

WEST COUNTRY HISTORIC OMNIBUS AND TRANSPORT TRUST
Child and Vulnerable Adults Protection Policy

1. For the purposes of this policy and its associated procedures, 'child' means anyone below the age of 18 years.
2. These child protection and vulnerable adult protection policies and any relevant protection procedures apply to all staff, volunteers and users of the West Country Historic Omnibus & Transport Trust and anyone carrying out any work for us or using our premises.
3. The Trust believes that children and vulnerable adults must be protected from harm at all times.
4. The Trust believes that every child and vulnerable adult should be valued, safe and happy.
5. We want children and vulnerable adults who use or have contact with the Trust to enjoy what we have to offer and in safety.
6. We want parents, guardians and responsible adults who use or attend our Trust facilities to be supported in the care of their children and vulnerable adults in a way that promotes their health, well-being and keeps them safe.
7. The Trust will achieve this by having effective protection procedures in place and by following national and local guidelines.
8. If we discover or suspect a child or vulnerable adult is suffering harm, we will notify social services or the police in order that their welfare and safety can be protected.
9. We will review our child protection policy and procedures at least every two years to make sure it is still relevant and effective.

Signed: _____ Date: 12th July 2019

Chairman Approved by the Trustees

WEST COUNTRY HISTORIC OMNIBUS AND TRANSPORT TRUST
Child Protection and Vulnerable Adult Procedures

1. There will be a named individual responsible for child and vulnerable adult protection. He / She will be responsible for dealing with any concerns about the protection of children.
Currently this person is Mr G. P. Chidzey.
2. For the purposes of this procedure 'volunteer' means any of our Members, Friends, Supporters, or Visitors taking part in work in or on our premises, on our vehicles, or taking any part in the organisation of events, rallies or members' trips or days out. It does not include members of the public visiting our collection or our public events such as our rallies and open days. It does not include Trustees or Members who are not volunteers.
3. Although we allow children and vulnerable adults to become Members of the Trust, it is a condition of their joining that if they visit the Trust's premises or come to any of our events, or travel on our vehicles, they must at all times be accompanied by a responsible adult, their parent or guardian. We do not envisage that any of our volunteers will have contact with any unaccompanied or unsupervised children and the rest of this procedure should be read in that light. All volunteers who work with children will be carefully selected and vetted to ensure that, as far as we are able, they do not pose any risk to children or vulnerable adults. Any volunteers who may have unsupervised contact with children will be checked through the Disclosure and Barring Service.
4. We will endeavour to make the Trust a safe and caring place for children and vulnerable adults by having a code of conduct for volunteers. This will be given to all volunteers and they will be expected to comply with it.
5. Responsible adults, parents and guardians of any child or vulnerable adult using supervised activities for children and vulnerable adults will be given specific information about the child protection policy and procedure, and will be expected to remain with their child or vulnerable adult to supervise any contact that our volunteers have with the child.
6. There will be a complaints procedure.

Approved by the Trustees Date 12th July 2019

APPENDIX A: Designated Person Designated Child Protection Trustee

1. The Trust will have a Trustee to take responsibility for child protection and vulnerable adult matters.
2. He/she will be selected by the Trustees based on their knowledge and skills, and may be supported by other appropriate members or by external advisors.
3. Ideally he/she should be someone with some knowledge or expertise in the field of child protection and/or childcare. If the Trust does not have a person who already has this knowledge the designated Trustee will be given suitable training as quickly as possible to undertake the role.
4. Because of their role in keeping children safe, enhanced level DBS checks will be undertaken and two references will be taken up.
5. His/her role is to:
 - ensure the organisation's child protection policy and procedures are followed;
 - ensure they know how to make contact with social services staff and police responsible for dealing with child protection concerns both during and outside office hours using the National help line 08452-777444;
 - report any concerns to social services or the police. Urgent concerns should be reported immediately by those aware of them even if the designated person is not available;
 - act as a source of advice on all child protection matters and seek further advice and guidance from local statutory agencies as needed;
 - ensure that a record is kept of any concerns about a child or adult and of any conversation or referrals to statutory agencies;
 - ensure that any such record is kept safely and securely.

Appendix B: Code of Conduct Code of conduct for Trustees, members and volunteers

1. The Trust does not expect you to have unsupervised contact with children. Responsible adults, parents and/or guardians will be asked to supervise any contact you have with children. However, there may be some occasions when, for unavoidable reasons, you have unsupervised contact with children.
2. Always remember that while you are caring for other people's children you are in a position of trust and your responsibilities to them and WHOTT must be uppermost in your mind at all times.
3. Never use any kind of physical punishment or chastisement such as smacking or hitting.
4. Do not smoke in front of any child or young person.
5. Do not use non-prescription drugs or be under the influence of alcohol.
6. Never behave in a way that frightens or demeans any child or young person.
7. Do not use any racist, sexist, discriminatory or offensive language.
8. Generally you should not give children presents or personal items. The exceptions to this would be a custom such as buying children a small birthday token, leaving present or a prize in a competition. These types of gifts should come from the Trust and be agreed with by the Trustee responsible for child protection and the child's parent or legal guardian. Similarly do not accept gifts yourself other than small tokens for appropriate celebrations, which you must declare to the responsible Trustee.
9. You must not invite a young person to your home when not accompanied by their parent or legal guardian, or arrange to see them outside your work with the Trust.
10. You must not engage in any sexual activity (this would include using sexualised language) with a child you meet through your role with the Trust, nor start a personal relationship with them. This would be an abuse of trust.
11. Exercise caution about being alone with a child. In situations where this may be needed (for example where a child wants to speak in private) think about ways of making this seem less uncomfortable. For example, telling another member or Trustee what you are doing and where you are, leaving a door ajar, being in earshot of others and lastly make a note of the conversation and pass this to the responsible Trustee.
12. Physical contact should be open and initiated by the child's needs – e.g. to provide first aid. Always prompt children to carry out personal care themselves and if they cannot manage ask if they would like help.

