



Tir Coed Child and Vulnerable Adult Welfare and Safety Policy Statement

The Commitment

Tir Coed believe that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults taking part in its activities and events, by a commitment to practice which protects them.

We recognise that:

- The welfare of the child/young person and vulnerable adult is paramount;
- all children and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's and vulnerable adult's welfare.

The purpose of the policy:

- To provide protection for the children, young people and vulnerable adults who receive Tir Coed's services, including the children of adult users;

- to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child, young person or vulnerable adult may be experiencing, or be at risk of, harm.

This policy applies to all staff, including the Board of Directors, paid staff, volunteers and sessional workers, agency staff, contracted service providers, students or anyone working on behalf of Tir Coed

Tir Coed will endeavour to safeguard children, young people and vulnerable adults by:

- Valuing them, listening to and respecting them;
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers;
- recruiting staff and volunteers and contracting Service Providers safely, ensuring all necessary checks are made;
- sharing information about child protection and good practice with children, parents, staff and volunteers;
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately;
- providing effective management for staff and volunteers through supervision, support and training.

Specific targets required to implement the Policy:

1. Striving to Maintain a Safe Environment for Activities

The staff member responsible for organising the activity should:

- Ensure that the Service Provider identifies, in advance, hazards on a site in relation to the activities planned. The Service Provider should implement this by means of a risk assessment, identifying nearest telephone, hospital etc.
- Ensure that the Service Provider has incorporated appropriate safety measures in the activity.
- Keep records of the above.
- Ensure group leaders of, and participants in the activities, are aware of hazards and safety measures.
- Ensure group leaders and participants are suitably equipped for the activity and conditions.
- Ensure the task is suitable for the ability of the participants.
- Inform Service Providers that it is their responsibility to ensure that all tools and equipment are safe for use and removed if found to be unsafe.
- Make sure children are not exposed to dangerous substances.
- Ensure that all personnel are competent to look after children and vulnerable adults and put the welfare and safety policy into practice.

2. Running Closely Supervised and Well Organised Activities

The staff member responsible for organising the activity should:

- Ensure ratios of adults/helpers to clients are appropriate to activities (e.g. near water, involving tools).
- Including the leaders, 2 adults at least should be present at each event.
- Ensure that two recognised leaders, of both genders with mixed gender groups, are present at each activity.
- Ensure that all leaders and assistants have clear roles and responsibilities.
- Ensure activities involving tools are supervised by appropriately trained people.
- Make sure information on the times, meeting places and nature of events, as well as the clothing and equipment required, is communicated to group leaders prior to visit.
- Ensure all Service Providers are fully insured and that this extends to visiting groups through their umbrella organisation.
- Liaise with visiting group leader to ensure that they have made appropriate arrangements if an overnight stay is involved.

3. **Competently Carrying Out and Reviewing Accident and Emergency Procedures**

The staff member responsible for leading the activity should:

- Ensure that the Service Providers prepare an activity-based risk assessment and agree this with visiting group leaders. This will include an assessment of first aid requirements in relation to risk.
- Ensure suitable first aid box is regularly checked and is available on site at all events. (This should relate to risk assessment).
- Make sessional workers/support workers and participants aware of the accident and emergency procedure.
- Ensure sessional workers/support workers report all accidents and record in an Accident Book.
- Confirm that visiting group leader or sessional worker is responsible for medical information and contact numbers for each child/vulnerable adult.


4. **Observing and Reviewing Competent Management Procedures**

Tir Coed will ensure that this policy is implemented through appropriate management procedures:

- All personnel who apply for a position within the organisation will be interviewed to assess their suitability to work with children and vulnerable adults and ensure their acceptance of this policy.
- All applicants will be informed that a police check will be carried out.
- All contracted Service Providers will be made aware of their responsibilities under the

Tir Coed Child and Vulnerable Adult Welfare and Safety Policy
guidelines of this policy and will be asked to provide proof of Criminal Records Bureau
checks.

**Tir Coed is committed to reviewing our policy and good practice annually, or at any
given time, as and when the Tir Coed Board of Directors deem this necessary.**

REVIEW DATE:	25/09/15
SIGNED:	
POSITION:	Vice Chair
On behalf of Tir Coed Directors	