

PART 1 - POLICY

1. Introduction

1.1. The NNBC is a club that aims to provide members and visitors of all ages with enjoyment , information and instruction concerning wild birds and enable them to meet others with similar interests.

1.2 The purpose of this policy statement is:

to protect children, young people and vulnerable adults who attend the club's events

to provide members and visitors with the overarching principles that guide our approach to the protection of children and vulnerable adults.

1.2. The NNBC comes into contact with children, young people and/or vulnerable adults through the following activities: monthly bird walks open to Club members, their children and the public; informational evening talks by members and invited speakers, for members; being present at public events such as local shows.

1.3. The type of contact with children, young people and/or vulnerable adults will be through NNBC Committee members, and other Club members assisting in delivering Club activities throughout the year.

1.4. The Safeguarding policy seeks to ensure that the NNBC undertakes its responsibility with regard to protection of children and/or vulnerable adults and will respond to concerns appropriately. The policy establishes the framework to support the Committee and other Club volunteers in their practises and clarifies the organisation's expectations.

2. Definitions

2.1. Safeguarding is about embedding practices throughout the NNBC to ensure the protection of children and/or vulnerable adults wherever possible.

2.2. A child is a person under the age of 18 (as defined in the United Nations convention on the Rights of the Child).

2.3. A vulnerable adult is a person aged 18 and over who has care or support needs, requires assistance in the conduct of their own affairs, may be unable to take care of themselves or protect themselves from harm, abuse and or from being exploited and may include a person who is elderly and frail, and/or has a physical, sensory or learning disability.

2.4. Abuse can take a number of forms, including: physical, sexual, emotional, financial, bullying and neglect.

3. Roles and Responsibilities

3.1. The NNBC committee has a responsibility to ensure all members have access to relevant information and that the Safeguarding Policy is: in place, appropriate and accessible, links to other relevant NNBC policies i.e. H&S/Risk Assessment and Data Protection policies and is implemented, monitored and reviewed on an on-going basis and annually.

3.2. The NNBC committee will name one of themselves as Safeguarding Officer.

3.3. . All NNBC members have responsibility to follow the guidance laid out in this policy and related policies and to pass on any welfare concerns using the required procedures as set out in the NNBC Safeguarding procedures

4. Policy Review.

4.1. The NNBC Safeguarding Policy will be reviewed on an on-going basis by the NNBC Committee for any amendments due to changes in legislation or other events, as well as every 12 months from the date of its commencement.

PART 2 PROCEDURE

1. Introduction

1.1. NNBC recognises the right of every individual to stay safe in their interactions and contact with the Club through attendance at meetings or field trips. Members may have incidental or targeted interaction with children, young people and/or vulnerable adults (vulnerable people) and that we need to act and be seen to act appropriately at all times.

2. Roles and responsibilities

2.1. The NNBC will nominate a Safeguarding Officer who will: ensure members have access to appropriate information; keep up to date with local safeguarding arrangements in Northumberland.

The current Safeguarding Officer is **Richard Poyer**

2.2. All NNBC members in contact with children/vulnerable adults will familiarise themselves with the Safeguarding Policy and Procedures. The policy and procedures will be published on the club's website.

3. Contact with vulnerable people

3.1. No child or young person under the age of 18 may attend NNBC activities unless accompanied by a parent, guardian, carer or other adult.

3.2. NNBC members, in carrying out Club activities, will have no direct unsupervised contact with a child/young person under the age of 18 unless they are accompanied by a parent, guardian, carer or other adult.

3.3. As the NNBC approach to safeguarding is based on prevention we will endeavour to ensure that vulnerable people are appropriately equipped for an activity, understand the duration, terrain and length of a walk and have arrangements for returning home at the end of the activity.

3.4. All NNBC members should be alert to the possibility of abuse. An individual may become concerned about the safety or welfare of a child, young person or vulnerable adult (adult at risk) in a number of ways:

- the person may tell you or may say something that worries you
- a third party may voice concerns
- you may see something – an incident or an injury or other sign.

3.5. Whilst NNBC members will have varied levels of contact with children, young people and adults at risk as part of their engagement with the NNBC, all members should be aware of the potential indicators of abuse and neglect and be clear about what to do if they have any concerns.

It is not the responsibility of any one individual member to determine whether or not abuse has taken place or if a child, young person or vulnerable adult is at risk of harm; however they do have a responsibility to act if they have any concerns.

3.6. In the case of vulnerable adults at risk a NNBC member may need to take immediate physical action to protect the vulnerable adult at risk. This could involve contacting the emergency services. If no immediate action is required to protect the vulnerable adult, the member should inform the named NNBC Safeguarding officer or any NNBC Committee member.

3.7. In the case of vulnerable adults written permission to attend unaccompanied will be sought from the relevant guardian, carer or other adult.

3.8. No photographic records of children under the age of 18 or vulnerable adults will be taken by members, stored and used on the NNBC website or Facebook Page without the consent of a parent, guardian or carer.

4. Reporting

4.1. The process for NNBC members to raise and report any safeguarding concerns they may have during a Club activity is:

If there is an immediate risk of serious harm to a child or vulnerable adult contact the emergency services without delay on 999 or 101.

- communicate concerns with the NNBC Safeguarding officer (Richard Poyer) or other Committee member
- seek medical attention if needed in case of an accident eg on a field trip

The Safeguarding Officer will talk to the person who is the subject of the abuse, explain that the conversation cannot be confidential and record details of the abuse .

The Safeguarding Officer will then, in the case of a child, inform the parent (as long as a parent is not the parent named). The parent, or person informed, will then be advised to contact the Northumberland County Council's Child Protection Team where there professional trained in handling reports of abuse.

In the case of a vulnerable adult the person's carer must be informed and advised to contact Northumberland County Council's Safeguarding Adults Board where there professional trained in handling reports of abuse.

The NNBC Safeguarding Procedures will be reviewed on an on-going basis by the NNBC Committee for any amendments due to changes in legislation or other events, as well as every 12 months from the date of its commencement.

NNBC Safeguarding Procedure was approved at the NNBC Committee on 7th October 2019