



## SAFEGUARDING CHILDREN POLICY

### 1. Use of terminology

A **child** is defined as a person under the age of 18 by The Children Act 1989 and 2004.

**Safeguarding children:** protecting children from abuse and neglect, preventing the impairment of children's health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances.

### 2. Policy Statement

The Yorkshire Agricultural Society (YAS) will:

- Accept the moral and legal responsibility to implement procedures to provide a duty of care for children, safeguard their well-being and protect them from abuse.
- Accept that children are the responsibility of parents, carers, or teachers whilst on the showground but that on occasions the Society may need to interact directly with children when children become separated from these responsible adults.
- Respect and promote the rights, wishes and feelings of young people.
- Recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect young people from abuse and reduce the likelihood of allegations being made.
- Appoint a designated Safeguarding Officer (DSO) and Deputy DSO to take the lead role in ensuring that appropriate procedures are in place at the Society to keep children safe in so far as is reasonably practicable.
- Require all staff/volunteers to adopt and abide by the Safeguarding Policy and Procedures.
- Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures where it concerns Yorkshire Agricultural Society
- Embed safeguarding within contractual agreements with customers where relevant.
- Pass on information re safeguarding concerns to statutory agencies and/or other organisations in line with these procedures and information sharing guidance.

#### 2.2 Principles

This policy is based on the following principles.

- The welfare of young people is the primary concern.

- Everybody, whatever their age, culture, disability, gender, racial origin, religious belief or sexual orientation or identity have the right to protection from all types of harm or abuse.
- It is everyone's responsibility to report any concerns regarding abuse, however, it is the responsibility of the safeguarding experts to determine whether abuse has taken place.
- All incidents of suspicious poor practice and allegations will be taken seriously and responded to swiftly and appropriately.
- Confidentiality will be upheld in line with the Data Protection Act 1998 and the Human Rights Act 1998.

Compliance with this policy is mandatory for all staff (paid or unpaid), acting on behalf of the Society.

### **3. Policy Aims**

The aim of the YAS Safeguarding Children Policy is to:

- Protect the welfare and safety of all children whilst at an event or undertaking any organised activity on the Showground.
- Encourage all staff including temporary, volunteer, contracted and stewards to respond in a positive and caring way to specific child protection issues and to safeguard themselves against possible allegations.
- Ensure any staff who need to engage with children on a regular basis are DBS checked as relevant upon recruitment to their position.
- Record and store information professionally and securely and sharing information about safeguarding and good practice with staff and volunteers.
- Recruit staff and volunteers safely ensuring all necessary checks are made.

### **4. Actions for YAS Staff**

Events organised by the Society may attract large numbers of children and it is essential that all staff always conduct themselves in a professional and exemplary manner to protect children. They will also protect themselves and the Society from any false allegations at the time or later.

The following examples highlight good practice which should be followed to promote a caring, supportive, and safe environment:

- Treat all children equally particularly those with special needs or disabilities.
- So far as is reasonably practicable put the welfare of the child first.
- Always maintain a safe and appropriate distance from the child and wherever possible never allow yourself to be alone with them. Ask for assistance if required.
- Make a written record of any apparent injuries to the child or any allegations that they make and act upon them. It is always important to listen to what they have to say.
- In the event of any serious allegations or if you are of the opinion that the child has been subjected to any harm (moral or physical) the Operations Manager or the DSO or Deputy DSO another Senior Manager and the Police should be informed immediately.
- Obtain assistance from another member of staff who is of the same gender as the child.

- Contact the parent, carer, teacher, or other responsible adult who is responsible for the child.

## **5. Unacceptable actions or conduct by YAS Staff**

Society staff should not take part in, support or encourage the following actions or conduct:

- Working alone with children.
- Consuming alcohol whilst responsible for children.
- Providing alcohol to children or allowing its supply.
- Smoking in the presence of children.
- Humiliating children or reducing a child to tears.
- Inappropriate or unnecessary physical contact with a child including holding hands.
- Participating in, or allowing, contact or physical games with children.
- Having an intimate or sexual relationship with any child developed because of being in a 'position of trust'.
- Making sexually explicit comments or sharing sexually explicit material.
- Provide assistance (in good faith) by way of any physical act of a personal nature for children or young people.
- Individual contact with children by text, social networking sites i.e., Facebook or on-line at any time, unless there is an immediate risk to the safety or welfare of that child, and this is the safest or only method of contact. Staff must not accept "friends" request via social networking sites from any children they are working with or meet.

