



Chelsea Physic Garden

Safeguarding (Children & Adults at Risk) Policy & Guidance

Short Version



Date: 13 June 2021

This 7-page document is for external use.

Please note that this is accompanied by an internal Safeguarding Policy and Procedure Document.

Designated Safeguarding Lead and Director for Chelsea Physic Garden

The **Head of Learning and Public Engagement** is the **Designated Safeguarding Lead** at Chelsea Physic Garden

The **Deputy Director** (Visitor Experience) is the **Designated Safeguarding Director**

The Appointed Person

The Duty Manager will be the designated Appointed Person on duty at an operational level. This person's role is to ensure that this policy is consistently applied on a day-to-day basis.

About this policy

Chelsea Physic Garden (CPG/ The Garden) is the world's oldest outdoor classroom, with a botanical Garden covering 4 acres on the Thames Embankment. CPG engages with 70,000 visitors a year, and a further 7,000 learners from pre-school to life learners both onsite, offsite and online.

We value our engagements with people and acknowledge a duty of care to safeguard the welfare of staff, volunteers, children, and adults at risk. CPG is committed to ensuring its safeguarding practices reflect statutory responsibilities, Charity Commission standards, Government guidance and best practice.

Policy statement

This Safeguarding Policy recognises that the welfare and interests of children, young people and adults at risk are paramount in all circumstances. It aims to ensure that all children, young people, and adults at risk:

- Have a positive and enjoyable experience during participation in our activities, events, learning and engagement with nature and wildlife, in a safe, person-centred environment.
- Are protected from abuse whilst:
 - Participating in both in-person and digital, activities, events, learning, and engagement opportunities provided by CPG and its subsidiaries;
 - Interacting with our staff and volunteers who are carrying out activities offsite in the UK.
- All Trustees, visitors, staff, and volunteers; regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnicity, or national origin), religion and belief,

gender & sexual orientation; have the right to protection from harm, abuse or exploitation.

CPG acknowledges that some children, young people, and adults at risk, can be at risk of neglect, abuse or exploitation and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare, should staff or volunteers suspect they are victims or 'at risk'.

The purpose of the Safeguarding Policy is:

- Compliance with Charity Commission safeguarding standards
- To promote and prioritise the safety and wellbeing of children and adults at risk;
- To provide reassurance to parents, guardians, Carers, and other parties, that CPG takes reasonable steps to manage risks and keep children and adults at risk are safe;
- To provide protection for the children, young people, and adults at risk who visit, or take part in activities organised by the Garden (both on and offsite);
- To ensure Trustees, staff and volunteers understand their roles and responsibilities in respect of safeguarding and provide these individuals with the necessary information, training, and support in safeguarding matters;
- To prevent employment of individuals in work with children or adults at risk where they have been barred by the DBS; and
- To ensure that appropriate action is taken in the event of any allegations or suspicions regarding abuse or inappropriate behaviour towards children or adults at risk visiting or engaging with CPG.

How CPG will effectively manage risks associated with safeguarding

To effectively manage risks associated with activities and events involving children and adults at risk, CPG will:

- Nominate a Designated Safeguarding Lead, and Designated Safeguarding Director;
- Value, listen to and respect children, young people, and adults at risk;
- Prioritise the safety and wellbeing of children, young people, and adults at risk;
- Ensure all Trustees, staff and volunteers understand their roles and responsibilities in respect of safeguarding and are provided with appropriate training opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people, and adults at risk (Level 1, 2 or 3);
- Ensure appropriate action is taken in the event of incidents/concerns of abuse;
- Provide support to those who raise or disclose a concern to the CPG Safeguarding Lead;
- Ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored;

- Prevent the employment of unsuitable persons through robust selection and recruitment processes and by undertaking the appropriate Disclosure & Barring checks;
- Ensure robust safeguarding arrangements and procedures are in operation and regularly reviewed.
- Ensure our safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and regulatory requirements wherever we operate as a charity.
- Maintain a risk register that identifies the risks the charity should be alert to

This policy and associated guidance will be widely promoted and applies to all trustees, staff, volunteers (including interns, work experience placements etc.), agency staff and contractors. It is a mandatory read for everyone (excluding short term contractors, <1 month work with CPG) and a signed declaration will be stored securely for reference. This policy statement will be published on our external (public facing) website and a full copy of this policy is available on request.

The policy will be kept under annual review or in the following circumstances: -

- changes in legislation and/or government guidance
- as required by a Local Authority Safeguarding Board or Partnership
- Due to any other significant change or event locally, Nationally, or internationally
- Following any serious incidents within CPG relating to Safeguarding

Should anyone have any queries relating to this topic, please contact the CPG Designated Safeguarding Lead or the CPG Deputy Safeguarding Lead.

