



Whole Life Community Garden Safeguarding Policy

Policy created	Initial	Renewal date	Initial	Renewal date	Initial
01/03/2023	ALS	08/03/2024	ALS		

1. Statement of intent

Whole Life Community Garden is committed to promoting the safeguarding of every person who accesses our provision. It is within the ethos of Whole Life Community Garden to value every person and treat them with respect and dignity, whilst ensuring their safety and protection. This policy sets out the roles and responsibilities of Whole Life Community Garden regarding safeguarding of children, young people and vulnerable adults. It also sets out the charities commitment to work with other professionals and agencies, where deemed appropriate or necessary, in order to fulfil our duty of care. All trustees, committee members and volunteers of Whole Life Community Garden are expected to understand their responsibilities to safeguard children, young people and vulnerable adults, and follow this policy, and will be subject to the safer-recruitment guidelines (appendix A).

2. Principles and Aims

Whole Life Community Garden aims to promote a safer culture through:

- Promoting the welfare of children, young people and adults
- Working to prevent abuse from being able to occur
- Seeking to protect and respond well to those that have been abused

We are committed to:

- Safeguarding and protecting all children, young people and adults
- Establishing a safe and caring community where all are welcome
- The care and nurture of all children, young people and adults
- The safer recruitment of all trustees, committee members and volunteers
- Identifying and recognising abuse in its many forms (appendix B)
- Responding to every safeguarding concern without delay
- Working in partnership with police, social services and other multi-disciplinary teams to support any investigation

In all these principles, we will follow legislation, guidance and recognised good practice.

3. Definitions

- A child is anyone who has not yet reached their eighteenth birthday, including those in utero.
- A vulnerable adult is any adult (aged eighteen or over), who is unable to fully take care of, or protect, themselves. This may be due to disability, mental function, age, illness or traumatic circumstances. All adults, regardless of their history, can move in and out of vulnerability throughout their lifetime.
- Safeguarding is protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.
- Abuse is a form of maltreatment of a child or adult. Abuse can take place in any shared space, both physical and online. Technology may also be used to facilitate offline abuse (i.e. grooming). Abuse may occur in a family, a community or an institution. It may be perpetrated by a person, or group of people, and they may be known or unknown to the child or vulnerable adult. It may be an infliction of harm, or a failure to prevent harm, for example through failing to provide a basic need.
- Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity, which is undertaken to protect children/vulnerable adults who are suffering or are at risk of suffering significant harm, including neglect.

4. Safer recruitment

Whole Life Community Garden aims to do everything possible to minimise the risk of involving unsuitable people in our work with children and vulnerable adults. All trustees, committee members and volunteers will have clear role descriptions and be subject to this policy and the guidelines for activity (appendix C). DBS checks will be undertaken for all individuals who are involved in any organised activity with children or vulnerable adults as part of their role with Whole Life Community Garden. DBS certificates will be updated every 3 years.

The charity will ensure to carry out safer recruitment practices for all trustees, committee members and volunteers, as detailed in the guidelines for safer recruitment (appendix A).

5. Training

All Whole Life Community Garden trustees, committee members and volunteers will receive appropriate safeguarding training, in line with their role. Every role will be subject to basic awareness training, which will provide them with the skills to notice the signs of abuse, how to record concerns, and who to report it to. Safeguarding training, as with DBS checks, will be renewed every 3 years, in accordance with current training standards.

The Designated Safeguarding Officer (DSO) will be subject to a higher standard of training.

6. Confidentiality, record-keeping and information sharing

The DSO will be responsible for making decisions about sharing information with external agencies, including the police and local authorities. Whole Life Community Garden is committed to keeping accurate and factual records (appendix D) of all safeguarding concerns that are reported. All safeguarding records will be stored securely and confidentially, and for a minimum of 70 years from the last contact date. They will then be destroyed.

7. Reporting a concern

If a trustee, committee member or volunteer within the Whole Life Community Garden Organisation believes a child or adult to be in imminent danger, they MUST ring 999 immediately, and ask for the Police and other appropriate emergency services, e.g. Ambulance for injuries. They must also then contact the DSO to report the concern within 24 hours.