## **6. Responding to Disclosure, Suspicions and Allegations of poor practice or abuse**

### **Introduction**

If a person says or indicates that he/she is being abused (i.e., discloses abuse), or information is obtained which gives concern that a person is being abused, it is the responsibility of staff to act immediately.

### **Responding to Disclosure**

#### **Actions to Take.**

The person receiving information concerning disclosure should.

- React calmly so as not to frighten the individual.
- Tell the individual that he/she is not to blame and that he/she was right to tell.
- Take what the individual says seriously, recognising the difficulties inherent in interpreting what is said by an individual who has a speech disability and/or differences in language.
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- Reassure the individual but do not make promises of confidentiality which might not be feasible in the light of subsequent developments.
- Make a full record of what had been said, heard and/or seen as soon as possible – ideally using the Incident/Concern Record Form in Appendix 1.

N.B. Some individuals may not be able to express themselves verbally (for example very young or disabled children). Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, where there are concerns about the safety of an individual, record what has been observed in detail and follow procedures to report these concerns.

### **What to do if you have a concern**

You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to the Yorkshire Agricultural Society Lead Safeguarding Officer Ben Barnet, or the Deputy Safeguarding Officer Kate Kirby. If the Lead or Deputy Safeguarding Officer is unavailable, then report to the Yorkshire Agricultural Society CEO.

If you are concerned someone is in immediate danger, contact the police straight away on 999.

If you are worried about a child and need advice you can also contact North Yorkshire County Council Child protection team on 01609 780 780 (24-hour line) or visit [www.northyorks.gov.uk/child-protection](http://www.northyorks.gov.uk/child-protection)

The NSPCC helpline may also be a useful source of information 0808 800 5000.

### **How to Record a Disclosure**

Make a note of what the Child has said using his or her own words as soon as practicable. Complete an Incident Form (Appendix 1) and submit to the Yorkshire Agricultural Society Lead Safeguarding or Deputy Safeguarding Officer.

If it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with the Lead Safeguarding Officer or Deputy. Describe the circumstances in which the disclosure came about.

Take care to distinguish between fact, observation, allegation, and opinion. It is important that the information you have is accurate.

Always treat all information in confidence, this information must only be shared with your Lead Safeguarding Officer or Deputy and others on a need-to-know basis.

If the matter is urgent and relates to the immediate safety of a child, then contact the police immediately on 999.

## **7. General Safety Arrangements**

At all events, the Society will ensure through its staff (permanent, temporary, or contracted) that all reasonable steps are taken to ensure the safety and protection of all children entering the event or Showground. Any child that is separated from the person responsible for their care will be supervised by a member of staff, steward, or Police Officer and in the case of the Great Yorkshire Show by competent staff at the Green Gables Nursery, until the child is re-united with the responsible adult or alternative arrangements can be made for their longer-term safety. This may involve the assistance of other statutory agencies.

Children are always the responsibility of parents and carers whilst on the Showground including the caravan and camping parks. Unaccompanied children under the age of 12 are not admitted to the Great Yorkshire Show and must not be left unaccompanied in a caravan or tent.

While accompanied children are welcome in most caravanning and camping areas at the Great Yorkshire Show the Brown Camping area (Exhibitors and Staff) is not suitable for children under 16.

No child will be removed from the event or Showground if the person responsible for their care is still at the event or on the Showground. At all events on the Showground children under the age of 12 years must be accompanied by a parent, responsible adult, or carer.

All staff, stewards and contractors will be informed prior to each event of the Safeguarding Children Policy and their obligations outlined in the policy.

The Society will monitor its website and social media feeds to ensure that they contain nothing which could harm a child directly or indirectly. Detailed information about children (name, address, interests etc) should not be disclosed in posts.

