



Friends of Cardiff Reservoirs

Safeguarding policy v5.) 16/05/2024

Policy Statement

This Safeguarding Policy(policy) sets out the Friends of Cardiff Reservoirs (Friends Group) duty to safeguard all children and vulnerable adults who are involved with the activities of the Group.

Friends of Cardiff Reservoirs recognise that all members of the group are volunteers, who offer their time and skills freely. The Friends Group is committed to providing a safe environment, promoting good practice and supporting members to make informed and confident responses in relation to safeguarding issues for children and vulnerable adults.

This Policy should be read in conjunction with the Volunteering, Equal Opportunities and other Group policies and the [Dŵr Cymru Welsh Water \(DCWW\) Safeguarding Policy](#).

If a safeguarding concern or disclosure occurs whilst a Friends Group activity is taking place on a DCWW site it will be necessary to follow procedures outlined in DCWW Safeguarding Policy which recognises the work of volunteers.

Safeguarding is considered everyone's responsibility; this policy applies to all members of the Friends Group.

The principles that underpin this policy stem from the Human Rights Act 1998, the Children's Act 2004, the All-Wales Child Protection Procedures 2008, and the Social Services and Wellbeing (Wales) Act 2014.

This Policy adopts the following definitions included in the Social Care and Wellbeing (Wales) Act 2014:

- A "Child" is anyone under the age of 18.
- A "Vulnerable Adult" is any adult (individual aged 18 or over) who:
 - Has care and support needs (these include health needs).
 - Is experiencing, or at risk of, abuse, or neglect (examples include, but are not limited to: Physical, Sexual, Financial, or Organisational abuse, Neglect, Discrimination, Exploitation, Radicalisation).
 - Is unable to protect themselves because of their care and support needs.

There may be occasions where individuals will meet Children and Vulnerable Adults; the reservoir sites are open to everyone, and it may not always be possible to know if an individual is "at risk" in advance of their volunteering or accessing DCWW activities or facilities. Each



member is expected to act proactively if worried about the welfare of a Child or Vulnerable Adult and all procedures are to be followed in circumstances where an individual may be at risk of abuse, harm, or neglect.

Abuse can include, but not limited to, physical abuse, emotional or psychological abuse, sexual abuse, neglect, domestic abuse, financial abuse, discriminatory abuse, domestic abuse, modern slavery, honour-based violence.

Abuse can take place in any setting, public or private, wholly online, or technology may be used to facilitate offline abuse, and can be perpetrated by anyone.

Objectives of Policy

- To raise awareness of Safeguarding issues and ensure arrangements are put in place to support members when working with Children and Vulnerable Adults.
- To ensure that all members of the Friends Group are aware of their responsibilities and promote a safe working environment.
- Provide procedures for reporting concerns and ensure suspicions and allegations of abuse and poor practice are taken seriously and responded to swiftly and appropriately.

Roles and Responsibility of Members

It is everyone's responsibility to safeguard Children and Adults at Risk who are members of the Friends Group or involved with our activities.

- The Deputy Chairperson shall be deemed to be the Designated Safeguarding Lead (DSL) unless another member of the Executive Committee is appointed to the role by the Executive Committee. The DSL has a duty, with the support of other members of the Executive Committee, for raising awareness of issues relating to the safety and welfare of Children and Vulnerable Adults, promote a safe working environment where members work or meet Children and Vulnerable Adults. There are **Deputy Designated Safeguarding Officers (DDSO)** which support the DSL. The DDSO's are members of the Friends Committee, including Chairperson, Treasurer, Secretary and all other Committee members. Where relevant, these will also be assigned activity leads.
- The Executive Committee will identify training opportunities to support members and enable a safe working environment. This will include level 1 training for relevant volunteers, and level 2 for Committee members.