Any other safeguarding concern should be reported to the DSO within 24 hours, in order to gather the most accurate information possible. This should be done by verbal or written report to the DSO, who will then use the Safeguarding Incident Report Form (appendix D) to collate all the necessary information.

Any suspicion that a child or adult has been abused by a trustee, committee member or volunteer must be reported to the DSO within 24 hours. The DSO will take the necessary steps to ensure the safety of that person, and any other people who may be at risk.

The Safeguarding Procedure following a concern being reported involves referring the allegation on to the appropriate social care services (children's/adults) and the Local Authority Designated Officer (LADO), who may then involve the Police. If the DSO is the subject of the allegation, then the concern must be made directly to the appropriate social care services and the LADO by the person with the concern. It is then the social care services and LADO's responsibility to:

- Provide advice and guidance
- Liaise with Police and other agencies
- Provide assistance regarding suspension and appropriate referral to the Disclosure and Barring Service (DBS)

Following any report, a criminal investigation, safeguarding investigation, and/or disciplinary

or misconduct investigation may occur.

All trustees, committee members and volunteers should feel able to raise concerns about poor safeguarding practice within Whole Life Community Garden, and all concerns will be taken seriously by the DSO and the Organisation.

8. Review

An annual review of this safeguarding policy will be undertaken, and any changes will be relayed to all trustees, committee members and volunteers.

Appendices:

Appendix A – Safer Recruitment guidelines

Appendix B – Types of abuse

Appendix C – Guidelines for Activity

Appendix D – Safeguarding Incident Report Form



Whole Life Community Garden Safer Recruitment Guidelines

Whole Life Community Garden (WLCG) is committed to the safer recruitment of all its volunteers, and possible future employees. All trustees, committee members and volunteers will be subject to these guidelines, both before they start in their role and in their ongoing involvement with WLCG.

These guidelines are produced in line with current legislation, particularly:

- Safeguarding Vulnerable Adults Act 2006 as amended by the Protection of Freedoms Act 2012
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order
- Sexual Offences Act 2003

As a Charity, WLCG is subject to the Charity Commission's guidance 2017 (updated in 2019) as well: 'As part of fulfilling your trustee duties, you must take reasonable steps to protect from harm people who come into contact with your charity.' Charities have a responsibility to:

- Make sure that employees and volunteers are suitable to work with children and vulnerable adults
- Request appropriate checks from the Disclosure and Barring Service where the role is eligible
- Be quick to respond to and handle concerns in a full and open manner, carrying out the appropriate investigations
- Make sure that protecting people from harm is central to its culture

Whole Life Community Garden commits itself to recruiting volunteers, and possible future employees, in line with this guidance through the following steps.

1. Roles will be created and advertised for appropriately, with a clear and suitable role description.
2. No application will be refused solely due to class, gender, sexual identity, age, race, cultural background or religion, in line with the Equal Opportunities Policy.
3. A selection process of volunteers and employees will then take place, where they will provide references, and a face-to-face meeting with at least 2 members of the trustee-board, to ensure suitability for the role.
4. A DBS check will be completed for successful candidates. Where a candidate already holds a current and suitable DBS check (at the appropriate level for their role, unblemished and less than 2 years old) this will be sufficient.
5. Appropriate training will then take place. This will include safeguarding training, and possibly other training specific to the role – such as first aid or health and safety.

6. Volunteers will be expected to read the appropriate and relevant documentation, including the safeguarding policy, guidelines for activity, risk assessment etc, and will be given access to the updated versions annually.
7. A volunteer induction pack will be given to all volunteers, to aid them in beginning their role within the WLCG team.
8. Volunteers personal information will be kept, in line with GDPR, to ensure clear and easy communication, primarily between the volunteer and the volunteer coordinator.

Continued safer recruitment practice will remain a top priority for WLCG. Volunteers will be held to the standards set out in the safeguarding policy and guidelines for activity. Where this is not upheld, the volunteer may be removed from their role, or their role may change to suit the volunteer and WLCG better. DBS checks will be updated every 3 years, or if the volunteers role changes and requires a higher level of clearance.



Whole Life Community Garden Types of Abuse

The different types and indicators of abuse are outlined below. These have been compiled from a range of sources. There may be many other reasons for any of these indicators in any given situation. They do not tell you that abuse is occurring, but they may alert you to the need to be aware of the possibility of abuse. It is important to stay vigilant and record any concerns.

