

Child & Young Person safeguarding

policy and procedures

**Policy Statement:**

It is the policy of Milton Keynes Rose Trust (‘The Trust’) to actively promote the welfare of all children, young people and vulnerable adults with whom it comes into contact by establishing appropriate safeguarding standards across all its activities and events. This policy must be followed by anyone working on our behalf, including trustees and volunteers.   
  
**Safeguarding Leads:**

*The Trust’s Joint Leads for Safeguarding are:*

Name: Debbie Brock

Job Role: Trustee

Tel: 01234 714260

Mob: 07884 397253

Email: [debbie.brock100@gmail.com](mailto:debbie.brock100@gmail.com)

Name: John Moffoot

Job Role: Deputy Chair

Tel: 01908 311050

Mob: 07831 581199

Email: [moffoot285@btinternet.com](mailto:moffoot285@btinternet.com)

*The Trust’s Named Trustee for Safeguarding is:*Name: Debbie Brock  
Job Role: Trustee  
Contact:   
Tel: 07884 397253  
Email: [debbie.brock100@gmail.com](mailto:debbie.brock100@gmail.com) **The Trust’s Safeguarding Recruitment and Training:**

Our trustees and volunteers will:

1. be recruited using checks and measures that are proportionate to their role and contact with at-risk groups;
2. receive a copy of the Safeguarding Policy within two weeks of appointment;
3. attend child and adult safeguarding training every three years face to face (or two years for online), as appropriate to their roles.

**Our Code of Conduct:**All personnel involved with The Trust will:

1. treat everyone with whom they come into contact with respect;
2. keep their private and professional relationships with the public separate, including when using social media;
3. be aware that any personal contact with a child or vulnerable adult, with whom they work   
   is never appropriate outside the work environment;
4. where possible, ensure that there is always one other colleague present during any organised activities or official journeys when working with at-risk groups;
5. exercise caution when discussing sensitive issues with children or vulnerable adults;
6. report any safeguarding concerns about the behaviour of colleagues or members of the public to the Safeguarding Leads without delay;
7. treat and handle safeguarding information securely at all times, when storing, sharing and accessing the information. The access and sharing of safeguarding information must be on   
   a strict need to know basis;
8. only touch users and members of the public when it is essential, for example, administering first aid;
9. confirm that the parents or carers of children under the age of sixteen, or adults who lack capacity, agree to photography and/or filming during activities. When children, or adults who lack capacity, are attending the Milton Keynes Rose with a partner organisation or community group, it is that organisation's responsibility to seek the necessary permissions;
10. inform the Safeguarding Leads immediately if they consider their contact may put them into a position that might lead to an allegation of misconduct;
11. exercise their right to whistleblow if they are concerned safeguarding issues are being mismanaged or ignored within the Trust; maintain confidentiality in relation to safeguarding issues at all times, including with family and friends.

**Definitions:**

A child or young person is any person under the age of 18 years old.

**What might be a safeguarding concern?**

Bullying, Financial abuse, Physical abuse, Coercive behaviour, Forced marriage, radicalisation, Domestic violence, Modern slavery, Sexual abuse, Emotional abuse, Neglect, Child Sexual exploitation, Female genital mutilation, Online abuse, Trafficking.

**What should I do if I am concerned?**

You may have safeguarding concerns about how a child or young person appears or behaves, or they may choose to talk to you about something which concerns them. It is important to:

• always take what they tell you seriously;

• listen but do not investigate;

• report to the Safeguarding Leads, without delay, and factually record on the Trust's safeguarding concern form - date, time and sign. The Safeguarding Leads will inform the relevant agencies;

• when working with people from schools and colleges, health providers, GP practices, prisons and social care settings you should contact that organisation's Lead or Deputy for Safeguarding and then inform the Milton Keynes Rose Trust’s Safeguarding Leads and record;

• In cases where there are concerns about the school, college, health provider, GP practice, prison or social care setting; you should refer to the Safeguarding Leads who will refer the matter in the usual way.

**What if I am concerned about a colleague or other personnel?**

Report your concern to the Safeguarding Leads without delay and they will inform the relevant agencies. If the Safeguarding Leads are implicated in any way, you need to contact the Chair without delay, factually record on the Trust's safeguarding concern form including the date, time and signature.

**What if my concerns are being ignored or not acted upon?**

Anyone can whistle blow if they are concerned safeguarding issues are being mismanaged or ignored within the Trust. They can do this by contacting their local social care services, the police on 101 or the Charity Commission England and Wales at [whistleblowing@charitycommission.gov.uk](mailto:whistleblowing@charitycommission.gov.uk)

**Approval and Review**

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| **Approved By** | **Date** |
| Milton Keynes Rose Board of Trustees | 6 December 2024 |

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