

	10 G&P 4-3		
	Title	Safeguarding & Child Work Experience procedure	Awaiting final approval
SMS	This Issue	- Aug 2017	Owner G manager

1	Introduction & Risk Assessment
1.1	<p>NVR encourages the participation of children to experience and support where appropriate the running of our Heritage railway. There are a multitude of activities both indoors and outdoors, ranging from the office, café, workshops, & platforms to on train. We operate under a Safety Management System to carry out & supervise these activities safely. Safeguarding is part of this procedure.</p> <p>Risk Assessment. Children are owed an extra duty of care and supervision, and in their role, due to their lack of maturity & inexperience, must be limited which could lead to injury.</p> <p>Controls. Therefore they will work within the requirements of the appropriate sections of the SMS together with the additional requirement of this procedure</p>
2	Scope - Whole of NVR
3	References & Standards
3.1	HSE: Young Persons and Work Experience http://www.hse.gov.uk/youngpeople/training.htm
3.2	DfE & AoC: 16 to 19 Study Programmes, Work experience readiness checklist http://www.education.gov.uk/schools/teachingandlearning/curriculum/a00210755/16-19-study-programmes
3.3	Safeguarding: http://www.peterborough-diocese.org.uk/code-of-practice/safe-parish-toolkits
3.4	Disclosure & Barring service https://www.gov.uk/government/organisations/disclosure-and-barring-service
4	Definitions
4.1	<p>A Young Person is anyone under the age of 18. A child is anyone who has not yet reached the official minimum school leaving age (MSLA) of 16yrs.</p> <p>Work experience, (WE) All children and Young Persons working at NVR without their parents present will be deemed to be on "work experience" for the purposes of administration, insurance and supervision.</p> <p>Supervisor. This may be an NVR employee or a Member volunteer, who must be nominated by the Departmental manager, as competent to ensure the safety of children.</p> <p>DBS – Disclosure and Barring Service</p>
5	Procedure
5.1	<p>All children under 16 on NVR property, must be</p> <ol style="list-style-type: none"> 1. under the full control of their parents as members of the public, or 2. within an organised school group with full supervision, or 3. in a NVR sponsored & supervised 'Youth group', or 4. under a written 'Work Experience' style agreement that is in place between NVR and their parents or guardians or college, stipulating otherwise. <p>Volunteer members may not bring their children in to NVR unless their children meet one of the 4 requirements above. Any child found at NVR, not in the care of their parents, or group leader [eg lost] will be taken to a place of safety, this being the General Office. For outlying stations, the G.O. will be informed immediately.</p>

	10 G&P 4-3			
	Title	Safeguarding & Child Work Experience procedure		Awaiting final approval
SMS	This Issue	- Aug 2017	Owner	G manager