Physical Abuse

Physical abuse is any form of inflicting pain, physical injury, impairment or suffering on another person.

This could be through:

- Hitting
- Slapping
- Beating
- Shaking
- Pinching
- Throwing
- Pushing
- Kicking
- Biting
- Burning
- Drowning
- Hair-pulling
- Squeezing
- Suffocating
- Poisoning
- Fabricating illness
- Inducing illness
- Inappropriate restraint techniques
- Physical sanctions
- Isolation or confinement

What to look out for:

- Any injuries not consistent with the explanation given
- Cuts, lacerations, puncture wounds, open wounds, welts
- Bruising/discolouration*
- Black eyes, burns, broken bones, skull fractures
- Recurring injuries, or injuries in the same places
- Injuries that haven't received proper/appropriate medical care
- Poor skin condition/hygiene
- Weight loss or change of appetite
- Loss of hair
- Repeated or unexplained stomach pains
- Flinching at physical contact, or possible contact
- Keeping fully covered even in hot weather
- Appearing frightened or subdued around a specific person or people

*a little bruising and discolouration is common, especially in active children – look out for bruises in unusual places (ie. round the mouth, inside of legs/arms), unusual patterns (ie. symmetrical), or in particular shapes (ie, fingertips or belt marks).

Psychological or Emotional abuse

The use of threats, fear or power gained by the abuser's position to invalidate the person's independent wishes.*

This could be through:

- Mocking
- Coercing
- Threatening or controlling behaviour
- Bullying
- Intimidation
- Harassment
- Humiliation
- Depriving someone of privacy, choice, dignity or social contact
- Withholding love or affection
- Deliberately ignoring a person
- A person having to witness or listen to the ill-treatment of another

What to look out for:

- Changes in mood, attitude and behaviour
- Becoming clingy or withdrawn, or becoming aggressive or angry for no apparent reason
- Denial and hesitation to talk openly
- Excessive fear or anxiety
- Changes in sleep pattern, or persistent tiredness
- Loss or change in appetite
- Low self-esteem, helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention-seeking behaviour
- a child who runs away, is not attending school, is stealing or lying
- a child who has inappropriate relationships with peers and/or adults
- behaviour in children such as rocking, hair twisting or thumb sucking.

Note: Such behaviour can create very real emotional and psychological stress. In children it can have severe and persistent adverse effects on their emotional development. All forms of abuse have an emotional component and emotional abuse may well be indicative of other forms of abuse.

Sexual Abuse

Sexual abuse in children is forcing or enticing a child to take part in sexual activities. In adults, it is any non-consenting sexual act or behaviour.

This could be through:

- Rape, sexual assault or sexual acts to which the person has not consented, could not consent, or was pressurised into consenting
- Indecent assault
- Incest
- Forcing or enticing someone to touch them in a sexual manner without consent
- Making sexual remarks, suggestions and teasing
- Indecent exposure
- Forcing someone to watch pornographic material or sexual acts
- Filming or photographing a child in sexual poses or acts
- Enforced or coerced nakedness or inappropriate photography of a person in sexually explicit ways
- Spying on a person undertaking personal care activities
- 'Sexting', grooming and using social media to share inappropriate

content.

What to look out for:

- Emotional distress
- Preoccupation with anything sexual and knowledge of sexual behaviour that is not age-appropriate
- Mood, attitude or behaviour changes
- Expressions or feelings of guilt or shame
- Itching, soreness, bruises or lacerations, particularly around the genital areas
- Difficulty in walking or sitting, or unexplained vaginal or anal bleeding
- Unexplained venereal disease or genital infections
- Disturbed sleep patterns
- Torn, stained or bloody underclothing
- Significant changes in sexual behaviour or outlook
- A very young girl or a woman who lacks mental capacity to consent to intercourse becoming pregnant

Note: No one should enter a sexual relationship with someone for whom they have pastoral responsibility or are in a position of trust.

Neglect

Neglect is failing to care for someone so their needs (physical and emotional) are not being met.

