

## Guidance on LDWA Safeguarding policies and procedures

### Why do we need this now?

The LDWA has a duty of care to safeguard the welfare of children and of adults who need care or support. We have had a policy and guidelines for several years. These needed reviewing and up-dating in line with legislative and procedural changes.

### Do the policies and procedures include accidents?

No, these should be reported following the standard accident reporting procedures.

### Why do we need separate policies for children and for adults?

The legislation and statutory responsibilities are different for children and for adults.

### Who does this apply to?

- Children and young people up to 18<sup>th</sup> birthday
- Adults at risk of harm: someone 18 or over (16 in Scotland) who is in need of care or support and as a result may be unable to protect themselves from abuse or harm

LDWA members may meet children, young people or adults at risk who come on social walks, enter or help with events. Our procedures require that all children and young people up to 18 are accompanied by a parent or someone acting with implied or actual parental consent. Written consent from a parent is not sufficient alone.

### What is abuse?

Appendix B in the policies gives information about different forms of abuse, and the signs and symptoms of which to be aware.

### When do we need to take action?

- If we see or suspect that someone is being abused or harmed
- If someone tells us of possible abuse or poor practice
- If a child or an adult tells us directly of something which might amount to abuse or harm of them

### What do we do next?

It is essential not to apportion blame, make assumptions, promise confidentiality or take on the role of investigator. Take clear written notes either at the time or immediately afterwards, and keep them safe. Pass information on only on a 'need to know' basis.

### Who does what?

The person who witnesses or suspects abuse should complete the initial paperwork (Form A: see Appendix D of the full procedures) and pass to the Local Safeguarding Representative (normally the Chair of their Local Group) who in turn completes Form B, and sends A and B plus any handwritten notes to the National Safeguarding Lead, the Chair of the NEC.

See the flow chart at the end of this document.

### Are there any specific things about which we should take care?

- Always working in an open environment with children
- Being aware that even well intentioned actions may be misinterpreted
- Being prepared to report any allegations, even if this is painful or difficult
- Taking particular care in any publication which contain photographs of children, [especially on-line and on social media] when parental consent must be obtained

### Where might I find more information?

For children and young people: NSPCC Child Protection in Sport Unit <https://thecpsu.org.uk/>

For adults: the Ann Craft Trust <https://www.anncrafttrust.org/>

## LDWA Safeguarding Reporting Procedures

