



Safeguarding Policy

Hornchurch Aerodrome Historical Trust (Registered Charity 1182040)

Approved by the Trust: Annually

Due for review: March 2024

Designated Person: Mr G Clark FCII

1. INTRODUCTION

The purpose of the document is to outline safeguarding procedures to ensure the safety of all children, young people and vulnerable adults that come into contact with Hornchurch Aerodrome Historical Trust (HAHT)

It is also to inform Trustees and volunteers working with, or in contact with children that some children do get abused, and to advise them of the procedure to be carried out if abuse is disclosed to them, or if they suspect abuse. This will assist us in providing a secure environment to children.

This procedure provides guidance for all staff and volunteers who may come across concerns of this nature within the context of their work for the Trust. It is in place to ensure that the Trust is following the requirements of the Safeguarding Vulnerable Groups Act 2006 and that these are adhered to at all stages of an individual's role with the Trust, whether paid, contracted or voluntary in capacity.

It is mandatory for everyone working at the Trust to adhere to these safeguarding procedures and guidance. Any staff or volunteer found not to have followed it may be subject to formal disciplinary action, or alternative appropriate action if they are not an employee.



2. AIMS

Hornchurch Aerodrome Historical Trust is committed to creating and maintaining a safe and secure environment for all children, young people and vulnerable adults involved with the work of the Trust.

We will endeavour to this by:

- Following best practice procedures for recruitment and selection of volunteers
- Adopting a safeguarding procedure for all volunteers
- Providing effective management support for volunteers
- Appointing a Designated Person for Safeguarding who will co-ordinate all child protection and child welfare concerns.

Our Designated Person (DP) with responsibility for Safeguarding is Mr G Clark FCII

Who does this apply to?

- The document applies to all Trustees and volunteers responsible for the welfare and supervision of children, young people and vulnerable adults whilst working for Hornchurch Aerodrome Historical Trust either on or off-site.
- All staff and volunteers, regardless of job title or job description, are expected to operate within the given procedures.

3. DEFINITIONS

What is a child?

- The Children Act 1989 defines a child as a person under 18 for most purposes. These procedures also apply to vulnerable adults.



What is abuse?

- Physical abuse: may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm
- Neglect: the persistent failure to meet basic essential needs of a child whether physical, psychological or emotional, likely to result in the serious impairment of the child's development; may also involve a failure to protect a child from physical harm or danger
- Emotional abuse: persistent ill treatment of child that causes harm by lack of love and affection, or threats, verbal attacks, bullying taunting or shouting
- Sexual abuse: involves forcing or enticing a child or young person to participate in sexual activity that they do not fully comprehend, or to which they are unable to give informed consent, or which violate social taboos of family role; includes non-contact activities.
- A child may suffer more than one category of abuse.

4. RESPONSIBILITIES

Safeguarding is everyone's responsibility: Not responding to a safeguarding concern is not an option.

The Trust and everyone who works or volunteers within it endeavours to safeguard vulnerable people by:

- Adopting safeguarding procedures for all which minimise any opportunity for abuse and establish appropriate treatment of children, young people and vulnerable adults.
- Ensuring that we provide a safe physical environment for everyone by applying Health and Safety measures in accordance with legislation and regulatory guidance.
- Sharing information about the principles of safeguarding and good practice.



- Creating and maintaining an environment that promotes and respects dignity at work.
- Taking allegations seriously and responding fairly, swiftly and appropriately.
- Ensuring any accompanying individuals (parents, guardians, schoolteachers, etc.) are aware of their own responsibilities in relation to safeguarding.
- Sharing information about concerns with agencies who need to know and involving parents/carers as appropriate.
- Ensuring that safeguarding risks are considered in all activity risk assessments.
- Reviewing our policy and practice at regular intervals.
- Everyone working or volunteering for the Trust must follow the code of conduct for working with Children, Young People and Vulnerable Adults.

5. CODE OF GOOD PRACTICE

Good practice measures are designed to protect children and young people. They are standards that aim to ensure that all children and young people that come into contact with the work of the HAHT enjoy a safe environment.

Ensuring a safe environment

Hornchurch Aerodrome Historical Trust will ensure that Health and Safety legislation is adhered in order to provide a safe environment for users.

Interpersonal dealings

All children and young people participating in the work of HAHT will be treated with respect and dignity. Staff should use appropriate language and tone of voice and consider the effect of body language. Staff should avoid any inappropriate physical contact with children and young people.



Projects

All projects involving children will be planned in accordance with the procedures in place and risk will be monitored.

6. CHILD PROTECTION PROCEDURES

6.1 Recruitment, Selection and Training

We ensure that everyone working with children is safe to do so. The Disclosure Service is administered in compliance with Disclosure & Barring Service (DBS) Code of Practice. This states that Enhanced Disclosures are required for all employees and volunteers where the post has substantial unsupervised access to children and/or vulnerable groups. Character references are requested for all new volunteers who are in contact with school groups or unaccompanied children.

