



Version	Status	Date	Review date
01		01/10/25	October 2027

Friends of Whirlow Brook Park

Safeguarding Procedures

1. Introduction

These procedures follow on from the FoWP Safeguarding Policy Statement which stresses that all members and volunteers have a responsibility to be aware of potential abuse of children or vulnerable adults; and a duty to report any concern that this might be happening.

The procedures are especially relevant when children or vulnerable adults are participating in volunteering activities or attending community events which are organised by FoWP members.

2. Definitions:

- Everyone under the age of 18 is defined as a 'Child';
- Within that group, a person aged 16-18 is defined as a 'Young Person';
- A 'Vulnerable Adult' is defined as a person aged 18 or over who is, or may be, in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation;
- 'Volunteers' in this policy refers to all people engaged in the delivery of FoWP activities. Volunteers may include corporate, university, school or young people's organisations (eg DoE awards, Scouts etc) and other groups (eg. contractors) working in partnership with FoWP
- 'Members' refers to people who have paid an annual subscription to the Friends of Whirlow Brook Park (FoWP);

3. Key Expectations of FoWP members and volunteers

- That all park users are treated with dignity and respect and that members/ volunteers act as good role models.
- That wherever possible dealings with children under 16 and vulnerable adults will be undertaken in the presence of a parent, guardian, carer or other responsible adult.
- That members or volunteers minimise the risk of their actions being misinterpreted. (see Section 9: Behaviour Checklist)

- That any concerns are reported as soon as possible to the Safeguarding Lead or Safeguarding Trustee and a written report submitted on request.

4. Procedures when organising Volunteer Sessions, Events or Activities

The Safeguarding Lead will be consulted on the design of activities and events; and helpers will be briefed on safeguarding procedures.

Any FoWP member who is leading a volunteer session where vulnerable adults are present, or who is in charge of running an event/activity involving children, should have a relevant and up to date DBS certificate. The checking process will be paid for by FoWP and the Safeguarding Lead will organise the process via Barnsley Metropolitan Borough Council.

Young people aged 16-18 may be permitted to volunteer with approved DBS certification holders. We regard it as good practice to also obtain the written permission of a parent/guardian.

Events will be run in an open environment, avoiding unobserved/ secluded situations.

There will be two or more FoWP event organisers present at any one time.

No children will be admitted to an event without a parent, guardian or other responsible adult. Under no circumstances should FoWP members take on the role of responsible adult.

The FoWP event organisers will seek permission before taking photographs where individuals may be identified. NB FoWP cannot be responsible for images taken by other parties.

5. Dealing with Lost Children/Young People

Larger FoWP events (eg. Easter Egg Hunt) should have a designated and easily identified 'Lost Child Point' staffed by appropriate members.

- If you find a 'lost child' at an event, then take them to the Lost Child point;
- If a child is reported missing, you must record the following; a description of the child; where they were last seen; any helpful details deemed appropriate (eg. clothing worn);
- Relay this information to the Lost Child Point, and, where provided, arrange for a PA system announcement. NB Do not announce the name of the child.
- Alert other members and volunteers in the vicinity of the last sighting so that they can assist with any search;
- In emergency – including medical emergencies (critical illness or injury, life at risk) - you should always call 999. NB A defibrillator is located at the top end of the park near the Hall entrance.

6. Third Parties

Others involved in FoWP events and activities (eg. first aiders, stallholders, external activity leaders) must be made aware of and agree to conform with the FoWP policy statement and these procedures.

The FoWP lead member responsible for organising an event or activity must provide such third parties with a copy of these documents.

FoWP consider all third parties to agree to this policy by continuing to take part in any FoWP activity.

7. Dealing with allegations or concerns against any members/ volunteers

All volunteers/ members should take care not to place themselves in a vulnerable position with any child/ young person/ vulnerable adult (See Section 9 Behaviour Checklist).

If any allegation is made, or any concern raised about a member/ volunteer the Safeguarding Lead should review the situation and notify either

1. The Sheffield Safeguarding Hub (for concerns relating to incidents involving children or young people) Open 24/7: phone 0114 273 4855
2. Sheffield Adult Safeguarding (for concerns relating to vulnerable adults) Open 24/7: phone 0114 273 4908

If the allegation or concern relates to the Safeguarding Lead, the Safeguarding Trustee should make contact as above.

No attempt to investigate or act on any concern or allegation should be made without consulting the relevant SCC team.

8. Nominated FoWP Safeguarding Individuals:

Safeguarding Leads: the Chair, Shelagh Woolliscroft and the volunteer coordinator, Barry Wiles.

Safeguarding Trustee: the Chair, Shelagh Woolliscroft.

9. Behaviour Checklist

- Where possible avoid being on your own with a child/ young person/ vulnerable adult; do not meet with any child/ young person/ vulnerable adult outside formal FoWP events and activities;
- Treat them with appropriate dignity and respect;
- Respect their right to personal privacy (Remember how someone else might misinterpret your actions, even if you mean well);
- Do not make suggestive remarks or threats to a child/ young person/ vulnerable adult, even in 'fun';
- Do not use inappropriate language when dealing with, or in the presence of, children/ young people/ vulnerable adults;
- Avoid spending excessive time with individual children/ young people/ vulnerable adults;
- Avoid rough play, games or activities involving physical contact;
- Do not take children / young people/ vulnerable adults home without their parent/ guardian/carer;
- Do not give out personal information, nor share email, mobile phone numbers etc with any child, young person or vulnerable adult; do not accept/ record their contact details;
- Do not perform tasks of a personal nature – that is the role of the carer;
- Refrain from physical restraint, other than to prevent danger to the child or others; damage to property; harm to wildlife; a criminal offence or serious anti-social behaviour;
- Do not tolerate any form of bullying;
- Do not allow nor engage in any form of physical contact, particularly inappropriate touching;
- Do not allow allegations made by a child/ young person / vulnerable adult to go unchallenged, unrecorded/ unreported or not acted upon;
- It is good practice to write down your concerns and pass them on to the appropriate Safeguarding Lead (see section 7)

Date Approved: 1 October 2025

Next Review date: October 2027

Trustee Signatures:

Chair: Shelagh Woolliscroft

Secretary: Roger Lasko

Treasurer: Chris Cave