This could be through:

- Failing to provide access to appropriate health, social care or education services
- Failing to provide a warm, safe and comfortable environment
- Ignoring medical or physical care needs
- Not providing adequate food and clothing
- Not assisting with eating/drinking where needed
- Leaving a child or vulnerable adult alone/unsupervised
- Failing to intervene in behaviour which is dangerous to a child/vulnerable adult
- Withholding medication or aids, e.g. walking sticks or hearing aids
- Denying a person social, religious or cultural contacts, or contact with their family

What to look out for:

- Looking unkempt or dirty
- Poor personal hygiene, e.g. lice in hair
- Untreated medical conditions, e.g. pressure sores and rashes
- Inconsistent or reluctant contact with GP/health and social services
- Being malnourished, sudden weight loss or gain, constant hunger or thirst, stealing or gorging on food
- Being dressed inappropriately for the weather
- Development delay in children
- Low self-esteem
- Depression
- Seeming socially isolated
- Poor concentration
- Poor living conditions, e.g. no heating or lighting, or with health and safety hazards
- Someone who is unable to look after themselves and doesn't have appropriate care, e.g. not taken to the toilet on request, left unattended and at risk
- A person who is not allowed, by their caregiver, to see visitors

Note: Neglect can be deliberate or it can occur as a result of not understanding what someone's needs are. In a child, neglect is likely to result in the serious impairment of their health or development.

Self-neglect

An unwillingness or inability to care for oneself and/or one's environment.

This could be through:

- Hoarding
- Having no possessions at all
- Living in squalor
- Neglecting self-care and hygiene
- Failing to provide self with adequate food, water, clothing, shelter or healthcare
- Disregarding safety precautions

What to look out for:

- Dehydration
- Malnutrition
- Obesity
- Untreated medical conditions
- Poor personal hygiene
- Unsanitary living conditions
- Inappropriate/inadequate clothing
- Lack of necessary medical aids
- Homelessness

Financial Abuse

The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

This could be through:

- Theft, fraud or embezzlement of monies, benefits or goods
- Exploitation
- Profiteering
- Applying pressure in connection with wills, property, inheritance or financial transactions
- Misusing influence, power or friendship to persuade a person to make gifts or change their will
- Charging someone excessive amounts for services such as minor repairs to a property
- Using duress, threats or dishonesty to get someone to loan them money

What to look out for:

- Unexplained loss of money
- Missing personal belongings, e.g. art, jewellery, silverware
- Deterioration in standard of living, not having as much money as usual to pay for shopping, regular bills, regular outings etc
- Being unable to access own money or check own account
- Cheques being signed or cashed by other people without the account holders consent
- Recent acquaintances expressing sudden or disproportionate interest in a person and their money
- Reluctance of the person controlling someone else's funds to pay for necessary food, clothes or other items
- Recent changes of deeds/titles of the person's home
- Inappropriate granting/use of Power of Attorney
- Sudden change or creation of a will to benefit an individual significantly

Discriminatory Abuse

Discriminating against a person because of their age, gender, race, religion, cultural background, sexuality or disability.

This could be through:

- Ageist, racist and/or sexist abuse
- Abuse linked to a person's disability or sexuality
- Harassment, slurs and other inappropriate use of language
- Withholding services without proper justification
- Lack of disabled access to services and activities
- Lack of respect towards a person's culture, or deliberate exclusion

What to look out for:

- Low self-esteem
- Withdrawal or social isolation
- Anger
- Someone putting themselves down in terms of their age/race/class/gender/sexuality or other aspect of their identity
- A person talking about lack of opportunity or access to jobs, activities or services
- Someone preferring to not be given care by certain individuals

Institutional Abuse

The mistreatment of a person by a regime or individuals within an institution.

This could be through:

- Failing to safeguard people in the institutions care from emotional or physical harm and neglect
- Having fixed rules and routines by which people are controlled
- Preventing people from doing things that are within their rights
- Not giving people access to personal possessions, or their finances
- Having inadequate staffing, poorly trained staff, a lack of leadership and failing to supervise staff and volunteers
- Inappropriate use of physical interventions and poor practice in the provision of intimate care

What to look out for:

- Inappropriate or poor treatment of people who belong to the institution
- Routinely referring to people in a condescending fashion
- Treating people like children
- Disrespectful language and attitudes
- Routinely compromising someone's privacy and dignity
- Failing to recognise the individuality of people and applying a 'one size fits all' approach
- Inadequate care plans where appropriate
- Inadequate staffing levels and the absence of individual care

Note: It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice and ill-treatment.

