



# Welcombe Radio

Stratford upon Avon, Our Community on the Radio

## Safeguarding Children, Young People and Vulnerable Adults Policy

### Why it is important that you read this document.

If we are a radio station with community at its heart we need to be aware of the implications this policy has for each of us.

This policy is designed to assist WELCOMBE RADIO volunteers in the area of safeguarding and has implications for you as a volunteer for Welcombe Radio in the following ways:

- It makes clear that, 'Safeguarding is everyone's business and means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.'
- The procedures set out in the policy apply to all children, young people and vulnerable adults regardless of gender, ethnicity, disability, sexuality or religion.

Its overall aim states, '*WELCOMBE RADIO aims to ensure the safety of all children, young people and vulnerable adults visiting or volunteering for WELCOMBE RADIO either while on the host premises or at an outside broadcast in relation to their safety.*'

This means that potentially every interaction YOU have at Welcombe Radio whether it be with guests or other volunteers you need to be aware about Safeguarding. It tells you what the types of abuse are, what your responsibilities are and the Code of Practice you need to follow if you ever face a Safeguarding issue.

If you are ever in a situation where you have to apply the Safeguarding Code of Practice and you don't know what it is there could be important ramifications for you and the person/persons involved.

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## **Introduction:**

WELCOMBE RADIO is a voluntary organisation whose volunteers donate their time and skills. Our volunteers are expected to adhere to all governance related policies which are based on statutory requirements and general good practice.

Including information from Stratford-on-Avon District Council who are part of Warwickshire County Council's MASH (Multi-Agency Safeguarding Hub), Warwickshire Safeguarding Children's Board Strategy and West Midlands Safeguarding Policy for Adults with Care and Support Needs, Version 2, September 2017.<sup>1</sup>

Both OFCOM Guidance Notes Section One: 'Protecting Under 18s'<sup>2</sup> and the BBC's Child Protection and Safeguarding Policy (2017)<sup>3</sup> have been used as references.

## **1.00: Safeguarding**

Safeguarding is everyone's business and means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.<sup>4</sup>

### **1.01: Safeguarding children and promoting their welfare includes**

- Protecting them from maltreatment or things that are bad for their health or development.
- Making sure they experience safe practice with Welcombe Radio.

### **1.02: Safeguarding adults includes**

- Protecting their rights to live in safety, free from abuse and neglect.
- People and organisations working together to prevent the risk of abuse or neglect, and to stop them from happening.
- Making sure people's wellbeing is promoted, taking their views, wishes, feelings and beliefs into account.

### **1.03: Part of the WELCOMBE RADIO ethos is to welcome all age groups to be volunteers, guests or visiting others.**

1. WELCOMBE RADIO is committed to protecting children, young people and vulnerable adults.
2. WELCOMBE RADIO is committed to taking all reasonable steps to ensure all volunteers, guests and visiting others to the studio in Foundation House, 144 Masons Road, Stratford-upon-Avon, CV37 9NF are supported in a safe, danger-free environment that promotes the welfare of children, young people and vulnerable adults.
3. WELCOMBE RADIO will report to, and/or seek advice from, the appropriate statutory organisations if a safeguarding issue is raised or suspected.

### **1.04: This Policy is concerned with the protection of all children, young people and vulnerable adults defined as,**

- Children and young people being less than eighteen years of age.
- Vulnerable adults as adults that because of illness, disability or condition may be unable to protect themselves from abuse. Vulnerable adults may be certain older people, people with learning disabilities, physically disabled people, people with mental ill-health or those with a short or long-term illness.<sup>5</sup>

### **1.05: This Policy is designed to assist WELCOMBE RADIO volunteers to,**

- Prevent abuse of children, young people and vulnerable adults.
- Respond to disclosure or observation of potential cases of abuse.

- Give guidance on protecting children and vulnerable adults while with Welcombe Radio.
- Support our volunteers to ensure the regulations are adhered to.

