



Safeguarding Policy

1. General statement

This policy sets out how Sunnyside Community Gardens will safeguard and promote the welfare of children and vulnerable adults. Sunnyside Community Gardens will achieve this by providing a safe environment and ensuring that staff, trustees and volunteers have the skills and knowledge to take action where children or vulnerable adults are in need of help or protection.

2. Definitions and explanations

a) Safeguarding Children:

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means: protecting children from abuse and maltreatment, preventing harm to children's health or development, ensuring children grow up with the provision of safe and effective care. (NSPCC).

Sunnyside does not work directly with children. Children who come to the garden (for example for the council run "Stay and Play") have to attend with a responsible adult.

b) Safeguarding Adults:

Working with adults requires promoting welfare and protection from harm. The nature of the client group we work with at Sunnyside Community Gardens includes people with additional needs, who may present as vulnerable.

Adults who need support to carry out basic tasks necessary for day to day living or have support workers during the week need to come with a support worker or family member to Sunnyside.

The definition of vulnerable adult as expressed in the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002 is "a person aged 18 or over who has a condition of the following type:

- a substantial learning or physical disability;
- a physical or mental illness or mental disorder, chronic or otherwise, including an addiction to alcohol or drugs; or
- a significant reduction in physical or mental capacity,
- also expressing any additional needs such as domestic abuse.

c) Abuse:

Abuse is the violation of an individual's human rights. It can be single or repeated acts. Abuse can include: physical, financial/material, sexual, psychological, discriminatory and emotional abuse and neglect or an omission to act. It may be something that is done to the person or something not done when it should have been. It does not necessarily have to be intentional, if the vulnerable person experiences it as abusive it is considered abuse.

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d) Prevent:

This is a government strategy in response to the ideological challenge of terrorism, radicalisation and the threats we face from those who promote it. This could include incitement towards racial or religious hatred.

3. Responsibilities

Sunnyside Manager.

The manager is responsible for:

- informing staff volunteers and others working for or on behalf of Sunnyside of their responsibilities under Safeguarding policy. This will be covered during induction
- Ensuring staff, trustees and volunteers in positions of responsibility receive training in safeguarding
- Acting as the safeguarding lead & primary contact for receiving, responding to and, when necessary, reporting safeguarding concerns to Social Services, police or other external agencies as appropriate
- Maintaining a record of any reported safeguarding concerns & the organisation's response
- Reporting all safeguarding incidents to the Trustee management committee

Trustees.

Members of the Trustee's Safeguarding sub-committee are responsible for:

- Acting as an alternative safeguarding leads/ point of contact for the raising of safeguarding concerns
- Assisting the Sunnyside manager as necessary in the assessment of & response to safeguarding concerns
- Reviewing the organisational response after any safeguarding incident

4. Action to be taken

a) Respond:

Anyone who becomes aware that a child or vulnerable adult is, or is at risk of, being abused, harmed or radicalised should raise the matter immediately the manager or safeguarding lead of Sunnyside Community Gardens so a decision can be made whether to take further action or not.

The manager and/ or safeguarding leads will meet, in private, with the person reporting the incident to talk it through, and inform & explain to them what initial action they intend to take.

The manager/ safeguarding lead responsible will ensure that the person subject to alleged abuse is safe and supported before proceeding with any further action.

b) Refer:

If it judged appropriate to inform an external authority e.g. social services, police or school of the alleged abuse, the manager or safeguarding lead involved will explain to the person involved and/or the person informing of the abuse of the reason for this and to whom they have to report the allegation. They will ensure that they are kept informed about what will happen next and what to expect.

If it is unclear whether or not it is appropriate to refer the allegation to authorities the manager/ safeguarding lead will seek advice from Islington Social Care on a 'no-names basis'

c) Involving the police:

In most situations there will not be an immediate threat and the decision about protecting the vulnerable person will be taken in consultation with Social Services. In certain circumstances it will be necessary to take immediate action to protect the adult or child by calling the police.

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Direct calls to the police should be reserved for incidents of assault and violence where an element of urgency applies. If an immediate response and assistance from the police is required, i.e. if the current incident cannot be stopped, or that it will re-occur shortly, an emergency 999 call should be made.

A direct call to the police via the local station on the non-urgent number: 101 is appropriate if the adult/child wishes to talk to the police at that time, and/or there is evidence to preserve and/or the alleged perpetrator of the offence may come back before a member of staff can act to protect the adult/child.

d) **Record:**

The manager/ safeguarding lead involved should make an accurate record of the discussion with the person reporting the incident, any subsequent discussion with the alleged victim and on actions taken as soon as possible after the event.

