

CRANBROOK WINDMILL ASSOCIATION

SAFEGUARDING POLICY

1. INTRODUCTION

Cranbrook Windmill Association welcomes visitors of all ages and abilities to Union Windmill, Cranbrook. We are committed to ensuring and promoting visitor access to Union Windmill, including access for children and vulnerable adults. We believe that everyone who accesses the premises should be safe and protected from harm.

This policy and code of practice is in place to demonstrate that our Association is following the requirements of the 2006 Safeguarding Vulnerable Groups Act.

- It applies to all our volunteers and must be understood and adhered to at all times by them.
- It sets out the principles for safeguarding children and vulnerable adults throughout their visit to Union Windmill and the adjoining Russell Building.

Most children and vulnerable adults visit with a Parent, Relative or other responsible adult and primary responsibility remains with them.

2. THE PURPOSE OF THIS SAFEGUARDING POLICY AND CODE OF PRACTICE AND BEHAVIOUR

- a) To treat all children and vulnerable adults with dignity and respect.
- b) To provide an environment which is safe and welcoming for them and which protects them from all forms of abuse.
- c) To ensure that everyone working at the Windmill is aware of their responsibility and the need to protect children and vulnerable adults and understand how to reduce the risks to them.
- d) To share information about the principles of safeguarding and good practice with volunteers and visitors.

3. THE ASSOCIATION'S COMMITMENT TO SAFEGUARDING

We commit to safeguarding of children and vulnerable adults by:

- a) Adopting sensible safeguarding procedures which minimise any opportunity for abuse and set appropriate treatment of children and vulnerable adults.
- b) Providing effective management through supervision, support and training of Volunteers.
- c) Appointing one of our Members to act as Safeguarding Officer, responsible for child protection and safeguarding issues, reporting to a designated member of the Committee. (currently Nick Vinall) who accepts responsibility for ensuring that child protection issues are taken seriously and any incidents or suspected incidents are thoroughly investigated and appropriate action taken
- d) Ensuring safeguarding policies and procedures are regularly updated in accordance with current Government legislation and best practice.
- e) Taking allegations seriously and responding fairly, swiftly and appropriately to allegations of abuse.
- f) Obtaining prior permission in writing of parents, guardians or carers to taking any photographs of children for publicity or any other purpose.
- g) Minimising the risk of abuse by ensuring that children age under 14 and vulnerable adults are not permitted entry unless accompanied by a parent, relative or other authorised adult.
- h) Not undertaking education or any other activity on a one to one basis.

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MEMBERS CODE OF PRACTICE

Union Windmill is a fantastic place for children and vulnerable adults to visit and we all have a responsibility to ensure that, whilst they are with us, they are kept safe and are protected from any possibility of abuse. (children are defined in the safeguarding legislation as being under age 18.) Please ensure that you understand the following Instructions and Guidance. If you have any questions or concerns please contact our Safeguarding Officer or the Chairman of the Association.

A. ENTRY BY UNACCOMPANIED CHILDREN AGE UNDER 14 IS NOT PERMITTED.

- Children age under 14 and vulnerable adults may be admitted if they are accompanied by a parent, relative or other responsible adult.
- Children age 14 to 17 are permitted entry whether or not they are accompanied by a responsible adult. However, this code of behaviour must still be followed in all other respects.

B. VISITS BY SCHOOLS AND GROUPS OF VULNERABLE ADULTS

- School or other group organisers remain responsible for their group during a visit to the mill and are required to provide adequate supervision throughout based on National Guidelines.

C. OUR RESPONSIBILITY

- As volunteers for the Cranbrook Windmill Association we have a responsibility to ensure that children of all ages and vulnerable adults visiting the Mill are safe and are protected from abuse by:
- observing this Code of Practice and Behaviour at all times and understanding the consequences of not adhering to these rules.
- recognising the position of trust in which we have been placed, particularly with children between 14 and 17 years of age, who may not be accompanied by a responsible adult.
- taking any allegation or concern about abuse and behaviour seriously and report matters immediately to the Duty Manager. In turn the Duty Manager will at the earliest possible moment notify the Safeguarding Officer or the Association Chairman.

D. AT NO TIME WILL WE:

- use physical assistance or restraint, other than to prevent danger to the child or others, damage to property, or antisocial behaviour.
- take photos or film any child or vulnerable adult for personal use unless authorised by the "Association" and with written approval of their Parent.
- do things of a personal nature e.g. not escorting children to the toilet alone. (this must be left for the Parent, Relative etc).
- spend time with children or vulnerable adults alone and unobserved
- engage in inappropriate behaviour or contact, including behaviour which might, in any way, be misinterpreted. Never make suggestive remarks or threats, or use any other inappropriate language.

30th March 2019