



## 20230901 The Kew Society Safeguarding Policy

### **Purpose and aim**

The Kew Society, (TKS) is a charity, established more than 100 years ago, run by volunteers who love living in Kew and who are committed to protecting and enhancing the natural and built environment of this special area, with its unique heritage and open green spaces.

Our aim is to make a positive contribution to the lives of everyone who lives, works in, or visits Kew.

We do this by:

- Encouraging high standards of planning and architecture in Kew and surrounding areas.
- Protecting and improving the natural environment of Kew by undertaking a diversity of projects, such as planting and maintaining flowerbeds, and responding constructively to environmental issues of importance or concern to local residents.
- Organising an interesting mix of events, talks and visits throughout the year to help members learn more about our local area and to meet each other socially.

We take the safeguarding of Adults at Risk and Children very seriously. TKS wants all members and visitors to have an entirely positive experience in their contact with us and is committed to ensuring we support Adults at Risk and Children's rights and create and maintain the safest possible environment for them whilst engaged in any of our activities.

The risk of Adults at Risk and Children being exposed to abuse or inappropriate behaviour as a result of any TKS activity is further reduced by the addition of a specific safeguarding risk assessment being completed for any activity likely to include Children and/or Adults at Risk.

As an organisation we are committed to ensuring that every person has the same protection regardless of age, disability, gender, race, ethnicity, heritage, religious belief, sexual orientation or identity.

### **Background**

"Safeguarding" means protecting the health, well-being and human rights of all Adults at Risk and Children with whom TKS interacts, enabling them to live safely, free from abuse and neglect. An Adult at Risk or Child, (a child is anyone under the age of 16), is someone who may be in need of help because they have care and support needs. They may not be able to stop someone else from harming or exploiting them. Abuse may consist of a single act or repeated acts. Abuse can occur in any relationship and may result in significant harm or

exploitation of the person subjected to it. The categories of abuse include physical abuse, domestic violence, sexual abuse, psychological abuse, financial or material abuse, modern slavery, discriminatory abuse, neglect and self-neglect.

### **TKS Responsibilities**

By law, TKS Trustees are responsible for ensuring Safeguarding Policy and Procedures are approved and in place. The Nominated Safeguarding Person will be a trustee and have undergone the appropriate safeguarding training. This training is paid for by TKS, subject to prior approval. As of September 2023 the Nominated Safeguarding Person is Diana Ormond: [dmormond@gmail.com](mailto:dmormond@gmail.com)

Additionally other KS Committee members and KS teams are made aware of the policy and are supported to implement and work in accordance with it. Upon joining the Committee and every two years thereafter, TKS Committee members (including Trustees), event leaders and WhatsApp leaders are required to read the policy document and TKS Risk Assessment template and sign accordingly.

While the primary responsibility for ensuring the welfare of Children and Adults at Risk rests with the accompanying supervising adult/s, TKS aims to take all reasonable steps to provide a safe physical and virtual environment, creating a culture in which safeguarding becomes second nature.

### **TKS Procedures**

A Risk Assessment is completed for all relevant activities.

Clear communication is given to TKS event attendees, parents and carers in pre-event communication that they always remain responsible for their charges during any event and that they provide the appropriate ratio of care for the duration. TKS event leaders check at the start of activities that there is adequate supervision and confirm to parent or group leaders the need for an Adult Carer to be present for the duration of the activity.

TKS Event leaders do not, under any circumstances, supervise Children or Adults at Risk at any time. This includes anything of a personal nature e.g. feeding or taking to the bathroom.

When appropriate, TKS Event leaders to brief participants at the start of all activities that photography of Children and Adults at Risk is not permitted without the signed authorisation of the Adult Carer.

### **Process in the event of a safeguarding issue**

It is important to remember that if you suspect or become aware of an adult or child at risk of harm and neglect being subject to any form of abuse then it is your responsibility to report it as a first step to helping to protect them. Do not assume that someone else will do it. Seek the advice of the Event Lead or Diana Ormond if you have any questions.

If whilst involved in a TKS activity an adult or child discloses to you some information that suggests they have been subject to some form of abuse OR you witness an act of abuse or behaviour towards an adult or child that causes you concern follow this process:

- Respond
  - If someone is injured or at immediate risk, take immediate action. Seek help by dialling 999 for police or ambulance.
  - Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation.
  - Seek consent from the adult to take action and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.
- Report the incident to Diana Ormond, whilst taking note of the Data Protection Act (2018) and local protocols about confidentiality and information sharing, and tell only the people who need to know.
- Record by making a written record of the concern and passing this on to Diana Ormond. There is a Safeguarding Incident Form available on the KS website: <https://www.kewsociety.org/policies-formal-docs>.
- Refer, firstly deciding whether to refer or not. Take into account the adult or child's wishes, your own and others' safety and whether a crime has been committed.

This should inform the decision whether to notify the concern to the following people:

- The police if a crime has been committed and/or Richmond and Wandsworth Safeguarding Adults Board via an online form, [https://richmond.gov.uk/report\\_adult\\_abuse#report\\_online](https://richmond.gov.uk/report_adult_abuse#report_online)
- Family/relatives as appropriate (seek advice from the Richmond and Wandsworth Safeguarding Adults Board)
- *NSPCC Child Protection Helpline*: 0808 800 5000 (lines free and open 24 hours). Phone if you are worried about a child.
- *Child-line*: 0800 1111 (lines free and open 24 hours). Phone if you are a child or young person and are worried about anything.
- *National Domestic Violence Helpline*: 0808 2000 247 (lines free and open 24 hours). Phone if you are experiencing domestic abuse.
- *Samaritans Helpline*: 116 123 (open 24 hours). Phone if you feel you are struggling to cope and need someone to talk to.
- *Action on Elder Abuse Helpline*: 080 8808 8141 (free phone Monday to Friday 9-5pm).

Diana Ormond will keep a record of any issues or suspected issues, the reasons for referring the concern or reasons for not referring. These records will be kept securely and only shared as appropriate to relevant agencies. The Trustees will be informed of any disclosure or concerns raised.