	Children in possession of a valid travel Ticket may travel alone as passengers. (this presumes their parents know where they are and have given them money to purchase tickets) <i>Note: commercial say this has not yet happened.</i>
5.2	The Chairman will ensure the General Manager has received sufficient training to carry out their duties with respect to children.
	The General Manager will determine which Managers and Members are required to have a current Disclosure & Barring Service (DBS) check and at what level. The GM will arrange for a list of DBS checks to be held within the G Office. The GM will issue such SMS guidelines as be deemed necessary for the adult to child relationship to remain safe. .eg. 8.4 Father Christmas on Santa specials. DBS Applications are submitted via the 'Nene Valley community Action' at Rushen, for NVR volunteers.
5.3	Each NVR Departmental manager: Operations, Engineering (all types), General office, who have children or young persons on 'Work Experience' will risk assess their activities by type and determine for any child or standard group of children, what particular activities are allowed or not and the level of supervision required. Eg in the café: working at the counter only with no use of knives or cooking. This risk assessment does not have to be repeated individually or on every occasion for every child, if the work experience is common or standardised. The RAs will be documented using Doc form 6.1. (or appropriate variant)
	The level of supervision will be determined as both <ul style="list-style-type: none"> • A ratio, 1 to 1, or 1 to 5, etc, and • The closeness of supervision - Within sight at all times, out of sight for short periods on a known task, semiautonomous within agreed physical limits. •
5.4	Before any WE starts, NVR must have a signed copy of the agreement. The Supervisor for the day must be nominated, have a copy of the relevant work experience RA and make themselves known to the YP before they can start work.
	The Supervisor will ensure all relevant Safety procedures are followed and applied for the children on work experience, as well as any special conditions stipulated by the RA.
	Any child who in the assessment of their supervisor, even after a warning, is not capable of adhering to the agreed RA conditions, must be removed from the work experience and returned to their parents, guardian or college, giving the reasons. The WE may be resumed by further agreement between the parties.
	NVR maintains to right to refuse or terminate immediately any placement, without reason.
5.5	Staff & volunteers who wish to bring a Young Person, be they friend or relative for a workday with dad, MUST Sign-in their YP and act as their Responsible adult for their Health , Safety & Welfare. The Sign-in form is a contractual agreement with NVR to be handed in to the Office before starting work experience. They MUST follow the agreement conditions OR the YP may be removed and the volunteer may be liable to the NVR Disciplinary Procedure.

	10 G&P 4-3		
	Title	Safeguarding & Child Work Experience procedure	Awaiting final approval
SMS	This Issue	- Aug 2017	Owner G manager

5.6	Cameras & filming. NVR has both security cameras and live railway web-cams (railcam.uk) across its premises and stations for security and publicity purposes. Parents & guardians should be made aware of this aspect.	
5.6	Safeguarding	
.1	The NVR Board will appoint an independent 'Safeguarding Advisor' whose role is to ensure the safeguarding of children from persons who may wish to prey upon their vulnerabilities for physical or emotional abuse or sexual purposes whilst on NVR work experience. They will arrange for The Safeguarding Advisor to receive appropriate training.	
.2	The Safeguarding Advisor is required to exercise their duties of protection with all due diligence and enquiry and where necessary inform the Board or any relevant authorities without fear or favour of any issues that raise their concern. They should arrange keep up to date with their training & expertise. The SA will provide suitable Information or training to those appointed as Supervisors and others of the safeguarding team.	
5.7	Discipline Any employee of member who fails to follow procedural implementation may be subject to the disciplinary procedure of NVR	
6	Documents & Forms	
6.1	Work Experience activity Risk Assessment & Induction check sheet form	
6.2	Work experience agreement with guardians or college	
6.3	Work Experience – Shadow Me	
7	Issue and Review	
		Date
.1	A Bradish, P How,	22-3-17
.2	Review date	22-3-18
8	Appendices - to be established-	
8.1	List of Work Experience RA by department	
8.2	Register of Safeguarding advisors and those with DSB checks	
8.3	Safeguarding Information Note (to be written by AB)	
8.4	Santa special safeguarding guidelines	
8.5	NVR Staff & Volunteers: Code of Conduct	

Doc 6.1 RA Work experience – work activities open form
- Draft for Overton available

Doc 6.2 Work Experience Agreement with Guardians or College
- In draft with assistance of Phil M


	10 G&P 4-3		
	Title	Safeguarding & Child Work Experience procedure	Awaiting final approval
SMS	This Issue	- Aug 2017	Owner G manager

Appx 8.1 List of Work Experience Risk Assessments

General office		
Engineering		
7 E_M 6.4 RA tools used by Work Experience		
Overton		
7 E_M 6.3 RA Work Exp at Overton		
Operations & Locos		

Appx 8.2 List of appropriate adults

Safeguarding Advisor	Ambie Bradish	Appointed June 2017
Members with DBS checks	Expiry date	
Phil Marshall	Issued 16/11/16	All volunteers
Joel Fletcher-Hawkins	Application issued	"
Adam Paice	Application issued	"
Ambie Bradish	DBS obtained 11/18	"
Sarah Piggott	DBS Issued - -expired?	Staff

	10 G&P 4-3		
	Title	Safeguarding & Child Work Experience procedure	
SMS	This Issue	- Aug 2017	Owner
			Awaiting final approval
			G manager

8.3 Safeguarding information statement

Safe Guarding Advisor - Statement

The Safe Guarding Advisor must act as an advocate and exponent of current legislation and provide guidance on the needs of children and adults.

