

Chillingham Wild Cattle Association (CWCA)

Children and Vulnerable Persons (CAVP) Safeguarding Policy and Action Plan

Introduction

All organisations which make provision for children and vulnerable persons (CAVP) must ensure that:

- the welfare of the CAVP is paramount
- all CAVP, whatever their age, culture, disability, gender, language, racial origin, religion or belief and/or sexual identity have equal rights to protection from abuse.
- no CAVP may be treated less favourably in terms of access to services provided.
- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- there is a responsibility to report concerns to the appropriate people who are: Angus Collingwood-Cameron (07703 827955), Rick or Ellie Waddington (01668 215250) or Terence Pardoe (01668 215262) or the local authority designated officer (LADO).

It should be made clear that all involved with CWCA are not trained to deal with situations of abuse or to decide if abuse has occurred, but would be expected to contact the Independent Person (John Lovett, 01668 215200) or LADO.

This policy must therefore be read and followed by all involved with CWCA in any capacity be they employees, contractors, Trustees or visitors.

CWCA and CAVPs

The CWCA welcomes visitors to view the Wild Cattle in the Park at Chillingham. The park is open to the public from about the beginning of April until the end of October, although private tours can be arranged with the Warden in other months of the year. The Park is visited by c5000 every year. They arrive at the Visitor Centre, before being driven to the Park where the Warden will take them on a walking tour to view the cattle. Practical hands-on activities may take place in association with visits, including plant identification and the inspection and handling of museum specimens. All activities are covered by specific Risk Assessments. Visitors do include vulnerable persons and children, who can arrive in family or school groups. The Warden and Park Manager may, occasionally, represent the CWCA at off site events which may include CAVPs.

Policy statement/aims

A child is defined as a person under the age of 18 (The Children Act 1989) and for the purposes of this policy the terms child and young person or vulnerable people will be referred to as CAVP.

Chillingham Wild Cattle Association has a duty of care to safeguard from harm, all children and vulnerable persons involved in the Association's activities. The CWCA's view is that our safeguarding duty is confined to activities directly organised by the Association and to ensuring that contractors, employees and visitors are aware of their own safeguarding responsibilities. All CAVP have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

The CWCA will endeavour to maintain the safety and protection of all CAVP involved in activities run on the Association's property by requiring all user groups which involve children to adhere to the Association's and to their own child safeguarding policies and procedures.

The policy will be amended whenever legislation changes.

The safeguarding policies and procedures of CWCA are under regular review and are publicly available through the CWCA website.

Any visiting children, young people or adults at risk, are under the supervision of their parents/carers, or as members of school trips. If unaccompanied, these persons are not admitted to CWCA's land or premises.

Services are not provided to unaccompanied children, young people or adults at risk. CWCA staff have been instructed that should such people attempt to gain access to CWCA's land or premises, the police and/or social services are to be informed.

Promoting good practice

All involved with CWCA are expected to understand these generic practices and guidelines and to be able to interpret them in the specific context of the visitor experience on CWCA land and premises.

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within any situation. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection.

All suspicious cases of poor practice should be reported following the guidelines in this document.

Good practice guidelines

Everyone should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all CAVP equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with children (e.g. it is not appropriate for staff, contractors or volunteers to have an intimate relationship with a child or to share a changing room with them).

- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Making activities fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual / physical support is required, it should be provided openly. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and their parents should always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance.
- Involving parents / carers wherever possible.
- Being an excellent role model.
- Encouraging the use of alcohol, drugs and cigarettes is not acceptable.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive competition and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis* and if the need arises to administer emergency first aid.
- Making a written record of any injury that occurs in the accident log book which is kept at the first aid box. This record should include the details of any treatment given.
- Requesting written parental consent if officials, contractors or volunteers are required to transport young people in their cars.

Practices never to be sanctioned

Although the situations in which the following may arise are highly unlikely during a visit to Chillingham, people involved with CWCA may become aware of such practices having occurred at some point, whether onsite, offsite, recently or historically. These must be reported.

The following should **never** be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a CAVP.
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- fail to act upon and record any allegations made by a child
- do things of a personal nature for children that they can do for themselves
- invite or allow children to stay with you at your home unsupervised.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the appropriate officer and record the incident. You should also ensure the parents of the child are informed:

- if you accidentally hurt a young person
- if he/she seems distressed in any manner
- if a child appears to be sexually aroused by your actions
- if a child misunderstands or misinterprets something you have done.

