

URBAN  WILDERNESS

# SAFEGUARDING POLICY



Safeguarding is about keeping people safe from harm. We are committed to providing caring, friendly and safe environments for everyone to work and participate. Abuse of any kind is unacceptable.



All our core staff are trained in safeguarding. We comply with the Children's Act & safeguarding legislation..

We have separate, specific procedures for our regular activities.

Our **Safeguarding Officer** is Jenny Harper -

**Email:** [jenny@urbanwildernesscic.com](mailto:jenny@urbanwildernesscic.com)

**Phone:** 07432 663368

You can also contact our co-directors with any concerns:

Laurel Gallagher - [laurel@urbanwildernesscic.com](mailto:laurel@urbanwildernesscic.com)

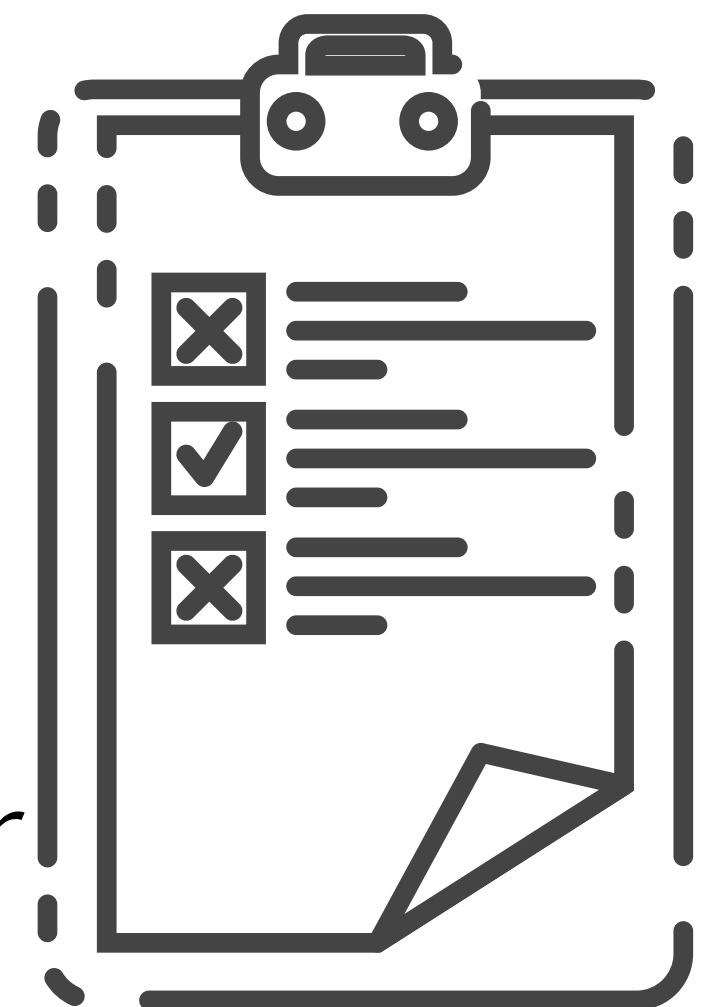
Isla Telford - [isla@urbanwildernesscic.com](mailto:isla@urbanwildernesscic.com)

# SAFER ACTIVITIES

All our activities and places of work are **risk assessed** in accordance with our Accident Prevention Policy. A **First Aid kit** is available for anyone to use at all of our activities.



Our **registration form** for joining our activities asks about any medical, dietary, care or support **needs** and for **emergency contact details**.



Young people under 18 attending alone require **parent or carer consent**, or consent through a partner organisation such as a school or youth group.

We work together with **schools, youth groups or local services** to support participants.

All our staff and volunteers working with young people or vulnerable adults have had a clear **DBS check** within 3 years of the activity and have **safeguarding training**. Volunteers will not work directly with young people or vulnerable adults unsupervised.



# WELLBEING & MENTAL HEALTH

We respect everyone's mental health and allow time and space during our activities for participants to manage their mental wellbeing.

**Creativity is an excellent way to support your wellbeing.** Mental health may not always be visible and creativity is a way of expressing and processing difficult emotions.

If you are struggling with your mental health while attending one of our activities or events you can speak to a member of staff, We will:

- **Listen to you**
- Provide a **comfortable space** separate from the main activities if you need some time to process. We will supervise this space.
- Do our best to **support** you during the time you are participating or by referring you to other services that can support you after the activity or event



# ANTI-BULLYING

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. It can be online "cyberbullying".

We agree a **Code of Conduct** with people we work with that sets out our **standards of behaviour**.

