



**Project Oasis North Downs
Puttenham Barn Bunkhouse
Safeguarding Policy**
Date of last review: 30/11/2023

1 - Guiding principles

Project Oasis North Downs, hereafter referred to as POND, believes that a young person or vulnerable adult should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all young people and vulnerable adults. We are committed to safeguarding the wellbeing of all young people and vulnerable adults that we come into contact with, and to protecting them from harm.

2 - Policy Statement

This Policy applies to anyone volunteering on behalf of POND, including its Trustees. Its purpose is to protect and enhance the safety and well-being of all young people and vulnerable adults by promoting good practice and sound procedures.

We believe the safety and well-being of young people and vulnerable adults is of the utmost importance and that they have a fundamental and equal right to be protected from harm regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. We fully recognise our statutory responsibility for safeguarding: the safety, protection and well-being of all young people and vulnerable adults that POND supports and interacts with, is paramount and has priority over all other interests. This includes responding immediately and appropriately where there is a suspicion that any vulnerable individual may be a victim of bullying, harassment, abuse (including physical, sexual, emotional) or neglect.

This document has been drawn up on the basis of legislation, policy and guidance in line with the Surrey Safeguarding Policy Template 2021 and Surrey Safeguarding Adult Board Guidance on producing adult safeguarding Policy and Procedures 2018 (revised 2020).

Signed by: David Williams – Chairperson

Signature 	Date 30/11/2023
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3 - Policy application

This policy applies to any situation involving young people or vulnerable adults (whether or not accompanied by adults) on POND property or at external events where POND is represented. This policy applies to: all members, volunteers and anyone working on behalf of POND or taking part in POND activities.

We will do our utmost to ensure that young people/vulnerable adults are protected from harm while they visit Puttenham Barn Bunkhouse by following these general principles:

1. Taking all reasonable steps to ensure the health, safety and welfare of young people and vulnerable adults in contact with Puttenham Barn.
2. Putting the safety and welfare of young people and vulnerable adults at the centre of our health and safety risk

assessment policy and procedures.

3. Taking appropriate action if an accident occurs and reporting any incident or suspicions of abuse to named safeguarding officers. All suspicions or allegations of abuse from a young person or vulnerable adult will be taken seriously and dealt with speedily and appropriately.
4. Ensuring that supervising adults are aware that because of the nature of the dormitory-style sleeping accommodation, young people/vulnerable adults cannot be allocated sleeping accommodation that is separate from the supervising adults.
5. Placing this document where it is clearly visible and accessible to all volunteers at Puttenham Barn.
6. Ensuring all voluntary wardens are made aware of this Safeguarding Policy and relevant procedures as part of their training.
7. When considering the safeguarding of vulnerable adults, to do so in a way that supports them in making choices and having control about how they want to live. This includes obtaining their consent when reporting incidences where there is no immediate threat to them or others and they have the capacity to give informed consent.

4 - Recruitment

POND has a statutory duty to screen existing and new volunteers who are UK citizens and who are identified as being in a position to have access to guests staying at Puttenham Barn, in particular Volunteer Wardens.

The Volunteer Coordinator will be responsible for keeping this aspect of the procedures under review, and will maintain records of interviews, references and confirmation of DBS certification.

5 - Training

The training of Wardens is an essential part of the Safeguarding Policy. Safeguarding training will be developed to cover awareness, procedures and emergency situations and will feature on Warden Training sessions.

The named individuals in section 8 are required to complete basic online Safeguarding training, with records kept by the Volunteer Coordinator.

6 - Risk Register



Puttenham Barn has identified the following relevant risks & agreed the following responses as appropriate:

Identified risk	Action to minimise risk
Any emergency situation on site	<ul style="list-style-type: none"> • Ensuring that a Puttenham Barn Warden is always available when guests are on site. • Take all reasonable steps to ensure that Puttenham Barn Bunkhouse remains locked and secure at night and to prevent unauthorised access at other times. • Ensuring that emergency access to a telephone is available at all times.
Young people/vulnerable adults sleeping in the dormitory alongside other guests	<ul style="list-style-type: none"> • Supervising adult/group leader/carer to be located as close as possible to the young person's/vulnerable adult's sleeping bay. • Families to be allocated to their own separate sleeping bays, subject to availability. • Warden can offer alternative sleeping arrangements for solo guests where appropriate (e.g. sofa bed in kitchen)
Groups of young people/vulnerable adults sleeping alone in the dormitory	<ul style="list-style-type: none"> • Supervising adult/group leader/carer to be located as close as possible to the sleeping bays of the group. • Encouraging teachers and leaders to visit Puttenham Barn for themselves prior to a visit by their charges. • Where the Barn is fully occupied for a group of young people, then there will always be at least one supervising adult and preferably two.
Children unsupervised on site during opening hours	<ul style="list-style-type: none"> • Ensure supervising adult/group leader is aware that they must stay on site at all times when young people are present – to be

