

### Duty of care

Tir Coed will endeavour to safeguard children, young people and vulnerable adults attending activities

If a child, young person or vulnerable adult has to be removed from the activity for whatever reason (e.g: accident / disruptive behaviour) or chooses to leave the site of the activity the activity should be terminated, (unless there are at least 2 responsible adults in charge of the remaining group of children, young people or vulnerable adults.)

**The following steps should be followed to safeguard the welfare of the child, young person or vulnerable adult.**

Observe the child, young person or vulnerable adult from a safe distance and encourage them to re-engage positively;

If you are unable to re-engage positively and the child, young person or vulnerable adult continues to walk away from the site of the activities;  
➤ Inform the following of the situation:

In the first instance contact the referral agency to inform them

If you are unable to contact the referral agency then you will need to contact the emergency contact number for the child, young person or vulnerable adult

Contact the Tir Coed Project Officer or the Tir Coed Director on 01970 636 909

If none of the above are contactable then the police will need to be contacted with factual information about the child, young person or vulnerable adult with an explanation of the reasons they have left our Duty of Care and that you are transferring the Duty of Care over to the Police

Complete an Incident Reporting form so as to record the steps taken to safeguard the welfare of the individual and inform Tir Coed.

*Handwritten signature*  
25/09/15