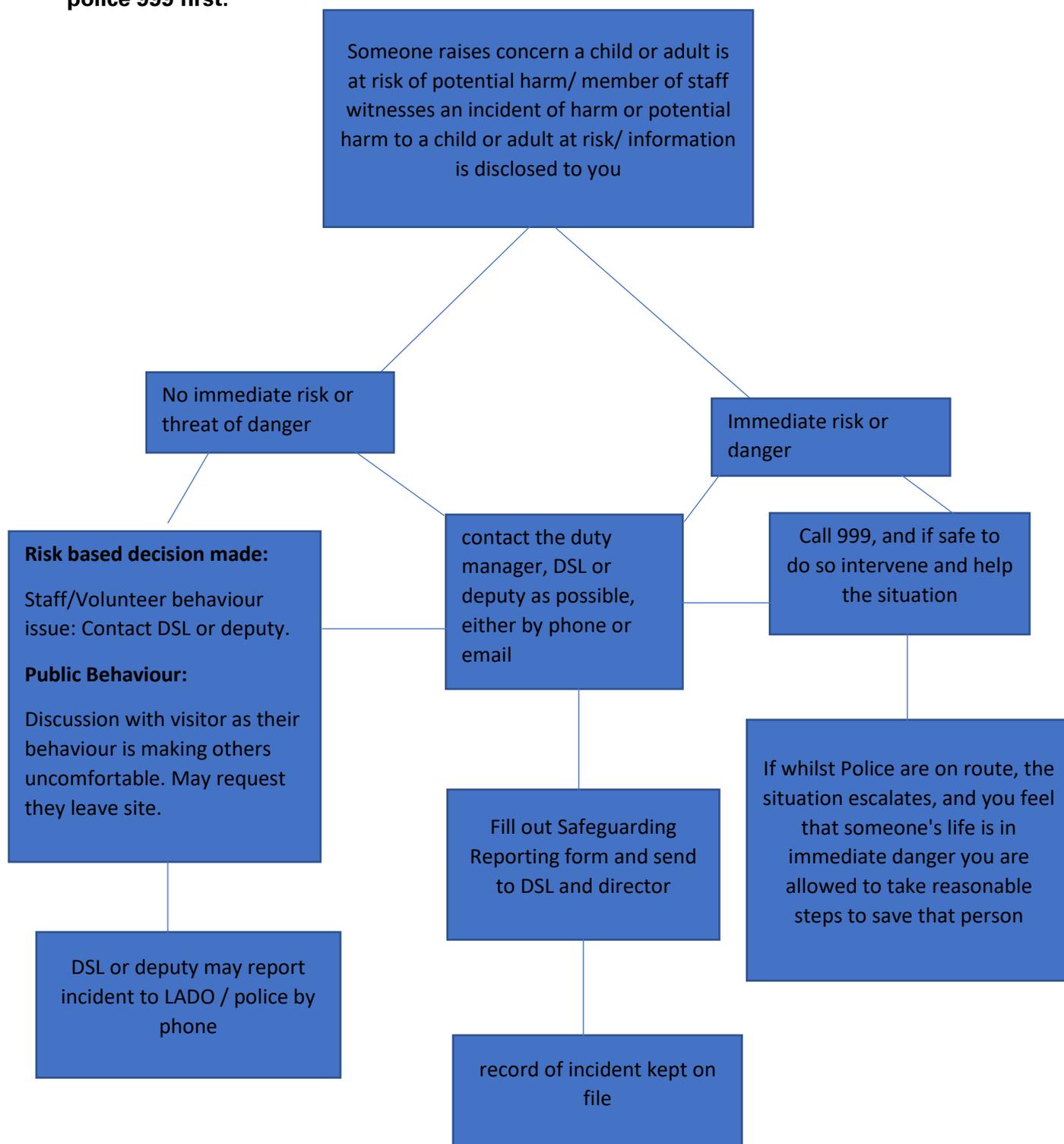
Note on Data

CPG collects data and statistics to help inform our activities. Data collection is undertaken in compliance with GDPR (General Data Protection Regulations). CPG has an appointed Data Protection Officer, and annual refresher training is undertaken by staff, volunteers and trustees (in roles where an understanding of GDPR is necessary).

