



Child and Vulnerable Adult Safeguarding Policy

(Version 4/18)

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1. **Forward**

- 1.1. This document sets out the policy of Ryedale Naturist Club herein referred to as the club, for safeguarding of all child and vulnerable adult members and visitors of the club within a naturist environment. It is based on the safeguarding policy of British Naturism (BN) which was written with guidance from the Safeguarding Board and an Independent Advisor. It is for all the members, visitors and Safeguarding Officers to adhere to, when in the presence of and when interacting with children and vulnerable adults. Whilst the club has designated officer roles within the safeguarding process, safeguarding remains the responsibility of ALL members and visitors. Everyone has a duty to act if a safeguarding concern comes to their attention.....to do nothing is not an option.
- 1.2. The whole of this policy document relates to young people, being those under 18 years of age, and adults who are vulnerable by reason of physical, mental or learning disability, age, illness or frailty or who may be unable to protect themselves from significant harm or exploitation.
- 1.3. It sets out the actions to be taken by Safeguarding Officers in the event of any allegations made against any club member or visitor to the club.
- 1.4. It further states that the child or vulnerable club member or visitor has the right to be heard and respected and protected from any form of abuse and/or harm either within the club or from an outside source.
- 1.5. All safeguarding issues will be undertaken in a sensitive manner with no promise that any information will be kept secret. It may be necessary to involve outside agencies, such as the Local Authority Designated Officer (LADO) where deemed necessary for further investigation.
- 1.6. This policy sets out the club's commitment to ensuring the safety of all members and visitors from harm, no matter what form it may take. It includes:
 - a) The conduct of all members and visitors towards each other.
 - b) How we manage allegations of misconduct.
 - c) How we prevent and manage the issue of bullying.
 - d) How we ensure new members are suitable to join.
 - e) How we ensure there are sufficient club safeguarding officers present.

2. **Club Safeguarding Officers (CSOs)**

- 2.1. The club has sufficient members trained as Safeguarding Officers to ensure at least one is available at every meeting. All their photographs and names are displayed on the club notice board / table.
- 2.2. A Safeguarding Officer may also, if deemed necessary, call on the services of other outside agencies such as the Local Authority Designated Officer (LADO) without the need for committee approval.
- 2.3. A Safeguarding Officer may be required to pass on details of any members or visitors who are removed from the club for any offence against a child or vulnerable adult, to BN, the Police and/or the LADO.

3. **Recruitment and Vetting of Members and Visitors**

- 3.1. The club has a procedure, described in the Membership and Visitors Policy, for the vetting of members and admission of visitors and members guests. This is designed to ensure the safety and comfort of all members and visitors. A key part of this procedure is that it is designed to ensure we have a valid name and address for everyone present at our meetings against which safeguarding checks have been made. The club is also a member club of BN and as a result has access to BN's referral list. All membership applications are subject to final approval by the committee.

4. **Code of Conduct**

- 4.1. All members of the club including those on trial visits and visitors will be expected to behave in a manner that is acceptable, polite and respectful of other users of the club including children and vulnerable adults. No person shall behave in a manner as to cause offence in the use of language, or act in a way that is not generally accepted in a Naturist environment.

5. **Training of Safeguarding Officers**

- 5.1. Safeguarding Officers will be trained by any local safeguarding training organisation and shall update their training every three years, to remain up to date on the current legislation and regulations in connection with their role. All members who wish to be trained as Safeguarding Officers of the club must take part on an official course for this purpose. This training must be updated before expiry of current certification.
- 5.2. Any Safeguarding Officer failing to update or train in the prescribed manner will be removed from the club register of Safeguarding Officers.
- 5.3. All Safeguarding Officers will hold a current DBS certificate.

6. **Annex A**

6.A1 **A child's rights to protection**

Any child no matter of age or status has the right to be naked within the confines of the club and to be free from any form of abuse and/or bullying. Every child has the right to be clothed if it is desired by the child themselves.

6.A2 **Types of abuse**

Abuse can have many forms including physical harm, sexual interference, psychological, or neglect. All forms of abuse are unacceptable and actions will be taken to resolve any issues that arise from them.

6.A3 **Recognition of abuse**

When either the abused, a witness or a parent or guardian notes any form of abuse, or has concerns over any suspected abuse, they should report the matter to a club Safeguarding Officer for appropriate action.

6.A4 **Supervision of children**

All children under the age of 18 must be supervised by an appropriate adult, which may be a parent, guardian or carer over the age of 18.

No child under the age of 18 is allowed to use the pool unsupervised and will be asked to leave it if they are not supervised. The parents, guardian or carer will be notified in the event that a child is entering the pool unsupervised.

No child under the age of 18 will enter the sauna at any time.

6.A5 **Questions and answers for parents and guardians**

The parents and/or guardians of a child or vulnerable adult are encouraged to ask questions regarding their child(ren) / vulnerable adult and this safeguarding policy.

