



## **Worshipful Livery Company of Wales (WLCow)**

### **And on behalf of the Worshipful Livery Company of Wales Charitable Trust (WLCowCT)**

#### **Safeguarding Policy Statement**

*We believe that no child or vulnerable adult should ever experience abuse of any kind. We have a responsibility to promote the welfare of all children and vulnerable adults and to keep them safe. We are committed to operate in a way that protects them all. Our policy applies to all Liverymen and other volunteers or anyone undertaking activities on behalf of the Livery Company and Charitable Trust.*

#### **The purpose of our policy and the associated procedures is to: -**

- protect children, young people and vulnerable adults who receive the benefit of grants advanced by the Company and financed by the Trust.
- provide all representatives with the overarching principles that guide our approach to safeguarding and child protection.
- ensure that the Company, on behalf of the Trust undertakes their responsibilities regarding the protection of children and vulnerable adults and will respond to concerns as appropriate.

#### **What is safeguarding? What is Child Protection? What is abuse?**

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and/or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those including harm of those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Bullying
- Neglect
- Financial (or material) abuse

A **child** is anyone under the age of 18.

A **vulnerable adult** is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who:-

- Is elderly and frail
- Has a physical or sensory disability
- Has a severe physical illness
- Has a mental illness including dementia
- Has a learning disability
- Is a substance misuser



## **Our Safeguarding Principles and Procedures**

### **We recognise that**

- all children and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- the welfare of the child is paramount, as enshrined in the Children Act 1989
- working in partnership with children, young people, their parents, carers and other bodies is essential in promoting welfare of the people we seek to assist
- some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

### **We will seek to keep children and vulnerable adults safe by:**

- valuing them, listening to and respecting them
- being committed to the safeguarding, care and nurture of any person who benefits from grants and contributions advanced by the WLCOWCT.
- providing effective management for representatives through supervision, support, training and quality assurance measures
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- appointing a Designated Safeguarding Officer (DSO) for children and vulnerable adults for safeguarding
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

## **Responsibilities**

All Liverymen have a responsibility to follow the guidance laid out in this Safeguarding Policy document, and to pass on any welfare concerns using the appropriate procedures.

We expect all to promote good practice by being excellent role models, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

The officers of the Company have responsibility to ensure that they are familiar with and promote the safeguarding policies and to review such policies.

The company will appoint a Designated Safeguarding Officer (DSO) who will be responsible for implementing and managing the contents of this document.

The Master and DSO have a responsibility to ensure that the safeguarding policies are: -

- made known to all Liverymen.
- that those policies are implemented
- and that those policies are periodically reviewed and kept up to date.



## **Disclosure and Barring service**

The Company shall commit resources to providing disclosure and barring service (DBS) as considered necessary by the Officers of the Company, Almoner and Trustees of the Charitable trust.

## **Monitoring**

The DSO will monitor the following safeguarding aspects:

- Safe appointment practices in relation to trustees, almoners and other representatives
- Monitoring whether concerns in relation to safeguarding are being reported and actioned.
- DBS checks are undertaken where required by the WLCOW's safeguarding policy.
- Checking that policies are up to date and relevant.

The DSO will report annually to the Trustees at the first meeting following 30<sup>th</sup> November.

## **Managing**

Information will be gathered, recorded and stored in accordance with any website terms and conditions of use, privacy policy and data protection policy maintained by the Company or (if applicable by the Charitable Trust)

All representatives must be aware that they have a professional duty to share information with other agencies to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by the DSO and Master.

All representatives must be aware that they cannot promise service users or their families/carers that they will keep secrets.

## **In practice**

If any Liverymen considers an individual to be in any danger, they must immediately take all reasonable steps to create a safe situation. This may be to move the individual away from imminent danger which could, in extreme circumstances require the assistance of the police and / or fire and / or ambulance services.

Once the initial risk has been removed the Liveryman needs to contact the DSO and, failing that, the Clerk

The DSO will then seek full details of the incidents including details of action already taken and will initiate any / all actions as deemed necessary.

In support of this policy the DSO and Clerk will undertake on-line training to achieve Level 1 certification such that they are competent to ensure that individuals are properly protected and that the company complies with the Safeguarding requirements.



## Contact details

The Designated Safeguarding Officer

Name Dr Sarah Cockbill

Email [cockbills1@gmail.com](mailto:cockbills1@gmail.com)

We are committed to ensuring that there is always a Designated Safeguarding Officer in post and to reviewing our policy and good practice annually.

This policy will be reviewed every two years from the time of implementation of there is any change in the related law

Signed: *John E Charles*

Master Major John E Charles TD DL

Issue Date: 22<sup>nd</sup> May 2023

Next Review Date : 22<sup>nd</sup> May 2024

(Please visit the website to check the latest issue of this document)