Use of photographic/filming equipment at events

There is no intention to prevent visitors using video equipment or photography as a legitimate recording aid. However, full consent must be obtained.

CWCA works with children and families as part of its activities. These include both private and school visits. To ensure that we protect children and young people who take part in CWCA activities, specifically those where photographs, videos and other media may be taken we outline the following:

Children, their parents, and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation

Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored and are fully aware of the potential risks associated with the use and distribution of these images. Any use of photography or video of children will only be authorised following consent from the children, carers, teachers and group leaders concerned using the CWCA consent form.

Responding to allegations or suspicions

Responding to allegations or suspicions

It is not the responsibility of anyone to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the Child Safeguarding Officer or the appropriate authorities.

The CWCA will assure all that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Concerns about suspected abuse

- Any suspicion that a child has been abused by anyone involved with CWCA in any capacity should be reported to the Independent Person, who will take such steps as considered necessary to ensure the immediate safety of the child in question and any other child who may be at risk.
- The Independent Person will refer the allegation to the social services department who may involve the police.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- If the Independent Person is the subject of the suspicion / allegation, the report must be made to the appropriate person(s) who will refer the allegation to Social Services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. Data storage must be in line with data protection legislation, as specified by the Information Commissioner's Office.

Concerns about events outside the immediate environment (e.g. a relating to home circumstances or to a parent or carer):

- Report your concerns to the Independent Person, who should contact social services or the police as soon as possible.
- If the Independent Person is not available, the person being told of or discovering the abuse should contact social services or the police immediately.
- Social Services and the Independent Person will decide how to involve the parents/carers.
- Maintain confidentiality on a **need to know** basis only.

Information for social services or the police about suspected abuse

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure / concern, which should include the following:

- The child's name, age and date of birth.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing his or her own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

School and group visits

All school and group visits will follow the following procedures to ensure that adequate health and safety measures are put in place and CAVP are protected at all times on the site

- A pre visit activity pack will be sent to the school/group centre including the activities planned, CWCA risk assessment (which schools can incorporate into their own risk assessment) and clear instructions for arrival at the Pavilion (or other designated location as appropriate)
- Where possible school parties and members of the public will be kept separate during visits, especially around the Pavilion, including toilet facilities. Where

separation is not possible, schools and groups will be informed of where members of the public will be so they can plan accordingly. Where possible, members of the public will be informed of the need to respect the privacy and needs of the school/group members

- All CWCA staff and volunteers will have read the risk assessments and be familiar with the safeguarding policy, including photography policy
- All CWCA staff and volunteers will have an up to date DBS certificate
- Any incidents will be reported in a timely manner by CWCA staff and volunteers so appropriate action can be taken.

Useful contacts

The Local Authority: Berwick Social Services, Walkergate, Berwick upon Tweed TD15 1DB, tel.01289 334000

The Northumberland Safeguarding Children Board Administrator: tel.01670 714411

NSPCC Helpline: 0808 800 5000

Implementation of policy

The Memorandum of Association CWCA includes the following among its objects:

... to maintain, preserve and improve for the benefit of the public, by all appropriate necessary means, the unique and ancient herd of white cattle (commonly known as the "Chillingham Wild Cattle") in their natural surroundings in Chillingham Park, Northumberland ...

... to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects of the Association or similar charitable purposes and to exchange information and advice with them ...

CWCA, while primarily a conservation organisation, is therefore empowered to foster public access through the medium of education which will normally be on the basis of site visits by parties, or talks to external organisations. As all such interactions will be accompanied by their respective teachers, there will be no unsupervised face-to-face involvement with CAVP. Nevertheless CWCA is committed to the principles and practice of safeguarding and is establishing a programme of training, initially of the wardening staff and volunteers (during April-May 2022), to be extended to management and to specific Trustees. Implementation of this programme will be reviewed at Board meetings, of which there are three or four annually, and the policy in its entirety will be reviewed every 1st April. Board members are appointed/reappointed for three years and with effect from the 2022 AGM (to be held on 22 July) these appointments will be subject to basic safeguarding checks to be devised in consultation with appropriate authorities.

Created 2020/2022, reviewed October 2023. To be reviewed at the October 2024 trustees meeting.

Signed:



Date:

22-11-23