## **8. Missing and Found Child Procedure**

There is a separate missing and found procedure which applies to the Great Yorkshire Show and simplified processes for all other events organised by or on behalf of the Yorkshire Agricultural Society. These processes will be brought to the attention of all staff, permanent and temporary, stewards, contractors, and anyone else working for or on behalf of the Society. The GYS procedure is in Appendix 3 of this policy and on the Intranet.

The main events organised by the Society are: -

- The Great Yorkshire Show (GYS)
- Countryside Live
- Countryside Days
- Springtime Live

At all other events held on the showground the Society staff member responsible for the event will ensure that the event organiser has considered safeguarding children's issues (if relevant) and appropriate procedures are in place including missing and found children processes.

## **9. Questions**

For further guidance or interpretation of this policy please refer questions in the first instance to either the Operations Manager or the designated Safeguarding Lead Officer (see section 6).

**Incident / Concern Record Form**

Your name		Contact number	
Your position		Email	
Who has raised the concern?		Organisation (if applicable)	
Contact details			

Incident / Concern	Date	
	Time	
<p>Exactly what the incident / concern is and you said                  (Remember:                  - Do not ask leading questions                  - Record actual details                  (continue on separate sheet if necessary))</p>		
Actions taken so far.		

**Next Steps**

- Inform internal Designated Officer (DO) .....
- If DO is not available, contact one of the relevant agencies (overleaf) to report the incident / concern.

**Remember to maintain confidentiality on a *need to know* basis – only if it will protect the individual(s). Do not discuss this incident with anyone other than those who need to know.**

<b>External agencies contacted</b>			
<b>Police :</b>	Contacted	Yes	No
If yes, which			
Date and time			
Name and contact No.			
Details of advice received			
<b>Children's Services:</b>	Contacted	Yes	No
If yes, which			
Date and time			
Name and contact No.			
Details of advice received			
<b>Other: (e.g. NSPCC)</b>	Contacted	Yes	No
If yes, which			
Date and time			
Name and contact No.			
Details of advice received			
Signature			
Print name			
Date			

### **GYS Found Child Procedure**

Upon finding a child the following procedure should be implemented:

- Stewards/staff/Police should make immediate contact with the Lost Children Reception point in case the parent/guardian/teacher is there, to advise that a child has been found.
- The child is then to be immediately escorted by a steward/staff/Police officer to the lost children point.
- Staff at the lost children point will then take responsibility for the lost child.
- Details of the child are to be forwarded to Event Control or for non-GYS, the Event Organisers Office or other designated reception point (via phone or radio)
- Event Control (or the Event Organiser if non-GYS) will pass details of the child to all stewards/staff and Police in case they are contacted by a parent/guardian/teacher.
- When communicating by phone, where possible, contact should always be with the parent of the child.
- Parents/guardians/teachers claiming the child should show a form of identification indicating their name and address to the staff at the reception point before the child is released. In the event of any uncertainty, it will be the responsibility of the Police to determine if the child should be allowed to go with the person who is claiming them.

### **Missing Child Procedure**

- If a missing child report is made to Staff/stewards/Police, then they should contact the lost children point to ascertain whether the child is there?
- If the child is there, then parents/guardians/teachers should be directed or escorted directly to the lost children point.
- If the child is not there, then parents/guardians/teachers should be directed to the Lost Children Reception point to record their contact details along with a description of the child.
- Details of the missing child should then be forwarded to Event Control or in the Event Organisers Office or other designated reception point if non-GYS (via the phone or radio)
- Event Control or the Event Organiser if non-GYS will then inform staff/stewards/Police of the description so that they can remain vigilant.
- Any member of staff/stewards/Police finding the lost child must contact the lost children point immediately. The child must then be escorted immediately to this point.

The above is not an exclusive list of considerations depending on individual circumstances and factors.

### **General Care Guidelines**

- Children should not be left alone in the sole care of one person. Ask for assistance if required.
- No food or drink, except plain water should be given to children in case of allergies.
- The person claiming the child must provide some form of relevant identification including their name and address.
- The name of the child must not be disclosed to anyone unless the identity of the person enquiring has been verified.

(Reviewed March 2021)