HAHT complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. DBS disclosure information is passed only to those who are authorised to receive it in the course of their duties, i.e.. Those whose jobs deem it essential. Information disclosed as part of a DBS check will be treated as confidential. It is an offence for information in a Disclosure to be passed to anyone who does not need it in the course of his/her duties. HAHT maintains a record of those to whom disclosures or disclosure information has been revealed. The photocopying of any Disclosure is strictly forbidden by the DBS.

6.2 School visits

All visiting schools are required to carry out Risk Assessments.

We ensure that children are appropriately supervised by adults. Our recommended ratios for organised group visits are:



- Age 2-3 years 1:4
- 3-8 years 1:8
- 8-11 years 1:10
- 11 and over 1:15

School children are accompanied by school staff and/or HAHT staff at all times during their visit whether held in a secure space or in the public areas of the Heritage Centre. Guardianship and responsibility for the children remains with the school.

Children under 7 years old attending activities must be supervised by a responsible adult at all times.

6.4 Dealing with a lone child.

Avoid being alone with a child and do not leave the child alone with anyone else. Establish whether the child has permission from a parent or carer to visit the Trust alone. Ask whether the child is waiting to be collected.

If there is any doubt ask the child for details so that you can contact a parent or carer; alternatively try and contact a family friend or relative. Do not release the child into the care of anyone other than police or social services without the direct permission of the parent or carer.

6.5 When abuse is suspected or reported.

If a situation gives you cause for concern you should:

Always inform the Designated Person of your concerns. They will speak to the teacher or helper responsible for the school group and discuss what steps need to be taken. If it is felt the child or young person is in imminent danger of significant harm the Designated Person may decide to contact Social Services and/or the Police straightaway.



Make a brief written note of any incident, conversation, dates, times, names and other relevant information. Record later on incident form – and follow up. This should be passed immediately to the Designated Person, who will follow up the matter with the school/contact the relevant authorities.

Where emergency medical attention is necessary then this should, of course, be sought immediately and the Designated Person informed.

If a child volunteers information you should:

- Listen to what they say. Communicate with the child in a way that is appropriate to their age and understanding.
- Write brief notes about the incident, conversation, dates, times, names and other relevant information preferably while they are speaking or as soon as possible afterwards. It doesn't matter if these are rough notes, they will help you remember exactly what was said.
- Do not ask leading questions (e.g., 'did he do X to you?') just ask 'what do you want to tell me?' or 'is there anything else you want to say?'
- Do not promise to keep what is said a secret or confidential. If you are told about abuse you have a responsibility to contact someone who will take the appropriate action. Inform them that you will act in their best interest and that this may mean having to share the information with others. Explain that you will only tell people who absolutely have to know.
- Inform the Designated Person about the incident. They will refer to the teacher or helper responsible for the group, unless they are the subject of the accusation. In this case they will contact the Children and Families Unit and/or the Police and discuss the situation with them.
- The Designated Person will discuss with the teacher or helper whether any steps need to be taken to protect the child or young person. This may need to be discussed with the child or young person. If it is felt that the child or young person is in imminent danger of significant harm the Children and Families Unit and/or the Police should be contacted straight away.
- If the child or young person is not with a group ask them what they want you to do – call the police, contact their social worker, phone their parents. Inform the Designated Person. Make sure to keep a record of any incident, noting down any action taken and the reasons for any decisions. Record later on incident form – and follow up. Keep all information confidential.



Allegations against staff and volunteers

- If you are concerned about a colleague's inappropriate behaviour with regard to children or young people the matter must be referred to management. Any complaint involving allegations relating to child protection issues or vulnerable adults will be discussed with Social Services before any investigation takes place. Procedures are in place to protect the confidentiality and integrity of all parties.
- If you are subject to an allegation you must inform your manager and the DP immediately. If an allegation is made about you to your manager or another member of staff, you will be informed of this as soon as possible but with due regard to protecting evidence and disclosure of information. An investigation into the allegation will be launched.

Sharing Information

- Keeping children safe from harm requires information to be shared about any possible risks to the child. Where there are concerns that a child is, or may be at risk of significant harm, the needs of that child must come first, and the overriding objective must be to safeguard the child. The safety of the child takes priority over issues of confidentiality, but the terms of the Data Protection Act still apply.

Record Keeping

It is important to keep detailed records of any incidents or information about child protection issues. This must be done carefully and keeping in mind confidentiality and data protection issues. The information recorded should use clear and straightforward language and be factually accurate.

7. CONTACTS

Hornchurch Aerodrome Historical Trust Designated Person:

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8. REVIEW

This policy is published in March 2023. The policy will be monitored and changes in legislation will be acted upon. It will be reviewed and revised in full no later than 2024.