

Safeguarding Children Tips for the Voluntary Sector

For further Information

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🌐 <https://kingstonandrichmondsafeguardingchildrenpartnership.org.uk/>



For **FREE** safeguarding training, please visit the following links:

- [Kingston and Richmond SCP Safeguarding Training](#).
- [AfC Learning Portal Training](#).

Understanding Safeguarding Children in Voluntary and Community Groups

- Ensure all staff and volunteers understand their safeguarding responsibilities.
- Regular training on safeguarding procedures is essential.
- Establish clear reporting procedures for any safeguarding concerns.
- Ensure there is a designated safeguarding lead within the organisation.
- Regularly review and update safeguarding policies to reflect any changes in legislation.

Recognising and Reporting Abuse

- Train all staff and volunteers to recognise signs of abuse.
- Establish a clear procedure for responding to allegations of abuse/concerns.
- Ensure that all concerns are recorded accurately and reported to the appropriate authorities.
- Maintain confidentiality and support those involved in any safeguarding issues.
- Include procedures around whistleblowing and allegations within the organisations.



Safer Recruitment

- Safer Recruitment Policy: Essential for ensuring robust, consistent, & child-focused recruitment, for all staff temporary, agency & volunteers.
- Role Definition: Clearly define safeguarding responsibilities in job descriptions.
- Job Advert: Include a safeguarding commitment & criminal records checks requirement.
- Application Pack: Provide a standard form & overview of the recruitment process.
- Self-Disclosure: Collect confidential criminal background information.
- References & checks: Verify references focusing on suitability to work with children. Perform relevant criminal records checks for all roles.
- Probation Period: Use probation periods & inductions to monitor & inform new staff & volunteers.

Writing a Safeguarding Policy Statement

- A safeguarding policy must outline the organisation's commitment to safeguarding.
- Include details on the procedures for reporting concerns to children's social care.
- Define and describe the roles and responsibilities of staff and volunteers in safeguarding.
- Ensure the policy is accessible to all members of the organisation and the public.

Safeguarding Children for Charity Trustees

- Trustees have a legal duty to ensure that their organisation is protecting children and vulnerable adults.
- Safeguarding should be a standing item on trustee meeting agendas.
- Trustees should be trained to recognise and respond to safeguarding concerns.
- Conduct regular risk assessments to identify potential safeguarding issues.
- Ensure job description for Trustees entail responsibilities and legal duties towards safeguarding

Working With Young Volunteers

- Implement age-appropriate safeguarding training for young volunteers.
- Supervise young volunteers more closely, ensuring their roles are suitable for their age and experience.
- Consent from parents or guardians is required for volunteers under 18.
- Provide a clear code of conduct for young volunteers to follow.



Self Assessment Tool

The NSPCC's Safeguarding Self-Assessment Tool helps with:

- Step-by-step guidance: Helps identify areas for improvement and provides tailored advice on how to enhance safeguarding measures.
- Action Plan: Users can generate a bespoke action plan that outlines steps to address any gaps identified in the assessment.
- Ongoing updates: The tool allows users to save their progress and revisit their assessments to ensure that their safeguarding practices remain up-to-date.



Safer activities and Events

- Conduct risk assessments for all activities and events.
- Ensure there is an adequate ratio of staff/volunteers to participants.
- Obtain parental consent for children to participate in events.
- Have an emergency plan in place and ensure all staff and volunteers are aware of it.
- Use of photography and imagery to be used with consent and used appropriately.