	emphasised at point of booking and also by the Warden on-site.
Supervising adult/carer identified as possibly putting child/vulnerable adult at risk e.g. allowing to play in the road	<ul style="list-style-type: none"> • Volunteer Warden to intervene and gently suggest alternative, safer options to the action taken by supervising adult/carer.
A vulnerable adult or child arrives alone at the barn requesting to stay	<ul style="list-style-type: none"> • Call Barn emergency contacts for advice • Ask the individual for contact details of their carer/parent/guardian and permission to contact – investigate options for safe return home/ independence levels of adult • If the individual has no option but to stay, and the dormitory is shared with other guests, warden to offer the sofa bed in the kitchen
Volunteers representing POND at public events where unsupervised engagement with young people or vulnerable individuals may occur	<ul style="list-style-type: none"> • Where possible, to ensure two representatives of POND are present at such events, e.g. fairs
Any unforeseen incidents that may occur which the warden deems to be a risk	<ul style="list-style-type: none"> • Contact the Safeguarding Officers for advice • Update emergency information regularly and clearly display in office.

7 - Reporting procedures

In the event of any suspicion or doubt, a POND volunteer or guest must follow the following procedures:

<p>1. IF THERE IS IMMEDIATE THREAT TO SAFETY OR LIFE, FIRST CALL 999. The Police must be informed immediately of any sexual activity involving a child under 13 years of age.</p> <p>2. SECOND, or if for other concerns, contact one of the Safeguarding Officers.</p> <p>3. If either Safeguarding Officer is unavailable, contact the Chairperson.</p>
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- The named individuals will review the information given and may ask for more details to be obtained.
- Once the details are recorded they will speak with the Chairperson or other committee members to decide how to handle the reported incident.
- They will then escalate the report by either:
 - Raising concerns with the police - for serious or possible criminal offences;
 - Requesting an assessment by the local authority social care department to protect vulnerable person;
 - or conducting an internal investigation for less serious incidents.
- The named individual handling the matter will be responsible for informing the Trustees, and the volunteer who reported the abuse or disclosure, of any action taken and any outcome if this is appropriate.

8 - POND Contacts

Role	Name	Tel	Email
Warden Coordinator (Safeguarding Officer)	Ben Smithies	07715 771356	bens@puttenhambarn.uk
Volunteer Coordinator (Safeguarding Officer)	Tish Piwowarek	07814 750901	tishp@puttenhambarn.uk
Chairperson	David Williams	07768 518064	Davewbg@gmail.com

9 - External support

In the event that you are unable to reach any of our named contacts, you may be able to obtain impartial advice from any of the following agencies:

National Society for the Prevention of Cruelty to Children (NSPCC)	0808 800 5000
ChildLine UK	0800 1111
Hourglass (for adult safeguarding)	0808 808 8141
Surrey County Council Contacts Concerns for an adult	Telephone: 0300 470 9100 Online: Adult Safeguarding Referral online form Email: ascmash@surreycc.gov.uk (available 9am to 5pm, Monday to Friday) SMS: 07527 182 861 (for the deaf or hard of hearing) VRS: Sign Language Video Relay Service
Surrey County Council Contacts Concerns for a child	Telephone: 0300 470 9100 Email: cspa@surreycc.gov.uk (available 9am to 5pm, Monday to Friday) SMS: 07527 182 861 (for the deaf or hard of hearing) VRS: Sign Language Video Relay Service
Emergency Duty Team (EDT) Emergency social care service for urgent situations which are out of normal office hours. If your call is not answered, please leave a message and contact info - someone will get back to you.	EDT is available: 1700 - 0900 Monday – Friday Weekends 24 hours a day Phone: 01483 517898 Email: edt.ssd@surreycc.gov.uk

10 - Review

The Trustees commit to reviewing this Safeguarding Policy, in particular the Risk Register and Code of Conduct, on an annual basis.

11 - Definitions and further guidance

Young person

‘Young Person’ means those under 18 years old including all of those up to their 18th birthday- as designated a ‘child’ within the terms of the Children’s Act 1989.

Vulnerable adult or adult at risk

According to Section 42 of the Care Act 2014, these are people who:

- are aged 18 years or more, and
- have needs for care and support (whether or not these are currently being met),
- are experiencing, or are at risk of, abuse or neglect, and
- as a result of those needs are unable to protect themselves against the abuse or neglect or the risk of it.

This includes adults with physical, sensory and mental impairments and learning disabilities, however those impairments have arisen, such as whether present from birth or due to advancing age, chronic illness or injury. Also included are people with a mental illness, dementia or other memory impairments, and people who misuse substances or alcohol.