5. Support to involved workers and volunteers:

The manager and/ or safeguarding leads will liaise with the person reporting the incident and offer them personal support if needed should police or social services need to interview them to collect further information etc.

Workers or volunteers may also be subject to allegations of abusing vulnerable people. While support will be offered, an uninvolved member of the management committee will ensure that Social Services or the police are given all assistance in pursuing any investigation. A temporary suspension from work, without prejudice, may be necessary whilst an investigation is on-going. .

6. Confidentiality:

Sunnyside Community Gardens respects everyone's right to confidentiality, however we believe that the welfare of vulnerable people has to take priority. We have a duty of care to disclose abuse to the appropriate agency and if deemed necessary, Sunnyside's Confidentiality Policy may be overridden in these circumstances and reference should be made to the policy.

7. Recruitment arrangements

Staff: Applicants for employment are required to submit a formal application and details of two referees and, if appointed, to complete an enhanced DBS disclosure. Job offers are made subject to satisfactory references & DBS check

Trustees: As part of recruitment, new trustees are required to complete an enhanced DBS enclosure.

Lead volunteers: Volunteers who assist in the organisation & running of gardening sessions or other tasks where they may work in a position of authority with vulnerable adults or children are required to complete an enhanced DBS enclosure.

Applications for DBS checks are undertaken on the charity's behalf by Islington Council Safeguarding Board acting as counter signatory and verifier.

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Sunnyside Community Gardens complies fully with the DBS Code of Practice and endeavours to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice. The code of Practice can be downloaded from: <http://www.gov.uk/government/publications/dbs-code-of-practice.pdf>

8. Training

All staff, trustees and lead volunteers are required to complete training on safeguarding issues

9. Review

The Trustees of SCG will formally review this Safeguarding Policy every two years or earlier if advised necessary by the safeguarding sub-committee, following a safeguarding incident. This policy document was agreed by the Trustees at a meeting on; March 2021

Date of most recent review: 21 June 2024

Next scheduled review 21 June 2026

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Appendix A- Contacts:

Internal

- Sunnyside Manager & Primary Safeguarding Lead: **Anna Portch**
- Trustee Safeguarding Leads: **Zena Gani; Alan Swann**

External

- Islington Learning Disabilities Partnership: 0207 527 6600 learning.disabilities@islington.gov.uk
- Islington Social Care for adults: 020 7527 2299
- Islington Social care for children: 020 7527 7400
- Islington Social care for children out of hours number 020 7226 0992 - Emergency Duty Team (5pm-9pm, 7 days a week)
- Police/ fire and Ambulance -999
- Non urgent police - 101

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Appendix B Sunnyside Code of Conduct

Volunteers Code of Conduct

Sunnyside Community Gardens is a charity which provides and maintains a garden for the use and benefit of the local community. We strive to be an inclusive and diverse organisation, welcoming participation in our activities by everyone, irrespective of age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective.

Sunnyside highly values its volunteers who freely contribute their time, effort and enthusiasm to help care for this important community resource.

Sunnyside Community Gardens will support its volunteers by:

- Providing a welcoming, safe and inclusive environment
- Providing effective supervision and guidance
- Providing appropriate tools and equipment for use during volunteer sessions
- Providing appropriate skills training and development opportunities
- Ensuring volunteers are allocated tasks appropriate to their abilities and interests, adapting these, as necessary, to accommodate individual needs.
- Providing opportunity for volunteers to contribute towards plans and decisions on the development and use of the gardens

Sunnyside volunteers are expected to:

- Follow all reasonable instructions of Sunnyside staff or others leading volunteer work
- Comply with all health and safety arrangements
- Report any accident, injury or near-miss incident that occurs during a volunteer session to the SCG Manager or person leading the work session
- Treat other volunteers, staff and visitors to Sunnyside with respect and courtesy
- Not engage in any illegal or anti-social activity anywhere in Sunnyside Gardens or when working elsewhere on behalf of Sunnyside.
- Not to be under the influence of drugs or alcohol while volunteering at Sunnyside

Anyone who fails observe our Code of Conduct may be asked to leave the site and cease further involvement in our gardens

If you are ever concerned that a vulnerable member of our community is being abused, or at risk of being abused through their involvement in our activities you should inform Anna Portch, Sunnyside Manager of your concern without delay so that we can, if necessary, take action to protect the person involved. Your confidentiality will be respected, as far as is practical.

Safeguarding concerned can also be reported to the Management Committee's safeguarding leads, Zena Gani or Alan Swann