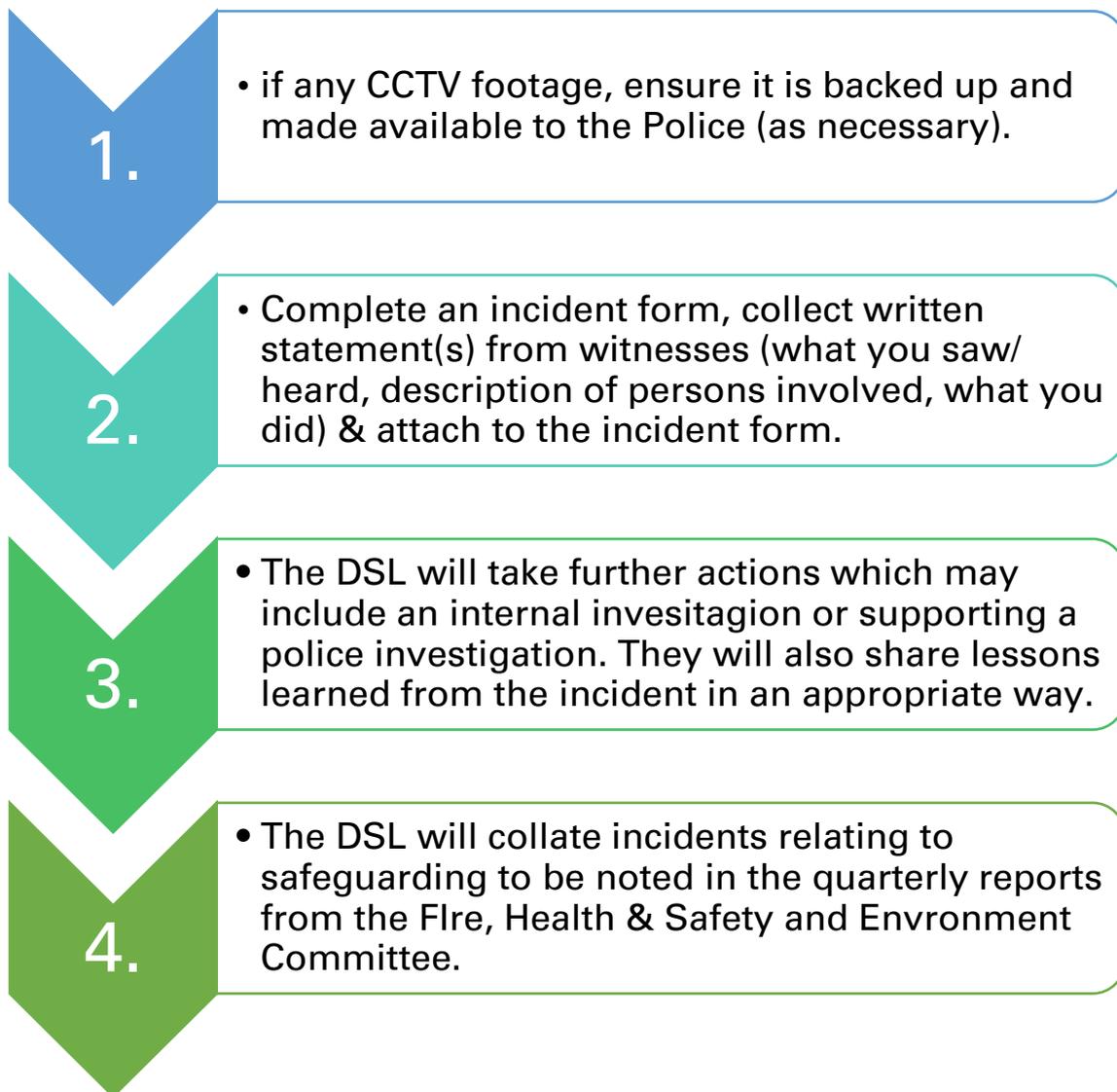
For more information, please see our Privacy Policy.

How to report a safeguarding concern or incident:

If you are concerned about the wellbeing of a child or adult, you must report it to your line manager, the Duty Manager or the DSL as soon as possible. If the concern or incident is an emergency, call the DSL or Deputy immediately or if necessary, call the police 999 first.



After the situation has occurred further actions for Appointed Person & Designated Safeguarding Lead:



Safer Recruitment

All staff and volunteers who regularly work in regulated activity with children and adults at risk must undergo a Disclosure and Barring Service (DBS) check or be able to present a check though DBS that has been undertaken within the previous two years.

CPG has policies in place for the fair recruitment of staff and volunteers and we encourage all sectors of society to work or volunteer for us. In the case of employment/volunteering by someone who is under 18 or an adult at risk, we will undertake a risk assessment to ensure that appropriate control measures are in place to protect the health, safety and welfare of those persons. This applies to all roles however particular emphasis will be placed on those roles which are public facing.

Information for contractors

CPG contracts many other service providers to support areas of operations and the delivery of projects. Long term contractors will be provided with a copy of the internal safeguarding policy as part of their inductions and asked to sign the Safeguarding Policy confirm their understanding.

Contractors working with CPG for <1 month will be sent a H&S Induction Pack ahead of starting works with CPG and this document. They will be asked for confirmation that the Safeguarding Briefing part of the H&S Induction Pack has been read and understood.

Note on Confidentiality

It is impossible to promise complete confidentiality when a concern is raised, or an allegation made. This is because CPG owes a duty of care to its Trustees, staff, volunteers, visitors, and that cannot be fulfilled unless CPG takes action on the basis of information that may have been provided in confidence.

The duty of confidentiality must be weighed against the duty of care, in case of potential or actual harm to an individual. Confidentiality will be respected as far as possible when reporting as, at all stages, only those people who need to be made aware of an incident or concern, whether internal or external to CPG, should be informed. Failure to maintain discretion may result in disciplinary action.