

CHAPEL ALLERTON ALLOTMENT GARDENERS ASSOCIATION

SAFEGUARDING POLICY

The aim of the Chapel Allerton Allotments and Gardens Association (herein after referred to as “the association”) is:-

to assist members in the pursuit of gardening as a recreation; to promote health, education and community fellowship and; to protect members against damage, trespass and theft. We do not focus on any particular group within society but recognise that any of us can be vulnerable and that the association has a responsibility to protect its members, and those with whom it comes into contact, from harm.

The association believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all those involved with the association by a commitment to behave in ways which protects them. Whilst there is a legal definition under safeguarding legislation for a child, young person or vulnerable adult the management committee also recognise that all plot holders and their guests should also be afforded the guidance under this policy statement.

Glossary of terms

Abuse is a violation of a person’s physical, emotional or mental integrity by any other person.

Harm is damage done to a person's wellbeing.

Safeguarding is work to prevent and stop abuse and neglect.

We recognise that:

- The welfare of a child/young person is paramount
- Some adults are equally vulnerable
- All vulnerable people are entitled to be safeguarded regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity
- All people have the right to equal protection from all types of harm or abuse.
- Where children or vulnerable adults become involved with the association, working in partnership with such children, young people, their parents, vulnerable adults, their carers, and any agencies working with them is essential in promoting their welfare.
- The Association acknowledges that some children and adults, including disabled children and adults, those with mental health problems or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.
- The association aims to ensure that regardless of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation, or their socio-economic background, all children and vulnerable adults involved with activities sponsored by or managed by CAAGA:
 - a. have a positive and enjoyable experience in a safe environment;

- b. are protected from abuse whilst participating in activities taking place under the auspices of CAAGA.

The purpose of the policy:

- To provide protection for children, young people and vulnerable adults who engage with the association.
- To provide guidance to the committee and members of the association on procedures they should adopt in the event that they suspect a child or young person or vulnerable adult may be experiencing, or be at of risk of harm. This policy applies to all members of the association.

We will seek to safeguard children and young people and vulnerable adults by:

- Valuing them, listening to and respecting them
- Adopting protection guidelines through procedures and a code of conduct
- Sharing information about concerns with agencies who need to know, and
- Involving parents/carers and children appropriately
- Identifying a lead role for safeguarding from among the committee
- Where appropriate, providing training for committee members.

This policy should be reviewed each year. Date of next review: **22ND MAY 2025**

REPORTING AND RECORDING A SAFEGUARDING CONCERN

Reporting concerns about yourself

If you are experiencing harm within CAAGA, contact the designated Safeguarding Lead Lucy Smickersgill at caagaallotments@gmail.com. If you would prefer, please contact another member of the committee who will help you raise the issue to the Safeguarding Lead. If the Safeguarding Lead (see Appendix 2) is implicated or you think has a conflict of interest, then you can contact the Chairman of the Association (Martin Copeland, martincopeland87@yahoo.co.uk or 07570 884016) for further guidance. If you are in immediate danger or need immediate medical assistance, contact the emergency services 999. The Police, Social Services, your doctor or Leeds City Council can also provide information and give help and support.

Any member of the association concerned that there might be a safeguarding concern arising within the activities of the association must report this to the Safeguarding lead.

Reporting concerns about others

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them. You should not keep safeguarding concerns to yourself. If you have concerns and/ or you are told about possible or alleged abuse, poor practice or wider welfare issues you must contact the CAAGA Safeguarding Lead as soon as you can by emailing caagaallotments@gmail.com. If the Safeguarding Lead is implicated or you think has a conflict of interest, then report to the Association Chairman. If you are concerned about harm being caused to someone else, please follow the guidance below.

- It is not your responsibility to prove or decide whether someone has been harmed or abused. It is, however, everyone's responsibility to respond to and report concerns they have.
- If someone has a need for immediate medical attention call an ambulance on 999.
- If you are concerned someone is in immediate danger or a serious crime is being committed, contact the Police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.

It is essential that an accurate record of concerns is kept. The person making the report will need the information required to enable the Safeguarding lead, Secretary or Chair to complete the template below. Once completed the responsibility for managing the process sits with the Safeguarding lead, Secretary and the Chair of the association, not the reporting member. Care will need to be taken to comply with data protection legislation and the general principles of information sharing. Wherever possible and safe to do so the person who is the subject of the concern should be asked to consent to their information being shared. If they do not do so then the need to safeguard the person or the public interest may make it necessary nonetheless to share the information. If the person does not consent then in the first instance, and without giving any personal details, advice should be sought from the safeguarding lead, Secretary or Chair.

How we will take action

Once a concern has been passed to the association's Safeguarding Lead, they will coordinate the response in line with the procedure outlined above, and in Appendix 2 (below). The Safeguarding Lead will keep clear records of decision making, actions taken, and the outcomes achieved. They will

also collect feedback from the person who is at risk. All information gathered during this process will be securely stored and only used in accordance with General Data Protection Regulations (GDPR).

Appendix 1. Reporting form for a safeguarding concern

Details of concern	
Date and time of incident/disclosure	
Date and time reported to Safeguarding Lead/ Secretary/Chair	
Name and contact details for person making report of concern	
Name of any parties involved in incident or witnesses	
Name of child, young person or vulnerable adult who is the subject of concern	
What was said or done	
Any action taken to look into the matter	
Any further action e.g. reporting to authorities (Police, Children's or Adults Social Care services)	

Appendix 2 Procedure for Safeguarding Lead* (*or appointed individual)

Steps 1-5 Initial response (as soon as you receive the Safeguarding referral)

Step 1 – Is someone at immediate risk of harm/danger or in need of urgent medical attention? Call emergency services

Step 2 - Safeguarding Report Details. Check that you can understand the details that have been disclosed, and complete a Safeguarding Report form, ensuring all the necessary parts have been completed. If you are being contacted directly, fill in the form with the person making the report.

Step 3 - Person Making the Report. Inform, reassure and advise the person making the report e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.

Step 4 - Person at Risk. What are the risks? What are the views of the individual? Are they an adult or child/young person at risk? Do they need support to make decisions about their safety? Do you need to contact the individual directly? Is it safe for you to do so?

Step 5 – Person at Risk. If it is safe to do so - ensure the person at risk has information about what will happen next. Make sure they have been given information about other organisations that can support them

Step 6 - Consult and Decide. As needed consult the Association Chair or Secretary , Local Authority/the Police and decide which one or more of the following actions need to be taken.

Step 7 - If a serious crime is suspected contact the police.

Step 8 - If you believe there is a 'person at risk' make a safeguarding report to Leeds City Council.

Step 9 - If harm is suspected of being caused within the Association e.g. by an Committee member, Association member, contracted worker, or community member, report to the Chair.

Step 10 Consult with and inform the person who has been at risk of harm.

Step 11 - Hold a meeting to coordinate further action and response. Ensure decisions made, actions taken, and outcomes are logged and reported. Agreed outcomes will be logged, reported and stored confidentially and processed in accordance with GDPR.

SIGNED

CHAIR

DATE