBS checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people are collected for transportation home by a parent or carer.

Child to adult ratio table

| Childs age | Number of adults | Number of children |
|------------|------------------|--------------------|
| 0-2 | 1 | 3 |
| 2-3 | 1 | 4 |
| 4-8 | 1 | 6 |
| 9-12 | 1 | 8 |
| 12-18 | 1 | 10 |

Working with parents/guardians: If a vulnerable person wishes to take part in the Club’s activities, written permission should be obtained from parents/guardians/carers where appropriate, and before the activity takes place. Written permission should include: emergency contact, details of any relevant pick-up arrangements – including permission for another adult to pick up the vulnerable person after the activity has finished.

3/ Procedures for raising safeguarding concerns and incidents of abuse

- If any Club member or volunteer witnesses, suspects or is informed of a witnessed or suspected case of abuse, they should immediately report it to the Safeguarding Officer, if present, or the President.
- If the Safeguarding Officer or President is not available, or is involved in or connected to the abuse, it should be reported to the Membership Secretary or another, uninvolved Trustee, or a DBS checked adult.
- If an individual wishes to report an incident of abuse against themselves, they should report it to a Trustee or an individual they trust.

4 /Procedures for dealing with concerns and incidents of abuse

General Guidance:

If an adult indicates that they are being abused, the person receiving the information should:

- Stay calm.
- Listen carefully to what is said, allowing the adult to continue at their own pace, and take it seriously.
- Explain that it is likely the information will have to be shared with others; do not promise to keep secrets.
- Keep questions to a minimum, only ask questions if you need to identify/clarify what the person is telling you. Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- 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 and ask if they are happy for you to share the information for you to help them. If it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your Safeguarding Officer.
- Record in writing what was said using the adult’s own words as soon as possible.

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DO NOT:

- Dismiss the concern.
- Panic or allow shock or distaste to show.
- Probe for more information than is offered.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Make negative comments about the alleged perpetrator.

Guidance relating to children, when required

If a child tells you about abuse by someone else, you should record what you hear, let the child be freely heard, not promise to keep a secret and not ask leading questions or give opinion.

If possible, you should obtain the following information: full name of child, date of birth, home address, details of siblings, names of parental/carer responsibility and details of concerns.

If required for further support and guidance contact **Children and Adults in Nottinghamshire 0300 500 8080**

The procedures outlined overleaf refer to the Club President and Safeguarding Officer.

The persons holding these posts are listed on the Club’s website.

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Procedure outline

The Safeguarding Officer will first make a decision based on the immediacy of the concern and the following factors:

1. If the person accused by the vulnerable person is a member of Southwell Lions.
2. If the vulnerable person making an accusation is part of a group/charity, etc (eg, Scouts, REACH, sports club), which has its own safeguarding policy.
3. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
4. If the person at the centre of the allegation is working with vulnerable persons at the current time, whether a Lion or part of the group/charity/club, etc of which the vulnerable person is a member – remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.

If immediate danger, call **Police 999**

If the vulnerable person is not in immediate danger, is not in need of emergency medical attention and is not in the company of the person at the centre of the allegation, the Safeguarding Officer will:

- Make a note of the concerns reported to them.
- Speak with fellow Trustees to decide how to handle the reported abuse. Any Trustees involved in the incident will be excluded from the discussion.
- Escalate the report by either:
 - Raising concerns with the Safeguarding Officer (or other responsible official) at the group/club/charity with which the Lions were working when the allegation was made.
 - Raising concerns with the police – for serious or possible criminal offences.
 - Requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection.
- Where cases are escalated, the Trustees will cooperate with the police or local authority in dealing with the reported incident.

Where the allegation involves a Lion or volunteer, an internal investigation will take place, in which the Trustees will:

- Inform all parties involved of the reported abuse as soon as possible.
- Inform the group/charity/club of the person reported as being abused of the incident, who will take the decision over whether parents/carers should be informed/involved.
- Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
 - Both parties should be given the chance to bring a friend or representative to the meeting.
 - Meetings will be attended by the named safeguarding officer and at least one other committee member.
 - All parties will also be invited to submit a written statement in advance of the meeting.
- Once meetings have taken place, the Trustees will decide on next steps and communicate them to all parties in writing within 5 days. They will be either:
 - Escalate the incident to the relevant authority.
 - Further investigation – with established procedures and timelines to work towards a resolution.
 - A decision or resolution.

Resolution and disciplinary action

- If abuse is found to have taken place, any final resolution or decision will be taken in the best interest of the person who has suffered the abuse and the best interests of the Club.

Any disciplinary action will be taken in line with the Club By-laws.

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