



## Safeguarding Code of Practice

### Working with vulnerable groups

#### LSU Safeguarding Policy – What does it mean to me?

LSU's Safeguarding Policy is designed to help us protect vulnerable groups from harm; for Safeguarding purposes, this includes anyone under the age of 18 and people who are classed as Vulnerable Adults due to their age, disability or other vulnerable status. It also protects our volunteers and staff from any accusations of misconduct.

When volunteering with an external organisation it's important to always follow their safeguarding policy and procedures. You will be informed of these at the start of your volunteering project, if not, please make sure to ask your supervisor. For many of our outside projects/activities, volunteers will need a Standard DBS check and in some cases the external organisation may require an Enhanced check. Your activity may also have specific Risk Assessments which you must also read and sign.

#### **Code of Practice for Adult Staff and Volunteers.**

**Do** remember that you are a role model at all times. You must set a good example for others to follow.

**Do** treat everyone with dignity and respect in line with LSU Values.

**Do** treat all young people equally – do not show favouritism

**Do** follow the adult-to-young-people ratios at all times.

**Do** remember that you have been placed in a position of trust – do not abuse this trust.

**Do** report all safeguarding concerns directly to the Designated Safeguarding Lead as soon as possible, and always within 24 hours

**Do** contact the Safeguarding Team if you receive details of any statutory agency (for example, the police, the Local Authority Designated Officer (LADO) or children's services) involvement regarding a child.

**Do** remember that someone may misinterpret your actions.

**Do** respect children's and young people's right to personal privacy.

**Do** encourage an open and transparent culture, where people challenge or report behaviour that is not in line with this code.

**Do** make everyone aware of our safeguarding arrangements. Share our Safeguarding Code of Practice with volunteers, parents and guardians, and display it where meetings take place.

**Do** create an environment where children and young people feel safe and able to voice their concerns.

**Do** have separate sleeping accommodation for young people and adults.

**Do** plan activities that involve more than one other person being present. If that's not possible, make sure other people can see and hear what's going on.

**Do not** plan to be alone with a child or young person, either online or in person.

**Do not** drink alcohol when you are directly responsible for children and young people in Scouts, and never allow under 18s to drink alcohol at any activity.

**Do not** trivialise concerns or abuse.

**Do not** let concerns or abuse go unreported. Contact the Safeguarding Team, especially if you feel your concern has not been taken seriously.

**Do not** join in physical contact games with children and young people.

**Do not** overstep the boundaries with children and young people by being involved in friendships or personal relationships with them.

**Do not** allow activities that encourage bullying behaviour, including initiation ceremonies, dares or forfeits.

**Do not** use inappropriate, suggestive or threatening language, whether verbal, written or online.

**Do not** rely on your reputation or position to protect you.

**Do not** get involved with a safeguarding concern if you have a personal friendship or family connection with those involved. Step back and tell the Safeguarding Team about the connection.

### **If a child or young person tells you about a concern, you must do the following:**

1. Allow them to speak without interruption and accept what they say.
2. Be understanding and reassuring, but do not give your opinion.
3. Tell them you will try to help but must pass the information on.
4. Write careful notes of what was said using the actual words used. Don't ask leading questions or try to find out whether the concern is justified.
5. Make sure that LSU activities do not cause further risk to their welfare.
6. Contact the Safeguarding Team.

### **If you are concerned about the welfare of a child or young person, or if there is a concern, complaint or allegation, about you or another adult, you must do the following:**

1. Write careful notes of what was said using the actual words used.
2. Do not ask leading questions or try to find out whether the concern is justified.
3. Make sure that the activity does not cause further risk to your or their welfare.
4. Contact the Safeguarding Team.

## **Procedure for reporting safeguarding concerns**

### **1. Gather the necessary information**

- Make sure that you have the name, date of birth, address and phone number of each person involved with the concern.
- Find out when the people involved will next be at a meeting or activity.

### **2. Contact the Safeguarding Team**

- Report your concern to the Designated Safeguarding Lead. Include as much information as possible.
- Contact the Designated Safeguarding Lead by calling [number], (9am to 5pm, Monday to Friday) or email [Lizmonk@lsu.co.uk](mailto:Lizmonk@lsu.co.uk)
- In an emergency outside the above times, you can contact the Designated Safeguarding Lead by calling [Number]
- Follow the Designated Safeguarding Lead's advice and take no further action unless they tell you to.
- Ask questions if you're not sure what to do.