



The countryside charity
London

Working for a greener city

Safeguarding Policy – May 2023

Introduction

CPRE London is a registered charity which aims to make the capital a greener and healthier city for all.

The charity is based at:

70 Cowcross St
London
EC1M 6EJ

Charity Number: 1200094

This policy is for all members of CPRE London (employees and volunteers)
The policy affirms that safe working practices are central to all aspects of the work and activities of CPRE London.

Responsibility

The Trustees for CPRE London are responsible for this policy.

Purpose and Scope

CPRE London asserts that all individuals carrying out paid or voluntary work on its behalf will benefit from safe working practices designed to ensure their own safety, as well as the safety of those they may encounter while performing their duties. CPRE London strictly prohibits any form of abuse or exploitation by its staff or associated personnel.

Content

At CPRE London, we require all our staff and volunteers, whether paid or voluntary, to adopt safe working practices to ensure their safety and the safety of others. As part of this responsibility, we acknowledge that some of our employees and volunteers may encounter vulnerable individuals, including children and adults, during their work. Our commitment is to provide comprehensive support to all our staff and volunteers to ensure they carry out their duties safely and responsibly.

To this end, we have a safeguarding policy that covers the following areas: child safeguarding, adult safeguarding, personal safety, and protection from sexual exploitation and abuse.

CPRE London responsibilities

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy.

- Design and undertake all its programs and activities in a way that protects people from any risk of harm that may arise from their meeting CPRE London. This includes the way in which information about individuals in our programmes is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing, and deploying staff and associated personnel.

Personal Safety

Personal safety is everyone's responsibility, whether an employee, volunteer, helper, or trustee. CPRE London has a responsibility to ensure that there are safe working practices embedded at every level of the organisation and that hazards are recognised and controlled thus minimising risks to individuals.

We want everyone to be informed and safe when working for us. Therefore, you must:

- take reasonable care of your own safety, and that of others
- follow CPRE's policies and procedures and commit to the volunteer's code of conduct
- attend all necessary training and become familiar with the information provided by us
- inform and report to the trustees if any safety, safeguarding, or support procedures are not working or are impractical to follow.

Procedures:

Looking after yourself - CPRE London wants you to have an enjoyable time as a volunteer and not put yourself in situations where you feel uncomfortable or in danger. The best way to ensure that the places where you volunteer for us are safe is to avoid problem situations and aggression before it happens! It may sound obvious, but it isn't always the first thing many volunteers consider. Many of us do our volunteering work the way we always have, simply assuming other people will behave predictably. When a situation becomes difficult or violent, we are often shocked and surprised. With hindsight, however, many victims of violence and aggression can identify the signs which led to the incident. Knowing how to recognise these signs and act accordingly, before an incident escalates, is essential to keeping safe.

Summary:

- Hope for the best: plan for the worst
- Preparation is the best way to avoid potential incidents. Simply considering the significant risks and ways to reduce them really makes a difference.
- The moment you identify a risk, act to reduce it to acceptable levels or avoid it altogether.
- Even if there are no significant risks present, keep assessing the situation to ensure that you are prepared.
- Once you have put personal safety plans into place, don't become complacent.

To examine the risks, you should look at the people involved, the working environment and the task. *(See risk assessment template at Appendix A)*

Protection from sexual exploitation and abuse

Sexual exploitation: The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

Sexual abuse: The term ‘sexual abuse’ means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

To Prevent This, CPRE London staff and associated personnel must not:

- Exchange money, employment, goods, or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance.
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Safeguarding Children and Vulnerable Adults

All employees, trustees and volunteers have a duty of care to safeguard children and vulnerable adults. By children, we mean anyone who is under 18. By vulnerable adults we mean a person who is, or maybe, for any reason, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

CPRE London:

- takes seriously the welfare of all children and vulnerable adults who are involved in its activities
- recognises that it is the responsibility of employees, trustees, and volunteers to prevent the neglect, physical, sexual, or emotional abuse of children and vulnerable adults and to report any abuse discovered or suspected.
- recognises its responsibility to implement, maintain and regularly review procedures, which are designed to prevent and to be alert to such abuse.

All employees, trustees and volunteers should:

- be alert to potential indicators of abuse or neglect
- be alert to the risks which individual abusers, or potential abusers, may pose to vulnerable adults and children
- share information so that an assessment can be made of the vulnerable individual’s needs and circumstances
- contribute to whatever actions are needed to safeguard and promote the individual’s welfare

Safeguarding is everyone’s business. It means protecting a vulnerable adult’s or child’s right to live in safety, free from abuse and neglect.

Abuse is: “a violation of an individual's human and civil rights by any other person or persons (No Secrets 2000)”

Significant harm: Some vulnerable people are in need because they are suffering or likely to suffer significant harm.

Reporting procedures: Accidents /Violent incidents or feeling threatened

Staff members with a complaint or concern about safeguarding should report it immediately to their line manager. If the staff member does not feel comfortable reporting to their line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to a Trustee. (*See attached for Appendix B*)

Response

- CPRE London will follow up on safeguarding reports and concerns according to legal and statutory obligations
- CPRE London will apply appropriate disciplinary measures to staff found in breach of policy.
- CPRE London will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management will be shared on a need-to-know basis only and will be always kept secure.

The rule is: IF YOU SEE SOMETHING - SAY SOMETHING

At CPRE London, we are committed to regularly reviewing and updating our safeguarding policies and procedures to ensure that they are in line with the latest guidance and best practices. We are dedicated to promoting a culture of openness and transparency around safeguarding and encourage all members of CPRE London, including our employees and volunteers, to read and familiarize themselves with our safeguarding procedures.

Approval and Review

Approval by: Trustee Board

Date: May 2023

Next Review Date: May 2026

Templates for Risk Assessment and Reporting added October 2024.

CPRE London is a charity registered in England and Wales. Charity number: 1200094
Registered office: 70-74 Cowcross Street, London, EC1M 6EJ