### **1.06: The Policy will,**

- Provide guidance on how to help safeguard children, young people and vulnerable adults from abuse and/or exploitation whilst on the premises that houses the WELCOMBE RADIO studio or taking part in outside broadcasting or interviewing.
- Provide guidance on how to respond quickly and sensitively to suspicions or disclosed incidents of abuse.
- Provide a process for volunteers who have issues of concern in respect to suspected, disclosed or observed abuse.
- Increase awareness of issues concerning the abuse of children, young people and vulnerable adults within the sphere of WELCOMBE RADIO broadcasting.
- Publish information that volunteers need to ensure they are conforming to the requirements.

NB: Non-adherence to this Policy could lead to the volunteer being asked to leave WELCOMBE RADIO and, if necessary, being reported to the relevant authority.

WELCOMBE RADIO is a licence holder of Foundation House, 144 Masons Road, Stratford-upon-Avon CV37 9NF as owned by Stratford Town Trust. WELCOMBE RADIO is required to comply with the Stratford Town Trust Licence and their checklist. This includes a duty of care that no child, less than eighteen years of age nor vulnerable adult can be left unattended. A 'responsible adult' must accompany them. These requirements are to be adhered to at all time. This is now seen as good practice for all organisations.<sup>6</sup> A guide can be found in Appendix 1 and on the notice board in the Welcombe Radio studio.

## **2.00: Scope**

The policy and procedures set out in this Policy apply to all children, young people and vulnerable adults regardless of gender, ethnicity, disability, sexuality or religion.

All adult volunteers will receive a copy of the Policy which will form part of their induction and training. The Policy will also be posted on our website: [www.welcomberadio.co.uk](http://www.welcomberadio.co.uk). All volunteers will also be required to sign to accept the terms and conditions for volunteering for WELCOMBE RADIO before commencing activities with us.

The Policy applies across the range of voluntary work for WELCOMBE RADIO and our guests. All WELCOMBE RADIO volunteers will be required to be assessed by the Disclosure and Barring Service (DBS; see Appendix 2) check as soon as possible when commencing volunteering. Each volunteer will be required to contribute nine pounds twenty pence (£9.20) to allow this to be done. Continuation for volunteering will depend on the results of the DBS check.

## **3.00: Definitions of abuse**

Can include all, many or one of the following,

- physical
- emotional
- neglect
- sexual
- institutional
- verbal
- bullying, including cyberbullying

Children and young adults, and vulnerable adults are defined in Section 1, Safeguarding.

Although this Policy is specific to these groups of people, WELCOMBE RADIO is not tolerant of behaviour defined as abuse of any people of any age, group, gender, ethnicity, disability, sexuality or religion.<sup>(7)</sup>

## 4.00: Responsibilities

WELCOMBE RADIO values its volunteer presenters and their guests and expects them to be treated in a respectful manner. Accordingly, all have a responsibility to treat others with dignity and respect.<sup>(7)</sup>

WELCOMBE RADIO recognises and supports the Stratford-upon-Avon Council, Warwickshire County Council and West Midlands requirements and guidance in relation to safeguarding children, young people and vulnerable adults, Safeguarding Policy for Adults with Care and Support Needs, Version 2, September 2017.<sup>(4)</sup>

The WELCOMBE RADIO Station Manager is responsible for providing advice and guidance on safeguarding and vulnerable adults, and to ensure the Policy document is kept up-to-date.

Part of the induction to WELCOMBE RADIO of children, young people and vulnerable adults will take into account the access to the internet whilst broadcasting, and where phone-ins, emails or other social media contacts are part of the programme, agreed safeguards with their responsible adult or carer will be agreed on a one-to-one basis.

As part of the 'Volunteering Agreement', all volunteering/broadcasting children, young people or vulnerable adults must, unless their responsible adult is with them all the time at Foundation House, have a signed agreement and two sets of contact details recorded.