- All activities will be carried out in accordance with the Group's Health & Safety Policy and, where appropriate, DCWW Health & Safety policies and procedures.
- When planning activities, risk assessments will identify risk factors in relation to working with Children and Vulnerable Adults and introduce methods of control, reduction, and removal of risk as far as reasonably practicable, in liaison with DCWW where relevant.
- During activities, the lead organiser will be responsible for ensuring the risk assessment is implemented and determine that Children and Vulnerable Adults are adequately supervised by parents/guardians / carers. If the child is not with a recognised school/youth group, or parent/guardian and they are aged between 14-17 years – they will be unable to attend activities. Once a young person is aged 18 they are able to attend activities.
- All concerns, disclosures and allegations are to be recorded and reported in a prompt and secure manner. It is not our responsibility to make judgements about safeguarding concerns reported, but to ensure they are processed and referred on, as appropriate. Under no circumstances should any members undertake their own investigation into suspicions or allegations of abuse. Only Social Services and the Police have the authority make enquiries and investigate allegations of abuse. Annex A sets out the appropriate steps to be taken in the event of a safeguarding concern.

Disclosure and Barring Service (DBS) Checks of Members

Some volunteer roles may require an enhanced DBS check that relate to child and vulnerable adult workforce through this policy or to comply with DCWW's Safeguarding Policy. Where enhanced checks are required, they will be actioned accordingly in line with the specificity of the role in relation to the scope and interaction with Children/Vulnerable Adults.

Processes and procedures for the Disclosure Barring Service (DBS) checks will follow government guidance. Please refer to the government website, <https://www.gov.uk/disclosure-barring-service-check>

The use of Disclosure and Barring Service (DBS) checks is not applicable to roles where peer volunteers, those with no specific responsibility for one another, are working alongside each other.

This does not prevent the Friends Group being entitled to ask each volunteer applicant about their unspent convictions (equivalent to a basic DBS check) and to sign the statement (self-disclosure form) confirming it to be true to the best of their knowledge. Any self-disclosure statement found to be false, and made in an attempt to deceive the Society, will result in



disciplinary action. Any information regarding unspent convictions will be held in the strictest confidence and used only for making decisions about the appropriate deployment of the individual as a volunteer with the Friends Group.

An unspent conviction will not necessarily mean that an individual is unsuitable to take up a volunteer role with Friends Group who welcome everyone to take part where this can be managed safely for everyone.

Code of Conduct for Members

All volunteers will comply with the Group's Code of Conduct (see [Annex B](#)) which sets standards of behaviour, supports respectful and safe co-working and provides positive role models, especially where there may be young people or adults with learning disabilities who may be easily influenced by others, within the group. [The Code of Conduct can also be found here](#)

Bullying in any form will not be tolerated and should be reported to the DSL or DDSO promptly. All breaches of the code of conduct will be addressed and may result in disciplinary action.

Supervision of Activities

The minimum age for unaccompanied young volunteers is 18 years. Any young person who takes part in a Friends of volunteering activity (up to the age of 18 years) must be accompanied by a parent/ carer or guardian or other family member and remains the responsibility of that adult (they must be over 21 years of age).

Any adult volunteer who requires the support of a care worker or personal assistant to manage the means to volunteer (e.g. selecting appropriate clothing, understanding tasks, policies, following direction, keeping to time) must attend only when accompanied by the suitable support worker, who will be identified on the application form. Any change to support staff must be made known to the Friends Group 48 hours in advance of any planned volunteering and their full details supplied. The support worker will maintain their usual level of responsibility for the adult in their care during the volunteering session.

Guidance for Photographing, Filming and Social Media



It is recognised that it is common practice to share volunteering activity and achievements via social media and use photographs and films as a of their special moments.

However, some Children, Adults at Risk, parents (guardians) or carers may not be comfortable with images of themselves, or their relatives being shared. For example:

- If a Child and/or their family have experienced abuse they may worry about the perpetrator tracing them online.
- Children who choose not to have contact with some members of their family may decide to minimise their online presence.
- Families may have religious or cultural reasons for choosing not to be photographed.

If there are concerns an individual is taking inappropriate photos or filming of a Child or Adult at Risk, or taking photos without a person's permission, or the Group has been notified that a child or vulnerable adult is not to be photographed, it is acceptable to politely ask that person to stop taking images.

If on Dŵr Cymru's (DCWW) site, it may be necessary to report the incident to the relevant member of DCWW staff. [DCWW Guidance on Photography and Images at Welsh Water locations is available on their website](#)

Written consent must be obtained for all individuals for consent for photographs, videos, and any written work that will be used on DCWW, Friends Group website, social media and publications (including newsletters, press releases and emails communication).

If under age 18 parent/guardians, lead adult (if with school/college/youth organisation) need to provide this permission.