The role of the Designated Safeguarding Advisor was specified in the Children’s Act 2004 & is guided by the Peterborough Safeguarding Children Board (PSCB), as:

- 1) Being the first port of call for all staff and volunteers who have a safeguarding concern.
- 2) Ensuring that all staff and volunteers who have direct contact children have received appropriate training and DBS clearance.
- 3) Implementing safeguarding policies
- 4) Making referrals to social services as appropriate
- 5) Sharing relevant information with appropriate people.

Actions

Observations of, concerns of, or at an Incident of, any inappropriate behaviour or interactions or of inappropriate personal boundaries at NVR, must be taken to the **General Manager** who has the management responsibility to clarify and resolve issues under the NVR Personnel procedures.

However any Staff or volunteers who thereafter “have a concern regarding a child and would like to discuss it further you should consult the Safe guarding lead within your organisation”¹ before contacting social care.

Contact the NVR independent Safeguarding Advisor directly or via the General Office.

Any Child or Parent who wishes to raise a concern or make a complaint should contact the NVR Safeguarding Advisor directly and as soon as possible.

1 **Ambie Bradish** 01733 239942 or m 07982258221, email cognitively92@yahoo.co.uk

In the event of her not being available,

2 Contact The NVR Chairman, Keith Parkinson,

3 Children with concerns may be advised to phone: Childline 0800 1111.


Should it be considered that NVR charity is not taking sufficient actions, the next appropriate authority is: Peterborough Children’s Social Care: 01733 864170.

Safeguarding is everyone’s responsibility and we have a duty to report disclosures to the appropriate person.

Ambie Bradish May 2017

Safeguarding advisor

¹ Peterborough Children's Social Care: Referral form

	10 G&P 4-3			
	Title	Safeguarding & Child Work Experience procedure		Awaiting final approval
SMS	This Issue	- Aug 2017	Owner	G manager

8.4.1 Santa Guidelines – to keep you safe and protected

The following points are a set of guidelines to ensure you are protected whilst working with children and potentially vulnerable adults:

- Santa cannot have anyone sit on his knee – adults or children.
- Santa is not allowed to kiss anyone – adults or children.
- Santa is not allowed to put his arms round anyone for photos – adults or children.

The above guidelines are there to help protect you, in an age where unfortunately people like to complain and claim.


You may get asked by adults, children or the children’s parents for the above for the purposes of posing for photos but we cannot permit it.

If anyone wants a photo with Santa, they can stand either side of Santa for a quick photo.

In addition to protecting our volunteers, this also helps the queue through the grotto to move more quickly, which is important, especially on 4 and 5 train days.

Thanks Santa’s ☺

General Manager Dec 2016

	10 G&P 4-3		
	Title	Safeguarding & Child Work Experience procedure	
SMS	This Issue	- Aug 2017	Owner G manager

8.5 Nene Valley Railway Staff & Volunteers Code of Conduct

The purpose of this Code of Conduct is to provide volunteers with clear guidelines as to their standard of behaviour, responsibilities and best practice in fulfilling their role within Nene Valley Railway. Each Staff member and volunteer:

1. General Conduct

1.1 Will follow the Child, Young Person and Vulnerable Adult Protection Policy and Procedures of the Nene Valley Railway in all activities.

1.2 Will inform Nene Valley Railway of any relevant police record or other factor, or any change in his/her circumstances, which may make him/her unsuitable as a Nene Valley Railway volunteer, or for any particular Nene Valley Railway activity.

1.3 Will not behave in any way, physically or verbally, or through any other medium that could be offensive to a staff member, volunteer or those you come in to contact within your Nene Valley Railway role.