In relation to photos, when a child, young person or vulnerable adult becomes a volunteer, and pictures are taken for social media, a consent form should be signed. (Appendix 3)

WELCOMBE RADIO lead on Safeguarding: Peter L Keynton-Hook; contact [plkh.welcomberadio@gmail.com](mailto:plkh.welcomberadio@gmail.com) or 01789 549494. If not available, contact Penny Keynton-Hook, Administrator, via [welcomberadiosua@gmail.com](mailto:welcomberadiosua@gmail.com) or mob: 07714868088

All reported actual or suspected abuse will be reported to Warwickshire County Council's MASH (Multi-Agency Safeguarding Hub) on **01926 414144**.

## 5.00: Aims

WELCOMBE RADIO aims to ensure the safety of all children, young people and vulnerable adults visiting or volunteering for WELCOMBE RADIO either while on the host premises or at an outside broadcast in relation to their safety.

## 6.00: Station Statement

All WELCOMBE RADIO volunteers need to accept and recognise that it is our duty to understand, avoid and report problems which could lead to such people being harmed, and must therefore report any disclosed potential abuse and/or witnessed abuse, to the Station Manager or other WELCOMBE RADIO Team Member. A signature will be required to demonstrate that this is understood.

## 7.00: Codes of practice

### 7.01: Children, Young People and Vulnerable Adults – Code of Conduct requires you to,

- Treat all children, young people and vulnerable adults with respect.
- To be an example of good conduct.

- Ensure that whenever possible there is more than one adult present during activities with children, young people and vulnerable adults, or at least that you are within sight or hearing of others when you are alone with a child, young person or vulnerable adult.
- Respect individual rights to personal privacy and encourage everyone involved with WELCOMBE RADIO to feel secure enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions, no matter how well intentioned they are.
- Be aware that physical contact with a child, young person or vulnerable adult may be misinterpreted.
- Recognise that special caution is required when you are discussing sensitive issues with children, young people and vulnerable adults.
- Operate within WELCOMBE RADIO principles, guidance and its procedures.
- Challenge unacceptable behaviour and report all allegations or suspicions of abuse or bullying.

#### **7.02: A Welcombe Radio Volunteer must not,**

- Have inappropriate physical or verbal contact with children or young people or vulnerable adults.
- Allow themselves to be drawn into inappropriate attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of children or young people.
- Jump to conclusions about others without checking facts.
- Either exaggerate or trivialise child or vulnerable adult abuse issues.
- Show favouritism to any individual.
- Rely on your good name or that of WELCOMBE RADIO to protect you.
- Take a chance when common sense, policy or practice suggests another more prudent approach.

#### **7.03: Supervision of children, young people and vulnerable adults**

- Adult supervisors and or responsible adults/carers must be satisfied that those volunteers and adults who undertake studio supervision are fully competent to do so.
- Children young people and vulnerable adults must be supervised at all times, preferably by two or more adults.
- Children, young people and vulnerable adults must not be left unsupervised at the venue.
- Adult supervisors should know at all times where children, young people and vulnerable adults are and what they are doing.

Any activity involving potentially dangerous equipment should have constant responsible adult supervision.

Apparent dangerous behaviour by children, young people and vulnerable adults, is not tolerated, and their lawful responsible adult must be informed immediately.

#### **8.00: Responding to an allegation of abuse**

- Stay calm.
- Listen carefully to what is said.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others. Do not promise to keep secrets.
- Allow the child, young person or vulnerable adult to continue at her/his own pace.
- Do not question any child, young person or vulnerable adult. Listen to what they say but do not attempt to initiate your own investigation.
- Reassure the child, young person or vulnerable adult that they have done the right thing in telling you.

- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said, using the child's, young person's or vulnerable adult's own words as soon as possible after the disclosure – note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- **Immediately report to the Station Manager (Designated Person) who will contact the Warwickshire County Council's MASH (Multi-Agency Safeguarding Hub) on 01926 414144.**

The Designated Person will hold confidential records of any verbal or written reports from volunteers and the referral to the appropriate bodies, including the report of the abuse. These will be made available to the responsible statutory body if required. This will comply with General Data Protection Regulation (GDPR) and any previous and future requirements.

REMEMBER: It is important that everyone in the organisation is aware that the person who first encounters a case of alleged or suspected abuse is NOT responsible for deciding whether abuse has occurred. That is a task for the professional agency responsible for child, young person and vulnerable adult protection.

NOTE: confidentiality cannot be preserved in circumstances where there is an allegation of abuse or other criminal investigation proceedings. This must not deter reporting to the WELCOMBE RADIO Designated Person.

## 9.00: Protection When Using WELCOMBE RADIO Social Media

The best safeguard in protecting children, young people and vulnerable adults online and during phone-ins, emails and other WELCOMBE RADIO related social media is adult supervision. WELCOMBE RADIO will monitor and supervise children's, young people's and vulnerable adults' use of the Internet. Filters and mechanisms to block access, such as setting different levels of access, will be explored and agreed.

WELCOMBE RADIO will provide children, young people and vulnerable adults with tips for safeguarding themselves when using the Internet and WELCOMBE RADIO social media as follows:

- Never give out any personal information such as surname, address, telephone number or email address.
- Never arrange a face-to-face meeting with anyone.
- Realise that people can lie over the Internet and may not be who they say they are.
- Become computer literate.
- Never post photographs on the Internet that could identify a young or vulnerable person.
- Immediately exit any chat room or shut down from a site that has obscene or suggestive messages and report it to a supervisor immediately.
- No material should be privately downloaded from the Internet.

## 10.00: WELCOMBE RADIO as service provider

In developing its programmes, WELCOMBE RADIO will seek to ensure access for its presenters wherever practicable, making specific access arrangements for children, young people and vulnerable adults, people with disabilities or learning difficulties, or any other protected characteristic which may apply, such as belief or culture. WELCOMBE RADIO will attempt to ensure that none of its policies discriminate directly or indirectly against children, young people or vulnerable adults or any other person.

## 11.00: Data Collection

WELCOMBE RADIO complies with the requirement of the Data Protection Act 1998 and the May 2018 **General Data Protection Regulation. (Regulation (EU) 2016/679)** and will be updated to encompass further legislation.

## **12.00: Giving lifts in motor vehicles**

WELCOMBE RADIO will not ask you to give lifts to children and vulnerable adults as part of its business unless permission has been granted by the responsible adult.

This Policy will be reviewed on an ongoing basis and amended in line with new developments in safeguarding practice.

**Date:**

**Station Manager:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

**Administrator:** \_\_\_\_\_

## **Bibliography and References:**

1.

## 13.00: Appendix 1~ Quick Safeguarding Guide



### Quick Safeguarding Guide

Safeguarding is everyone's business and means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. <sup>(4)</sup>

Safeguarding at WELCOMBE RADIO means:

- all volunteers are DBS checked.
- all volunteers have signed to say that they are aware of this Policy and will abide by the regulatory requirements.
- when working in an open environment, avoid private or unobserved situations and always encourage an open environment, i.e. no secrets.
- treating all children, young people/vulnerable adults equally, and with respect and dignity.
- always putting the welfare of each child, young person or vulnerable adult first, before winning or achieving goals.
- maintaining a safe appropriate and respectful distance from others within the studio and at outside broadcasts.
- building balanced relationships based on mutual trust which empowers children, young people and vulnerable adults to share in the decision-making process.
- keeping up-to-date with the WELCOMBE RADIO policies, procedures, guidelines and news.
- reporting any disclosed or suspected abuse as soon as possible to the Station Manager or Administrator.
- should there be any disclosure of abuse, you do not promise confidentiality but reassure the child, young person or vulnerable adult that they will be supported.