If you feel bullied or are concerned about anyone being bullied, **speak directly to Urban Wilderness directors** (Jenny, Laurel or Isla). We will:

- **Listen to you** and take your concern seriously
- **Speak to others involved** in any incidents and parents if they are under 18
- Keep your concern **confidential** from anyone not involved
- Keep a **written record** of the incident
- Take **appropriate action** which may include referral to support services or withdrawal from our activities



# OUTDOOR ACTIVITIES & EVENTS

Some of our activities are held in areas of open space. Activities outdoors are risk assessed before taking place. Although unlikely, it is possible for young people to go missing.

If someone goes missing, **tell an Urban Wilderness director** (Jenny, Laurel or Isla) as soon as possible. We will:

- Ensure other participants are adequately supervised
- Gather a **detailed description** of the person
- Divide the location into **search areas** to be searched by a responsible adult and report back to a specific point
- If the parent can be contacted, inform them
- **Contact the police** no more than **20 minutes** after the disappearance is noted
- Complete an **Incident Report** after the event



Our bigger events have a **designated person** responsible for caring for missing children and locating their parents or carers



# WHAT TO DO IF YOU SEE SIGNS OF ABUSE

Abuse is any form of **mistreatment or lack of care** that leads to injury or harm. It can happen to anyone, by anyone and can include neglect, bullying or harrassment as well as physical, emotional or sexual abuse.

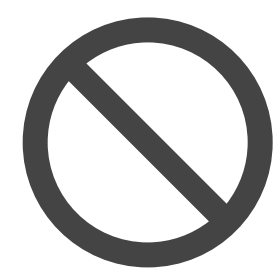
People can find it difficult to let others know they are being harmed. Recognising possible signs is complex and there is no simple checklist.



**If you are concerned, it is always better to say something**



**Speak directly to Urban Wilderness directors Jenny, Laurel or Isla** and keep your concern **confidential** from anyone else.



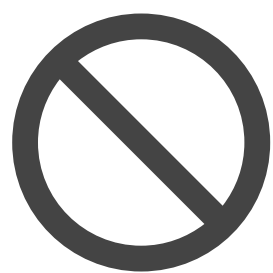
**Don't** try to find out more information or get involved.

Anyone that acts in good faith in reporting a concern, even if the suspicion is unfounded, will be supported and no action will be taken against them

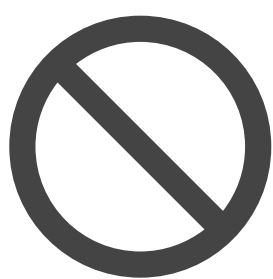
# WHAT TO DO IF YOU SOMEONE TELLS YOU ABOUT ABUSE



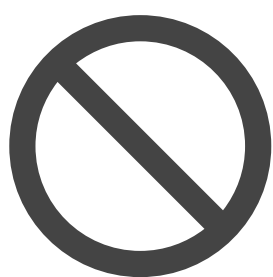
**Listen** to them and remain calm



**Don't** show disgust, disbelief or provide an opinion



**Don't** promise you won't tell anyone



**Don't** confront the alleged abuser

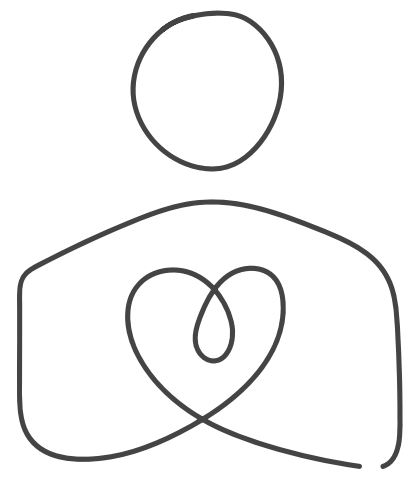


**Report the information to an Urban Wilderness director (Jenny, Laurel or Isla) as soon as possible.**

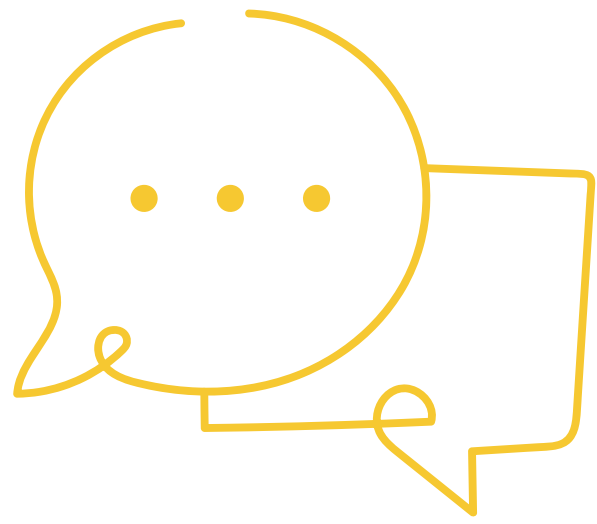


# WHAT WE WILL DO

When we have been informed of or have noted a safeguarding concern, we will:



- Maintain the **wellbeing of other participants** while we respond

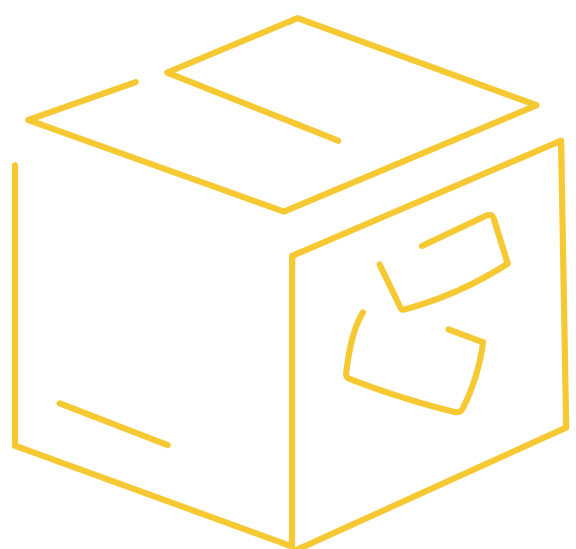


- If we are working with a **school, youth group** or other service and they are not implicated, speak to the relevant contact

- If the person is a child and their parents are not implicated, **speak to their parents** at the earliest opportunity.



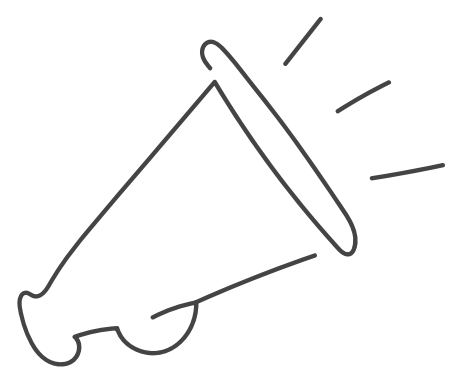
- Write the concern down in an **Incident Report** as soon as possible and check the details with you for accuracy.



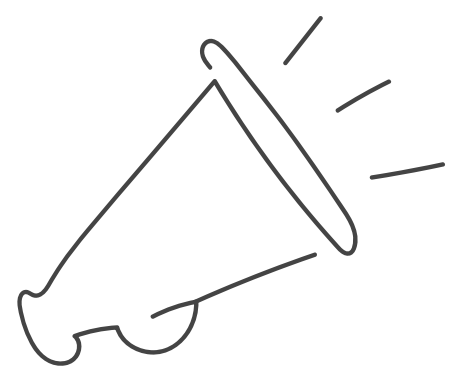
- Keep the details **confidential** and disclose only to those who "need to know" under this policy.

# REPORTING TO EXTERNAL AGENCIES

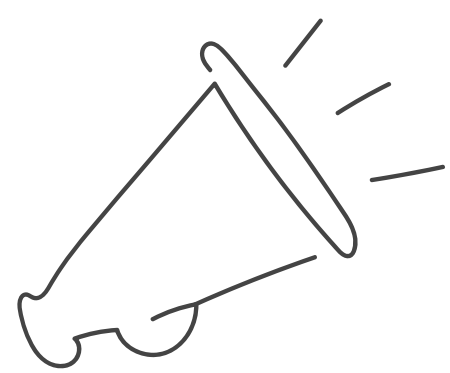
We will consult with and report to external agencies as considered necessary:



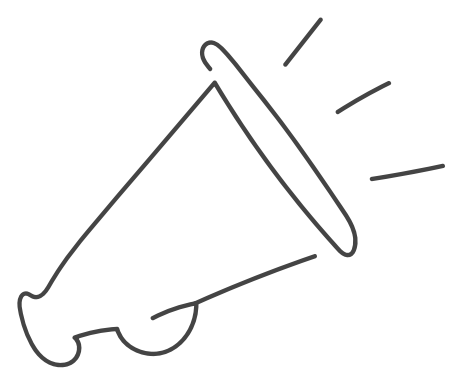
For young people in Stoke-on-Trent, the Safeguarding Children Board on 01782 235100



For young people in Staffordshire, the Safeguarding Children Board on 0800 1313126



For adults, the Safeguarding Adults Board social care team on 0800 5610015



The police on 0300 1234455

We will comply with all relevant safeguarding and child protection legislation

If you are ever worried about a child, even if you are unsure, you can contact **NSPCC professional counsellors** for help, advice and support on 0808 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Young people can contact **Childline** on 0800 1111 for free, confidential advice and support

Older people can contact **Hourglass** free helpline on 0808 808 8141

We welcome feedback, we can always improve. Let us know if there are things we can do better.



**Urban Wilderness**

**Website:** [urbanwildernesscic.com](http://urbanwildernesscic.com)

**Email:** [info@urbanwildernesscic.com](mailto:info@urbanwildernesscic.com)

Dated: January 2023

This policy will be reviewed and updated by January 2024