APPENDIX B continued

13. Do talk explicitly to children and young people about their right to be kept safe from harm.
14. Do listen to children and young people and take every opportunity to raise their self-esteem.
15. If you have to speak to a child about their behaviour, remember you are challenging what they did, not who they are.
16. Do make sure you have read the Child Protection Procedure and that you feel confident that you know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns.
17. Do seek advice and support from your colleagues and the responsible Trustee.
18. Do be clear with anyone disclosing any matter that could concern the safety and well-being of a child. Explain to them that you cannot guarantee to keep this information to yourself.

Approved by the Trustees Date 12th July 2019

APPENDIX C: Recruitment checks

THE DISCLOSURE AND BARRING SERVICE PROCESS

What is it? The Disclosure and Barring Service is an executive agency of the Home Office. It offers a one stop shop service for checking paid employees and volunteers against three main databases for the purpose of finding out whether there is information about them on these data bases that would suggest they may be unsuitable to work with children or vulnerable adults. Remember a positive DBS clearance does not mean the person is suitable to work with children; you still need to try and assess that.

For further information look at the DBS website:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Disclosure and Barring Service

PO Box 165

LIVERPOOL

L69 3JD

Tel (information) 03000-200190

Web: www.gov.uk/db

Email: customerservices@dbs.gsi.gov.uk

Are there different types of check?

There are two levels of check available at present, standard and enhanced. The most thorough is the Enhanced Disclosure, which would reveal information on police records even if a person has not been convicted. For example when they have been accused of harming a child but no charges have been brought. This is the level that should be used for those having substantial unsupervised contact with children or vulnerable adults.

Who should be checked?

The disclosure process contradicts the Rehabilitation of Offenders Act 1974. Checks can only be made in the circumstances listed in the Exemptions Order 1975. In practice this means that checks must NOT be done unless the person's duties will result in them having substantial unsupervised contact with children. You should always apply for Enhanced Disclosure on paid workers if the criteria apply. It would be good practice for volunteers.

What do I have to do?

Only registered organisations can apply for DBS checks. Organisations that are not registered will need to use the services of an 'umbrella organisation'. The umbrella organisation will need to countersign the application form and any information disclosed will go to them. They have to abide by the DBS code of practice.

APPENDIX C continued

What does it cost?

The DBS charges £26 for a standard disclosure and £44 for an enhanced disclosure. Checks on unpaid workers (volunteers) are free. The umbrella organisation will probably make a small administrative charge on top.

How can I find an umbrella organisation?

If you are affiliated to any national organisation, they may be registered and be able to process your checks. For example a youth football club affiliated to the FA can have checks processed by them. Similarly many faith groups have national bodies that can process checks. If you are not affiliated you will need to find an umbrella organisation. The DBS website allows you to search for umbrella organisations. The Churches Child Protection Advisory Service can process checks for groups of any faith and voluntary organisations. In order to comply with the code of practice and support organisations in doing the other things needed to run a safe organisation they only process checks for members. Membership is by donation, suggested minimum £90 pa. For this they will process ten checks a year at no charge with any more than this costing £10.21 plus VAT. You would still need to pay the DBS charge for paid workers. In order to comply with the DBS code of practice they arrange the services of a named consultant to assist you interpret any information that is disclosed.

CCPAS, www.ccpas.co.uk tel. 08451 204550

Equal Opportunities Statement

- As an organisation using the DBS process to assess applicants' suitability for positions of trust, WHOTT undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any person on the basis of a conviction or other information revealed.
- A Disclosure will form part of any recruitment process involving working with children. We encourage all applicants to provide details of any criminal record at an early stage in the application process. We request that this information is sent separately and in confidence to the child protection supervisor within the organisation and we guarantee that this information will only be seen by those who need to see it, as part of the recruitment process.
- Unless the nature of the position allows questioning about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We will ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of offences.
- We will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of voluntary work.
- Every person undergoing a DBS check will be made aware of the DBS Code of Practice and a copy will be available on request.
- We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from being involved with WHOTT. This will depend upon the nature of the position and the circumstances and background of your offences.

Handling use, Secure Storage, Retention and Disposal of Disclosure records

In consideration of our use of the Disclosure and Barring Service, to help assess the suitability of applicants for positions of trust. We agree to comply with the DBS Code of Practice, Data Protection Act and other legislation in regard to the correct handling, use, storage, retention, and disposal of Disclosures and Disclosure information.

Storage and access

Disclosure information is stored separately and securely, in a lockable, non-portable, storage container (e.g. filing cabinet), with access strictly limited to those who are entitled.

Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention and Disposal

Disclosure information is kept for up to six months and is then destroyed by shredding. We will not keep any copies relating to the disclosure certificate. However, we may keep a record of it, i.e. the date and the unique reference number. Appendix C updated 12th July 2019 to reflect change from Criminal Records Bureau to Disclosure and Barring Service.