The Station Manager as the Designated Person will report any disclosed or suspected abuse will contact the Warwickshire County Council's MASH (Multi-Agency Safeguarding Hub) on **01926 414144** as soon as possible.

**Station Manager contact details: mobile 0771486088  
Or 01789 549494**

## 14.00: Appendix 2~ Disclosure & Barring Service

### Disclosure & Barring Service (DBS)

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevents unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). This was set up in 2012.

WELCOMBE RADIO Station Manager uses UCheck, an online service that you complete yourself at a cost of £9.20. If you have any queries, please speak to Peter Keynton-Hook.

## 15.00: Appendix 3 Consent Form



# Consent Form

### Safeguarding Children and Vulnerable Adults Who Are Involved With Volunteering or Taking Part in WELCOMBE RADIO Activities or Events

As our Safeguarding policy (2018) states, WELCOMBE RADIO takes the welfare and safety of children and vulnerable adults very seriously. Therefore anyone who is a member of these groups must have gained permission from their designated 'Responsible Adult' for taking part in any broadcast, volunteering for other roles or being photographed for personal or public use.

In accordance with the Data Protection Act 1998, and **General Data Protection Regulation. (Regulation (EU) 2016/679(May 2018)** Images and voice recordings may be used on our website or broadcasted recordings may be stored in perpetuity if consent is obtained from 'the' responsible adult.

1. If children or vulnerable adults are to be volunteers, written permission is required.
2. Children and vulnerable adults may take part in broadcasts if accompanied by their responsible adult, but permission is sort to broadcast and store recordings.
3. Written permission must be sort for any photos of children and vulnerable adults for the use by WELCOMBE RADIO on any of our social media.

**Volunteering:** I as designated 'Responsible Adult' give permission for (see below) to volunteer for WELCOMBE RADIO and I understand that said person will abide by any rules and guidance set out by Welcombe Radio

Print Name of Parent or Child/Vulnerable Adult		<b>Date:</b>
Signature of Parent or Child/Vulnerable Adult		
Print Name of Child/Vulnerable Adult		
Signature of Station Manager		

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**Broadcasting:** I as designated 'Responsible Adult' give permission for (see below) to volunteer for WELCOMBE RADIO and I understand that said person will abide by any rules and guidance set out by Welcombe Radio

Print Name of Parent or Child/Vulnerable Adult		Date:
Signature of Parent or Child/Vulnerable Adult		
Print Name of Child/Vulnerable Adult		
Signature of Station Manager		

**Photos/Social Media:** I as designated 'Responsible Adult' give permission for (see below) to volunteer for WELCOMBE RADIO and I understand that said person will abide by any rules and guidance set out by Welcombe Radio

Print Name of Parent or Child/Vulnerable Adult		Date:
Signature of Parent or Child/Vulnerable Adult		
Print Name of Child/Vulnerable Adult		
Signature of Station Manager		

## Bibliography and References:

1. Warwickshire Safeguarding Children's Board Strategy and West Midlands Safeguarding Policy for Adults with Care and Support Needs, Version 2, September 2017.
2. OFCOM Guidance Notes Section One: 'Protecting Under 18s'.
3. BBC's Child Protection and Safeguarding Policy, 2017.
4. Care Quality Commission Safeguarding Regulations.
5. National Council for Voluntary Organisations.
6. WELCOMBE RADIO, Equality and Diversity Policy, 2018.
7. Office of the Public Guardian Safeguarding Policy SD8: (web version) www.gov.uk (Updated 4 July 2017)
8. Community Radio Toolkit updated 2016.
9. Saint FM 97.4 Volunteers Handbook 2016.
10. Stratford Town Trust Licensee Checklist, 2.12.17.
11. Radio Society of Great Britain: Safeguarding Children and Vulnerable Adults, Issue 3, 2016.

## Document History:

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0.1	Penny Keynton-Hook	Draft for discussion	30/03/2018
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