Domestic Abuse

Any threatening behaviour, violence or abuse directed at adults or young people, who are or have been intimate partners, or who are family members extended family members.

This could be through:

- Physical, psychological, sexual or financial abuse
- Patterns of controlling and coercive behaviour
- Parents or carers abusing children
- Abuse towards elderly family members
- Female genital mutilation (FGM)
- Forced Marriage
- Honour-based violence, which the abuser believes is committed to protect or defend the honour of the family/community

What to look out for:

- Unexplained bruises or injuries
- Being unusually quiet or withdrawn
- Fear, anxiety or panic attacks
- Frequent absences from work or other commitments
- Never talking about their partner or specific family member
- Always being accompanied by their partner or family member
- Becoming isolated and withdrawn from friends/family
- Having no control over possessions/money
- Being anxious about being away from home and rushing to get back

Note: Domestic abuse occurs regardless of age, gender, sexuality or social status. Rarely is domestic abuse a one-off incident. As well as being directly targeted, children are affected by domestic abuse if they can see or hear someone else in their family being abused, or if they see the injuries or distress afterwards.

Spiritual Abuse

The inappropriate use of religious belief or practice; coercion and control of one individual, or group of people, by another in a spiritual context. Spiritual abuse is also the abuse of trust by someone in a position of spiritual authority (e.g. a minister).

This could be through:

- Forcing religious ideas or practices onto people, particularly those who may be vulnerable to such practices
- Extreme pastoral interference in personal matters – reducing individual choice and responsibility
- The misuse of scripture or power to control behaviour and pressurising people to conform
- Oppressive teaching and isolation from others
- Requiring obedience to the abuser, or suggesting that the abuser has a ‘divine’ position
- Intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm
- Denying the right of faith or opportunity to grow in the knowledge and love of God
- Excluding people from the full range of church life (ie. having no arrangements for gluten-free wafers or non-alcoholic wine at Communion)

What to look out for:

- Pastoral practices that seek to force people into accepting religious values or ideas
- Creating confusion and uncertainty for the person about what or why they believe
- People being deeply scarred – emotionally, physically and spiritually
- People feeling betrayed and as a result having a deep distrust of ministers and other church officers
- Self-isolation and powerlessness
- Having a changed and damaged view of church – loss of the church as a ‘safe space’

Note: It is often difficult for churches to identify spiritual abuse because its definition may be partly an issue of personal interpretation of common practices in the Church or denomination.

Online Abuse

The use of the internet (via email, mobile phones, websites, social media, instant messaging, chatrooms, online gaming, live streaming etc) to harm or harass in a deliberate manner.

This could be through:

- Cyberbullying/harassment – sending repeated offensive, rude or insulting messages
- Posting communication to intimidate, control, manipulate, put down, falsely discredit or humiliate
- Posting communications that threaten a person’s earnings, reputation, employment and safety
- Denigration – posting derogatory information and/or digitally altered photos
- Flaming – posting insults using vulgar and profane language
- Impersonation – hacking accounts and taking someone’s identity
- Outing/trickery – sharing someone’s secrets or tricking them into revealing embarrassing information
- Cyber stalking – making repeated online threats and making someone afraid for their safety
- Trolling – making online provocations, starting arguments, making threats and insults
- Grooming – building emotional connection to gain trust for exploitation and abuse
- Sexting – sharing or coercing someone into sharing sexual, naked or semi-naked images, videos or sexually explicit messages

What to look out for:

- Being withdrawn
- Spending time alone
- Being excluded from social events
- Spending less/more time than usual online (texting, gaming or on social media)
- Being reluctant to let anyone near their phone/tablet/laptop
- Changes in personality, including anger, depression, anxiety etc
- Changing their appearance, in an effort to ‘fit in’
- Staying away from school or work

Note: It can happen at any time and is not limited to a specific location – it can be experienced even when alone. Online abuse can affect anyone at any age.

Modern Slavery

The illegal exploitation of people for personal or commercial gain. It includes human trafficking, where people are moved using deception, coercion and violence from one place to another and into an exploitative situation.

