



Southwell & District Lions Club Charitable Trust

Welfare and safeguarding policy

Introduction

Southwell & District Lions Charitable Trust ('Southwell Lions') is committed to ensuring that all its members and volunteers are appropriately cared for when engaged in its activities. This care includes endeavouring to ensure physical and emotional well-being and safety of all members including those with disabilities.

The Club President and Membership Chair ensures that all members, new and long standing, find the atmosphere at the monthly meetings welcoming and friendly. Southwell Lions Directors, Officers & Committee Chairman strive to ensure that no-one feels left out or alone.

Given the age profile of members instances of illness and death are possible. Southwell Lions will show concern and care for members who are ill and for their families in the case of death. Members are asked to let Club Officers & the Membership Chairman know if they become aware of the illness or death of a member. They will notify Club members and take appropriate action on behalf of Southwell Lions.

1. Vulnerable adults

Everybody has different levels of vulnerability and each of us may be regarded as vulnerable at some time. All those who may be vulnerable have a right to protection from all types of harm or abuse. In all our activities we will

- value, listen and respect members who may be vulnerable,
- ensure that all members feel welcomed, respected and safe from abuse,
- recognise equality amongst people and relationships,
- do all we can to help members who may be vulnerable to be and remain active contributors within Southwell Lions and if they are or become unable to participate independently, encourage them, so far as is practicable, to bring a companion/carer with them in order that they can continue to contribute to/enjoy the benefits of Southwell Lions membership, and
- ensure all members are aware of their responsibilities to protect vulnerable adults, both Club members and members of the public.

2. Children and young people

Southwell Lions recognises the utmost importance of protecting children and young people from all types of harm or abuse. In all our activities where Club members come into contact with children and young people we will ensure that there are always two Club members present when a member is interacting with a child or children or with a young person. Although Club members' normal involvement with children or young people is very infrequent, where circumstances dictate that frequency of contact may increase, each Club member concerned will be required to undergo an enhanced DBS check.

3. Accidents

Southwell Lions is not required to have qualified first aiders, but may engage the services of qualified aiders at certain events. Where an accident occurs during a Southwell Lions activity where qualified first aiders

are not present it is important that the emergency services are contacted first for advice, to protect members from liability should they assist a casualty.

Even if there is no question of any liability an accident form should be filled in by the Committee Chairman/member and a witness to the accident to ensure that the incident is correctly recorded at the time.

All Committee Chairmen are to be issued with blank accident forms which are also to be made available on the website. After completion these should be returned to the Southwell Lions Secretary who will keep an accident file.

4. Health and Safety

A named member of Southwell Lions has responsibility for being alert to issues of H&S. He/she will inform the Club's Directors of any issues of safety in relation to the monthly meetings and all events & activities run by Southwell Lions.

5. Risk Assessments

The named member responsible for Health & Safety is also responsible for preparing, in consultation with the appropriate Committee Chairman or event organiser, a risk assessment for every event & activity run by Southwell Lions.

6. Membership Chairman

A member of Southwell Lions is appointed as Membership Chairman (MC) and has responsibility for trying to ensure that appropriate action is taken in the following instances.

Members with physical difficulties

The MC will be watchful for those members who have some difficulty in getting to meetings, or taking part in or contributing to Southwell Lions club activities. The MC will alert the Directors if special arrangements are required and try to ensure that all that can be done to help is done. If a member requires more than nominal assistance they may bring their own carer who will be covered by Lions Multiple District liability insurance while they are with the disabled member. The only exception to this is a 'professional' carer who would have to be covered by their own individual liability policy.

Members with additional needs

Southwell Lions is run entirely by the members for the greater good of the local community & beyond in accordance with the charitable remit laid down in its Charitable Trust Deed. It is important that individuals are able to take full responsibility for their own participation in Southwell Lions activities and events.

Should the situation arise when a member no longer feels confident that he/she can participate fully without needing help, it will be necessary for that person to be accompanied by a companion/carers who will be covered by the liability insurance provided by Lions Multiple District whilst in attendance. Even though other Southwell Lions members may be willing to help, each member remains responsible for their own participation in activities and events; members cannot take responsibility for another member's care as this could be deemed to be outside Lions Multiple District insurance cover if any injury or damage resulted. A carer accompanying a vulnerable adult to meetings does not have to be a Southwell Lions member.

Illness or death of a Southwell Lions member or their immediate family

On learning of an illness or death of a member, the MC will be responsible for appropriate action on behalf of the Directors.

Other circumstances

The MC will send a card or take other appropriate action for any other situation which the Directors deems warrants it.

Examples of appropriate action could be any one or more of the following

- email message,
- phone call contact, or
- collecting a very small donation from the members for a suitable card.

If, for any reason, the MC is unable to carry out the above responsibilities, then he/she should inform the President so that the duty can be fulfilled by another nominated club member.

7. Insurance

Southwell Lions is covered by the Public Liability Insurance arranged by Lions Multiple District which indemnifies all members against all sums they could become legally liable to pay as a result of

- accidental injury or death of any person, and
- accidental loss or damage of material property not belonging to a member, which arises or is caused in connection with the business of Southwell Lions.

This is not a personal insurance and would only apply in cases where negligence could be proved.

June 2018