7. Annex B

7.B1 Supporting policy

Ryedale Naturist Club's safeguarding policy has taken information from the BN safeguarding policy (which was written with advice from the Safeguarding Board and an Independent Advisor) so as to offer a full and complete safeguarding document and to ensure that the club provides a safe and healthy environment for children and vulnerable adults to practice naturism.

7.B2 Anti-bullying policy

No-one shall engage in any activity that promotes discrimination or any form of bullying, be it verbal, physical, emotional long or short term.

7.B3 Principles of information sharing

Any member, ex member or visitor may have their details passed on to appropriate agencies as thought necessary for the proper investigation of a complaint. This also applies to the child or vulnerable adult involved in the complaint.

7.B4 Storage of personal data

All written data of a personal nature will be kept strictly confidential and under lock and key. All data saved on electronic devices will be kept with appropriate security features in place to prevent unauthorised access.

Information kept by the club may only be used for the purpose that it is collected. Such purposes include the membership and verification and vetting of applications for membership of the club.

The club has a separate Data Protection Policy covering in details its handling, use and destruction of data.

7.B5 Photography policy

Members and visitors must not take photographs, whilst at the club swims and other events. At events organised by the club they must follow any photography rules of the venue.

8. Annex C

8.C1 Handling of allegations of abuse

Incidents of abuse may come to light from observed conduct or on receipt of allegations. Some cases may be potentially serious, others of a more minor nature (for example minor bullying or inappropriate language). When inappropriate conduct is observed it will be necessary to intervene and may well require the offender to leave forthwith. In all cases an incident report will be completed. Dependent on what has taken place the act may be reported to the appropriate authorities.

In the case of received allegations, they will be carefully noted and recorded. If made by a young person they will be listened to and taken seriously. If these are of a minor nature (e.g. minor bullying, a word spoken out of place) a full and open interview will be conducted to ascertain the full details of the allegation. The accused will be given an unbiased opportunity to make a representation in their defence. During interview of the accused, the aggrieved person will not be present. If the allegation is of a more serious nature, or there is any doubt as to whether or not it is a matter suitable for in-house resolution, it will be reported to the appropriate authorities and British Naturism.

8.C2 Responding to a child or vulnerable adult

- Stay calm.
- Listen carefully to what is said.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Allow the child/vulnerable person to continue at her/his own pace.
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
- Reassure the child/vulnerable person that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing as soon as possible what was said using the persons own words – note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- Contact your club Safeguarding Officer.

REMEMBER: It is important that everyone is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the police and/or the LADO following a referral to them of concern about a child or vulnerable adult.

8.C3 Response to allegations

All allegations will be taken seriously and if necessary further action will be taken. During the time of an investigation, which may be by an outside agency, the member will be suspended from the club pending the completion of the enquiry. The existence of any investigation will be kept confidential from the general club membership, unless further enquiries are required of other members as part of the investigation.

When a serious allegation is proven against a member the member will be expelled from the club for life. Details will be forwarded to BN.

8.C4 Whistle blowing

All club members and visitors are encouraged to come forward if they witness any behaviour that in their view is inappropriate. Such a person will have the full co-operation of the Safeguarding Officer to whom they report the incident.

9. **Annex D**

9.D1 **A code of conduct by members and visitors**

It is expected that all members and guests will behave in a responsible and respectful way towards each other and especially to young people and vulnerable adults. As a guide the following code of behaviour may be helpful:

Code of Behaviour

Do treat everyone with dignity and respect.

Do set an example for others to follow.

Do treat all young people and vulnerable adults equally – do not show favouritism.

Do plan activities that involve more than one other person being present, or at least within sight and hearing of others.

Do respect a young person and vulnerable adult's right to personal privacy.

Do allow young people to talk about any concerns they may have.

Do encourage others to challenge attitudes or behaviours they do not like.

Do make everyone (young people, parents and carers and other members and visitors) aware of our safeguarding arrangements.

Do remember this code at sensitive moments, e.g. when helping someone who has been bullied, bereaved or abused.

Do remember someone else might misinterpret your actions even if you mean well. Remember other's perceptions of your actions may differ from yours.

Do take any allegations or concerns of abuse seriously and refer them to your club Safeguarding Officer immediately.

Do not trivialise abuse.

Do not take part in inappropriate behaviour or contact, whether physical, verbal or sexual.

Do not take part in physical contact games with unrelated young people.

Do not make suggestive remarks or threats to a young person or vulnerable adult, not even in fun.

Do not use inappropriate language when at the club or when writing, phoning, emailing or using the internet on behalf of the club.

Do not let allegations, suspicions, or concerns about abuse go unreported.

Do not just rely on your good name to protect you.

10. **Record of Activity**

Date	Activity
Feb 2015	Policy adopted
26/04/18	Policy converted to Word document
26/04/18	Policy updated