1.4 Will treat all those they come into contact with in a professional manner and with courtesy.

1.5 Will not bring the organisation into disrepute.

2. Working with Young Persons/Vulnerable Adults

2.1 Recognises that the role of a Nene Valley Railway employee and volunteer places him/her in a position of trust with regard to a young person, the Nene Valley Railway organisation, and to colleagues in the volunteer and staff network, and undertakes to uphold that trust at all times.

2.2 Will not knowingly place him/herself in a situation where the employee or volunteer is alone with any young person and will endeavour to ensure that there are several young people and where possible another adult in attendance. Avoid remote areas and where ever possible leave the door open.


2.3 Will avoid using inappropriate language in front of, about, or to a young person. Show consistently high standards of professional behaviour and appearance, acting as a positive role model for Nene Valley Railway.

2.4 Will be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Never touch a child in a way which may be considered indecent. Be aware of cultural or religious views about touching and always be sensitive to issues of gender.

2.5 Will not offer individual young people a lift in a car (although groups may be transported where there is suitable insurance cover in place).

2.6 Will not make arrangements to contact, communicate or meet with young people outside the normal activities unless it is within the context of an approved Nene Valley Railway activity that has been agreed and approved by the Safety Officer/General Manager in advance.

2.7 Will not share any personal information with a young person. Will not request, or respond to, any personal information from a young person.

	10 G&P 4-3		
	Title	Safeguarding & Child Work Experience procedure	
SMS	This Issue	- Aug 2017	Owner G manager

2.8 Will not send personal notes/letters/emails/texts or any other forms of social media to individual young people. If it is necessary to contact an individual ensure the Safety Officer/General Manager has a copy. Do not give out personal contact details and always use a professional email address and mobile when contacting young people as these services can be monitored. All communications need to be transparent and open to scrutiny.

2.9 Will understand that bullying will not be accepted or condoned. All forms of bullying (volunteer, staff. Young people) will be addressed.

2.10 Will remember at all times that interactions between him/her and young people must be such that no reasonable person observing that interaction could construe its nature as abusive.

2.11

Will comply with the Nene Valley Railway Care & Welfare of Vulnerable People Policy (Incorporating Child Protection). The primary concern of Nene Valley Railway is to safeguard the wellbeing of children, young people and vulnerable adults engaged in our activities. This means we ensure appropriate arrangements to provide a safe and secure environment, and to deal effectively with issues concerned with suspected or reported abuse regarding children, young people and vulnerable adults.

3. Health and Safety

3.1 Must not take any action that could threaten the health or safety of themselves, young people, staff members, other volunteers or members of the public.

3.2 Will report all accidents and injuries at work, in accordance with the reporting procedures detailed in our Health & Safety Policy.

4. Personal Relationships

4.1 Is aware that personal, emotional or sexual relationships between a volunteer and a young person are considered inappropriate and are therefore unacceptable. However, Nene Valley Railway recognises that there may be times when a volunteer may have a pre-existing parental/family relationship with a young person and asks that it should also be declared to a senior member of staff. They will consider whether any action should be taken in relation to a possible conflict of interest.


5. Photography

5.1 Under no circumstances are you permitted to take photos of young people under 18 unless consent has been granted by the parents/guardians – this includes photos for social media.

6 Conclusion

6.1 I understand that by accepting as an employee or voluntary position with Nene Valley Railway I am agreeing to abide by this Code of Conduct. Failure to comply with the Code of Conduct could result in your volunteering being subject to review in line with our Complaints Procedure.

6.2 For full copies of any of the policies and procedures mentioned above please visit the Nene Valley Railway General Office or speak to the Safety Officer or General Manager.

	10 G&P 4-3			
	Title	Safeguarding & Child Work Experience procedure		Awaiting final approval
SMS	This Issue	- Aug 2017	Owner	G manager



Draft NVR Volunteer Code of Conduct agr