This could be through:

- Confiscating people's travel/identity documents
- Domestic servitude – forcing people to work in private houses with restricted freedoms, long hours and no pay
- Criminal exploitation – forcing people to engage in pickpocketing, shoplifting and drug trafficking
- Forced labour – subjecting people to long hours, no pay, poor conditions, verbal and physical threats
- Sexual exploitation – prostitution and child abuse
- Other practices such as organ removal, forced begging, forced marriage and illegal adoption

What to look out for:

- Being completely dependent on the control and influence of others
- Being malnourished or unkempt, wearing the same clothes all the time
- Having travel, identity and financial documents held by someone else, or having forged/false documents
- Living in cramped, dirty, overcrowded accommodation; possibly living and working at the same address and having very few personal possessions
- Being in debt to others, earning little or nothing, with excessive deductions made for food, accommodation or transport
- Being unfamiliar with their neighbourhood, unsure of their home or work address
- Being scared, fearful, withdrawn, anxious, avoiding eye contact
- Signs of physical abuse, such as old or untreated injuries or healthcare issues
- Fearing authorities

Radicalisation

The process to get a person to adopt extreme political or religious ideas

This could be through:

- Exposure to violent and inappropriate material
- Being recruited in person – online or face-to-face
- Joining extremist organisations
- Justifying the use of violence to solve societal issues
- Seeking to recruit others to an extremist ideology

What to look out for:

- The expression of extremist views
- Accessing extremist websites and social networks or possessing extremist, violent literature
- Behavioural changes, anger and use of inappropriate language
- Becoming disrespectful and intolerant of others
- Using words and phrases that sound scripted, talking about 'us' and 'them'
- Sympathies, admiration or association with known extremists
- Advocating violent actions or means

Note: Radicalisation can take place over a long time, or happen quickly. The person may not understand that they have been radicalised. Radicalisation offers the promise of an ideology, which gives purpose and belonging. Extremist recruiters target people who are vulnerable through issues such as not belonging, having low self-esteem or problems at home, who have been involved with gangs and criminal groups, or who have an identity crisis due to their cultural heritage.

Child Sexual Exploitation

Giving a child gifts, drugs, money, status or affection in exchange for performing sexual activities. It includes tricking or grooming children, either in person or online, to believe they are in a loving and consensual relationship.

This could be done through:

- The use of violence coercion and intimidation to force a child into sexual activity
- Invitations to parties where drugs and alcohol are freely given in exchange for sex
- Deceiving children into producing online indecent images and films of themselves
- Getting children to recruit other children into sexual exploitation
- Trafficking children into, or within, the UK to be sexually exploited
- Sexually exploiting children as part of gang initiation or punishment

What to look out for:

- Acquisition of money, clothes, mobile phones that they can't or won't explain
- Unhealthy or inappropriate sexual behaviour
- Swings and changes in mood or character
- Being secretive
- Belonging to a gang, and becoming isolated from friends and social networks
- Having relationships with controlling or significantly older individuals or groups
- Sexually transmitted infections
- Pregnancy
- Being frightened or certain people
- Avoiding places or situations
- Physical signs of abuse, like bruises or bleeding in their genital/anal area
- Alcohol or drug misuse
- Going missing for periods of time
- Skipping school, or unexplained absence

Note: A child may not understand that they have been abused.

Other types of exploitation

- Also known as 'County lines', criminal exploitation is where gangs and crime networks groom and exploit children and vulnerable people to sell drugs. Often these children are made to travel across counties to smaller towns in order to transport and sell the drugs. Dedicated mobile phone 'lines' are used to take orders from the drug users.
- Self-harm is the intentional damage or injury to a person's own body. It can take many physical forms including, cutting, burning, bruising, scratching, hair-pulling, poisoning and overdosing. It is often used as a way of coping with and expressing or releasing overwhelming emotions and distress.

Thanks to The Methodist Church for compiling this information.



Whole Life Community Garden Guidelines for Activity

Use of Whole Life Community Garden is undertaken at the person's own risk. However, WLCG recognises its role in providing a safe space for all to use and enjoy. The following guidelines are provided to encourage this space to be used safely.

