



Safeguarding Policy

1. Policy Statement

Shropshire Climate Action believes that every child and young person has the right to be safe and supported while participating in our activities. We are committed to safeguarding all volunteers by promoting their welfare, preventing abuse, and responding effectively to concerns.

This policy applies to trustees, staff, adult volunteers, partners, and under-18 volunteers themselves.

2. Legal and Regulatory Framework

This policy is informed by:

- **Children Act 1989 and 2004**
- **Working Together to Safeguard Children (2018)**
- **Charity Commission Safeguarding Guidance (2019)**
- **Data Protection Act 2018 and UK GDPR**
- Local Safeguarding Children Partnership procedures

3. Roles and Responsibilities

- **Trustees** – hold ultimate responsibility for safeguarding, ensuring risks are managed, and reviewing this policy annually.
- **Designated Safeguarding Lead (DSL)** – Jess Walton, Trustee, responsible for advice, recording concerns, and reporting to statutory agencies.
- **All Adults (staff and volunteers aged 18 or over)** – must follow this policy, report concerns, and act as role models.
- **Young Volunteers (aged under 18)** – will receive age-appropriate guidance about their rights and how to raise concerns.

4. Recruitment and Vetting

- Adults working directly with under-18s will be recruited safely, with references checked and DBS clearance obtained where required.
- Under-18 volunteers will not be placed in roles that require them to take sole responsibility for children or vulnerable adults.
- Parental/guardian consent must be obtained before a young person starts volunteering.

- Activity-specific risk assessments will be carried out for young volunteers.

5. Safe Volunteering Practice

Activities will be **supervised and age-appropriate**. Under-18s will not:

- Work unsupervised or in isolated settings;
- Use heavy machinery or hazardous substances;
- Be left responsible for safeguarding other children.

- A safe adult-to-young-person ratio will be maintained during activities.
- Young volunteers will be provided with a named contact (usually the DSL or activity lead).
- Online campaigning and social media engagement will be risk-assessed and monitored.

6. Code of Conduct for Adults Working with Young Volunteers

Adults must:

- Treat young people with dignity, respect, and fairness.
- Maintain appropriate professional boundaries at all times.
- Avoid unsupervised one-to-one situations wherever possible.
- Never engage in, or tolerate, bullying, harassment, exploitation, or abuse.
- Report concerns immediately to the DSL.

7. Recognising and Responding to Concerns

- All adults must remain alert to signs of abuse, neglect, exploitation, or unsafe practice.
- Concerns must be reported **immediately** to the DSL.
- In urgent situations where a child may be at risk of significant harm, call **999** and then inform the DSL.
- The DSL will follow local safeguarding partnership procedures and, where necessary, inform the Charity Commission.
- All safeguarding issues will be recorded securely and confidentially.

8. Whistleblowing

Concerns about the behaviour of staff, trustees, or volunteers should be reported to the DSL or, if the concern involves the DSL, directly to the trustees.

Anyone can also contact:

- **NSPCC Helpline** – 0808 800 5000

- **Local Authority Designated Officer (LADO)**

9. Training and Awareness

- The DSL will undertake accredited safeguarding training every two years.
- Trustees, staff, and adult volunteers will receive safeguarding awareness training annually.

Trustee guidance is available.

- Young volunteers will receive an age-appropriate induction covering their rights, safe behaviour, and how to raise concerns.

10. Review

This policy will be reviewed annually by Trustees, or sooner if there are changes in legislation, guidance, or following any safeguarding incident.

Version 1.0

10th Sept 2025

Appendix 1: Parental/Guardian Consent Form

(This information will remain confidential to Shropshire Climate Action staff and volunteers on a need to know basis.)

Shropshire Climate Action – Young Volunteer Consent Form

Volunteer's Details

- Full name: _____
- Date of birth: ____ / ____ / _____
- Address: _____
- Contact number (if applicable): _____

Parent/Guardian Details

- Name: _____
- Relationship to volunteer: _____
- Contact number: _____
- Email: _____

Emergency Contact (if different from above)

- Name: _____
- Phone number: _____

Medical Information

- Please list any medical conditions, allergies, or additional needs we should be aware of:

Consent

- I give permission for my child to volunteer with Shropshire Climate Action.
- I understand they will be supervised during activities and will not be placed in unsafe situations.
- I consent to emergency medical treatment being administered if necessary, and if I cannot

be contacted.

- I give permission for my child's photograph/video to be taken for charity publicity (tick):

☐ Yes ☐ No

Parent/Guardian Signature: _____ **Date:** _____

Young Volunteer Signature (to confirm understanding): _____

◆ **Appendix 2: Safeguarding Concern/Incident Reporting Form**

Shropshire Climate Action – Safeguarding Reporting Form

Date of report: _____

Time of report: _____

Details of person at risk:

- Name: _____
- Age/DOB: _____

Details of concern/incident:

- What happened (factual description):

- Where and when it took place:

- Who was involved / present:

Action taken so far:

Reported to DSL? ☐ Yes ☐ No

If yes, name of DSL: _____

Reported to statutory services (e.g. police, social care)?

☐ Yes ☐ No If yes, who/when: _____

Name of person completing form: _____

Signature: _____ **Date:** / _____

This form must be stored securely and confidentially in line with GDPR.

◆ **Appendix 3: Code of Conduct for Young Volunteers**

Shropshire Climate Action – Young Volunteer Code of Conduct

As a young volunteer, I agree to:

- ☒ Treat everyone with respect and kindness.
- ☒ Follow instructions from staff and adult volunteers to stay safe.
- ☒ Stay within agreed boundaries during activities.
- ☒ Use social media responsibly and only as agreed with staff.
- ☒ Tell an adult if I feel unsafe, worried, or unhappy.

I understand I should never:

- ☒ Take part in dangerous tasks (e.g. heavy lifting, chemicals, machinery).
- ☒ Share personal contact details with strangers through charity activities.
- ☒ Engage in bullying, discrimination, or disrespectful behaviour.

By signing, I confirm I understand and agree to follow this code.

Young Volunteer Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____