It must be remembered that consent to be photographed or filmed can be withdrawn at any time. A sample consent form is at [Annex C](#).

Equality Statement

Some Children and Vulnerable Adults, due to specific personal or family circumstances are at an increased risk of abuse and may face additional personal or societal barriers with respect to raising or disclosing such abuse.

We aim to ensure that all Children and Vulnerable Adults are not treated less favourably, regardless of age, disability, gender reassignment, marriage, pregnancy, race, religion/belief and sex/ sexual orientation/or their experience of care or as a carer.



Monitoring and Reviewing

The Executive Committee shall review the effectiveness of the policy on an annual basis and overall content at least every 3 years.

[Final version must be approved by the Executive Committee and signed and dated.]

Chair name: Peter Fullerton

Chair signature: Peter Fullerton

Date: 16/05/2024

Designated Safeguarding Lead name: Sandra Veasey

Designated Safeguarding Lead signature: Sandra Veasey

Date: [16]May 2024

Review date: May 2025



Annex A

If you are concerned about the welfare of a young person or vulnerable adult or receive an allegation or complaint:

- Stay calm and listen carefully to what you are told.
- Be understanding and reassuring.
- Tell them that they were right to tell you, but you will have to tell someone else – do not keep, or promise to keep, a secret.
- Do not investigate, ask leading questions or offer an opinion.
- Take careful notes, using the actual words used where possible, of what you saw, heard or were told. Include dates, times and full names.
- Keep all records confidential and secure.
- Inform the Group's Safeguarding lead (Deputy Chair) as soon as possible and provide them with your signed, dated and timed notes.
- Ensure that the Group's activities pose no further risk to the welfare of an individual.

Annex B

Friends of Cardiff Reservoirs Code of Conduct

As a volunteer with Friends of Cardiff Reservoirs (FoCR) your contribution is invaluable.

Together we are able to work with Dwr Cymru Welsh Water to manage the ecology of the site and to enable community groups and individuals to benefit from this wonderful amenity.

FoCR relies upon the good will and good conduct of its volunteers, in order to maintain our positive relationships with Dwr Cymru Welsh water, external organisations and members of the public.

To this end, volunteers are expected to abide by the following code of conduct, which applies wherever the volunteering may take place. Failure to do so may result your being asked to leave a volunteering opportunity or being barred from volunteering with FoCR in the future.

Volunteering and training activities are posted on the designated Team Kinetic volunteer management system. If you have difficulty in accessing this, please let us know and we will offer support. As a volunteer you are expected to:



- Sign up for volunteering opportunities in advance
- Wear appropriate clothing – as advised in the opportunity description
- Be a role model: courteous and respectful to members of the public, other volunteers and Dwr Cymru Welsh Water staff at all times
- Refrain from bad language, aggressive behaviour and anything that would bring FoCR into disrepute
- Respect personal and sensitive information as confidential
- Refrain from smoking, vaping or drinking alcohol when volunteering
- Respect the advice and authority of Dwr Cymru Welsh Water Rangers and staff, as custodians of the site FoCR Code of Conduct November 2023
- Take responsibility for your own safety and the safeguarding of others, report issues of concern to the session leader
- Notify the opportunity organiser if you are unable to attend a volunteer session
- Contact membership@friendsofcardiffreservoirs with any queries or general concerns

THANK YOU FOR YOUR SUPPORT



Annex C

Friends of Cardiff Reservoirs: Photography Consent Form

I consent to Friends of Cardiff Reservoirs using photographs and/or video recordings including images of me both internally and externally to promote the Reservoirs.

These images could be used in print and digital media formats including print publications, websites, e-marketing, posters banners, advertising, film, social media, teaching and research purposes. I understand that some images or recordings may be kept permanently once they are published and be kept as an archive of reservoir life.

In accordance with Data Protection principles, I confirm I have read and understand the conditions and I give my consent to Friends of Cardiff Reservoirs for the use of my personal data/image for the purposes outlined above.

PRINT NAME	
SIGNATURE	
DATE	

Friends of Cardiff Reservoirs is committed to processing information in accordance with the General Data Protection Regulation (GDPR). The personal data collected on this form will be held securely and will only be used for administrative purposes. For further information on The Data Protection procedures, please contact Friends of Cardiff Reservoirs.