Definitions of harm

For the purpose of this policy, Puttenham Barn Bunkhouse has defined harm as:-

- **Neglect** - the persistent failure to meet the basic physical and physiological needs of the young person or vulnerable adult that results in serious impairment of their health and development, including the failure to provide adequate food, clothing, shelter and failure to respond to basic emotional needs, such as being cared for when sick.
- **Self-neglect (vulnerable adults)** - covers a wide range of behaviours, such as neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding. A safeguarding response in relation to self-neglect may be appropriate where: a person is declining assistance in relation to their care and support needs, and the impact of their decision, has or is likely to have a substantial impact on their overall individual wellbeing
- **Abandonment** - leaving a young person or vulnerable adult alone and unattended in circumstances that are inappropriate for their age and/ or level of ability.
- **Emotional abuse** - persistent, emotional ill treatment that has a severe adverse effect on the emotional development of young people and vulnerable adults. It may involve conveying to them that they are not wanted, not loved or worthless. It may involve inappropriate expectations (such as taking on the role of responsible adult within the family) being placed on the young person or vulnerable adult, leaving them frightened and unable to cope. It may also involve the threatening, exploitation or corruption of the vulnerable individual.
- **Physical abuse** - hitting, kicking, shaking, slapping, and throwing, scalding, burning, poisoning, drowning, suffocating, or other action intended to cause physical harm or ill health to the young person or vulnerable adult. Physical harm may also be caused when a parent or carer covers up the symptoms of, or deliberately causes ill health to a young person or vulnerable adult within their care.
- **Racial abuse** - any type of verbal or physical abuse that is directed at an individual or group because of their racial or ethnic background.
- **Witnessing ill treatment, including domestic abuse of another person** - this may impact the health or development of a young person or vulnerable adult.
- **Sexual abuse or sexual exploitation** - forcing or enticing a vulnerable individual to participate in sexual activities, whether or not the individual is aware or has knowledge of what is happening. It includes prostitution, encouraging young people or vulnerable adults to watch or participate in the production of pornographic material, online grooming, encouraging young people or vulnerable adults to behave in sexual inappropriate ways. Sexual acts include penetrative (rape or buggery) and non-penetrative acts such as touching or stroking.

The Sexual Offences Act 2003 defines 'consent' as 'if he agrees by choice and has the capacity to make that choice'.

The Act, removes the element of consent for many sexual offences for:

- Children/young people under 16 (including under 13).
- Children/ young people under 18 having sexual relations with a person of trust (for example: teachers, youth workers, foster carers, police officers).
- Children / young people under 18 involved with family members over 18.
- Persons with a mental disorder impeding choice or who are induced, threatened or deceived.
- Persons with a mental disorder who have sexual relations with care workers.

In relation to young people under the age of 13, consent is irrelevant. The law says 'a child under the age of 13 does not, under any circumstances, have the legal capacity to consent to any form of sexual activity'.

The Police must be informed immediately of any sexual activity involving a child under 13 years of age.

Reacting to a disclosure

- Listen carefully rather than asking leading questions.
- Never *promise* any particular action or NOT to disclose any information shared.
- Allow silence and/or allow the individual to be upset.
- Try to relate to the age, understanding or special needs of the young person or vulnerable adult.
- Write down carefully the information you have been given as soon as possible, preferably within 24 hours and only including what you have been told.

- Explain that you cannot keep this a secret and that you have to share with your 'manager'. Reassure vulnerable adults that they will be involved in decisions about them.
- Discuss this as soon as possible with the safeguarding officer.
- Any decision not to tell the parents must be discussed with the safeguarding officer unless the vulnerable individual is in immediate danger.
- If a crime has occurred, be mindful of the need to preserve evidence.

Informing parents/ carers

- It is good practise to be as open and honest as possible with parents/carers about any concerns. However, you must not discuss your concerns with parent's/ carer's in the following circumstances:
- Where sexual abuse or exploitation is suspected.
- Where organised or multiple abuse is suspected.
- Where fabricated or induced illness is suspected.
- Where female genital mutilation is a concern.
- In cases of forced marriage.
- Where contacting parents / carers would place a young person/vulnerable adult or others at immediate risk.

Appendix A - Code of Conduct



All Wardens and volunteers that may come into contact with young people/vulnerable adults staying at Puttenham Barn are asked to read and sign the following Code of Conduct. The signed copy is to be kept digitally by the Volunteer Coordinator.

At present the agreed standards are as follows:

- I will remember that whilst I am at Puttenham Barn it is my workplace and I represent POND, regardless of whether on shift or not. I will act as you would like our guests to act i.e. being respectful of property and others
- I will never drink alcohol to excess or take drugs on site (and won't arrive at Puttenham Barn under the influence of any such substances)
- I agree to report unwelcome behaviour from guests to the Warden and Bookings Coordinator (e.g. giving gifts, asking for number, asking for a date etc.)
- In line with GDPR Guidance , I agree to not take or post pictures of guests/children on personal or Puttenham Barn social media accounts without explicit consent of the guests, school or group leader, preferably written.
- In line with GDPR , I will never post details about Puttenham Barn colleagues/guests on personal or Puttenham Barn social media accounts without permission, preferably written.
- I will never send inappropriate messages/images to colleagues or guests.
- I will avoid any unnecessary or inappropriate physical contact with guests/children/colleagues.
- I won't try to punish/discipline children or members of a group – concerns must be relayed to the group leader to resolve.
- I will only touch/move guest's personal belongings if absolutely necessary or/and after gaining permission.
- I will never have inappropriate personal conversations with or in front of guests/children whilst on duty.
- I will report any allegation made against colleagues/guests immediately to the Warden and Bookings Coordinator.