1. The garden will be open to the public throughout the week. There will not always be a trustee or volunteer in the garden, and so individuals and groups are expected to be aware and responsible for themselves, and any child they bring with them.
2. There will be specific times when groups may 'book' the space, for example school groups, social prescribers, church groups. During these times, the garden will be closed to the public, and a suitable volunteer will be on-site. The group leader(s) will be responsible for their group(s), but the volunteer will be there to ensure the garden is used in line with the terms of use.
3. There will be a first aid kit on site at all times, and this will be regularly checked and restocked. There will be an accident book on site that any injuries, no matter how minor, will be recorded in. Completed accident reports will be stored off-site in line with GDPR.
4. As this is a public space, under 18's and over 18's can be in the garden at the same time, during public hours only.
5. Children under 13 years of age should not be using the garden by themselves, and should always be accompanied by a responsible adult (over 18).
6. All garden-users will be expected to respect others who are using the garden, and those who live in the residential area surrounding the space, by keeping noise levels down, arriving and leaving at appropriate times, and clearing up after themselves (which may mean taking any rubbish away with them).
7. There will be a pram park, bike racks and space for mobility aids. These, and other possessions, are left at the owner's own risk – the garden accepts no responsibility for the loss/theft/damage of any personal item.
8. The car park at the site is often very busy. Garden users are expected to take great care when crossing the car park to access the garden, and be vigilant and responsible.
9. WLCG is in support of sustainable, eco-friendly, biodiverse and natural practices. Those who use the garden should use it in this way – we have plenty of resources and information to enable learning and development in this area should garden users need it.
10. This is a space for all people, all ages, all abilities. We are a non-discriminatory organisation, anyone seen to be abusing others in any way will be asked to leave the premises, and extra measures may be put in place, for example calling the police, should any situation escalate.



Whole Life Community Garden Safeguarding Concern Report Form

This form should be used to report any safeguarding concern or incident. The information given here will be kept securely, confidentially and in line with GDPR. If the person/people involved are deemed to be at immediate risk, contact 999 immediately, asking for Police and possibly other emergency services, i.e. Ambulance. Once this has been done, please fill in this form as accurately as possible.

Guidelines:

- This form should be completed within 24 hours of the concern/incident happening, or being disclosed, or as soon as possible once a concern is realised.
- The information should be recorded as accurately as possible, and in as much detail as possible.
- If you are unsure of how to fill in this form, please contact the Designated Safeguarding Officer (DSO) and they will assist you.
- Once completed, this form should be passed onto the DSO straight away. If the DSO is the subject of this form, please pass this onto the appropriate social care services (children/adult) and/or the Local Authority Designated Officer (LADO). Contact details are listed below.

Contact Details:

Designated Safeguarding Officer (DSO)

Role	Name	Details
WLCG Designated Safeguarding Officer (DSO)	Amy Shephard	07708559419 Email address to be confirmed
Social Care Services (Child)	Multi Agency Safeguarding Hub (MASH)	01904 551900 mash@york.gov.uk 01609 780780 (out of hours) edt@northyorks.gov.uk (out of hours)
Social Care Services (Adult)	Multi-Agency team	01904 555111
Local Authority Designated Officer (LADO)	Leigh Moore Sue Blogg	leigh.moore@york.gov.uk sue.blogg@york.gov.uk

Your details	Name	
	Role	
	Contact details	
	Date	

Concern	Is this concern about a child or adult?		
	Child (17 and under)		Adult (18 and over)
	Did you witness this concern, or was it disclosed to you?		
	I was the witness		It was disclosed to me

Details	Name of child/adult	
	Contact details for child/adult	
	Date of concern	
	Please give a description of what you have seen or heard that is causing concern, or details of the conversation you have had where possible abuse has been disclosed to you – include as many details as possible, including names, dates, places and try to use the actual words that were said if possible.	
	You may continue on separate pieces of paper if you need to.	

Signature (Reportee)	
Print Name (Reportee)	
Date	

Actions (For DSO to complete)	Who was this form passed onto?		
	Date		
	What action has been taken? Include who has been consulted, dates of meetings, any resolutions, any follow ups etc.		
Date of last contact		Date when information will be destroyed	
Signed (DSO)			
Print Name (DSO)			
Date			

