

# **Friends of Moortown Park (FoMP)**

## **Safeguarding Vulnerable Persons Policy**

### **1. Introduction**

FoMP aims to provide a friendly and welcoming focus for the park's user community. Events and activities organised and run on or for the park by FoMP could include (but not exclusively) community or family fun days, educational events, volunteer activities (such as litter picking, park maintenance and horticultural projects), leaflet drops and fundraising.

***Safeguarding is about the welfare of vulnerable persons and their protection from harm or abuse.***

***Vulnerable Persons are:***

- Children or young people under 18 years of age
- Adults aged 18 years or more who need support due to age, disability, mental health needs, drug or alcohol misuse or other illness, who are or may be unable to take care of themselves or protect themselves from harm or abuse

FoMP will only engage directly with vulnerable persons in FoMP organised activities when they are supervised by a parent, guardian, or carer, who are responsible for their welfare at all times. The Park, however, is a public space and our volunteers will encounter unsupervised children, young people, or vulnerable adults using the park. FoMP volunteers have limited ability to influence others not in our direct control.

FoMP believes no child or vulnerable person should experience harm or abuse and is committed to their protection and welfare. This policy provides overarching principles for those who represent FoMP as members or volunteers, to guide our approach to safeguarding of all vulnerable persons who attend or are encountered during our events and activities.

### **2. Designated Safeguarding Officer**

FoMP should appoint a designated Safeguarding Officer from its Committee. This person does not need to be an expert in safeguarding but should take responsibility for providing advice and support, and for ensuring that safeguarding vulnerable persons remains a priority.

FoMP's Safeguarding Officer is Pat Ingle. He can be contacted on 07881 457811 or by email at [moortownparkfriends@outlook.com](mailto:moortownparkfriends@outlook.com)

FoMP's Deputy Safeguarding Officers are:

Richard Spencer, who can be contacted on: 07788 520609  
Alexis Percival, who can be contacted on: 07968 129131

### **3. Recognising Signs and Symptoms of Abuse**

***Abuse is inflicting harm or failing to act to prevent harm.*** It could occur within the family, in an institution or in the community and could be by someone known or unknown to the person. Abuse can take place online and technology can be used to facilitate it. Abuse can be a single or repeated act, it may be intentional or due to a lack of understanding, and it may be a crime.

There are different types of abuse, the main areas being:

***Physical Abuse.*** The person is hit, slapped, kicked, or inappropriately restrained. Illness is deliberately induced, or symptoms of illness are fabricated.

**Sexual Abuse.** Making someone participate in sexual activity when they have not or are unable to give consent. This may not involve violence and may not involve physical contact.

**Emotional Abuse.** May include being shouted at, ridiculed, or bullied, being made to feel frightened or being pressured into decisions.

**Financial Abuse.** Misusing, withholding, or stealing someone's money or belongings.

**Neglect.** Persistent failure to meet basic physical and psychological needs that could result in harm. This may include lack of food, clothing, or shelter, or not receiving help with health or care needs.

**Discriminatory Abuse.** Ill treatment or harassment based on age, gender, sexuality, disability, race or religion.

Signs and symptoms of Abuse can include:

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries, or the explanation of the cause of the injury does not seem right
- The person discloses abuse or describes what appears to be an abusive act
- Someone else (child or adult) expresses concern about the welfare of the person
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper
- Inappropriate sexual awareness or sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Eating disorders, depression, self-harm, or suicide attempts

#### 4. FoMP's Approach to Safeguarding

FoMP will ensure reasonable and appropriate steps are in place to ensure the safeguarding of vulnerable persons. We will:

- have a designated person that will deal with all safeguarding concerns
- ensure appropriate action is always taken in the event of incidents occurring or concerns being raised, including ensuring appropriate consent for any referral
- make clear to volunteers that they have a responsibility to act if they have concerns about abuse, and that doing nothing is a failure to maintain safeguarding and is not an option
- record the details of the concern and action taken and retain the reports securely
- accept that a vulnerable person may be subject to abuse regardless of age, gender, sexuality, disability, race, religion, or socio-economic background
- accept that abuse can be committed by anyone including, parents, relatives and carers, volunteers, or any service users in contact with the vulnerable person
- treat all vulnerable persons with respect and avoid the use of bad language or other inappropriate comments
- ensure safeguarding is considered in risk assessments and risk mitigation for all FoMP activities
- take very seriously any report suggesting misconduct of a FoMP Member or Volunteer and ensure they are removed from any potential contact with vulnerable persons until cleared by review
- avoid being alone with a vulnerable person and avoid unnecessary physical contact with them, even if they are upset

FoMP does not require DBS checks or undertake background checks or formal interviews on volunteers as there is no regular direct contact with unsupervised vulnerable persons and large events organised by FoMP are very infrequent. We will however remain mindful of the risks and vigilant in observation of our volunteers, taking action if any concern arises.

When there is a lost & found children's point at a larger event it will be supervised by people working in joint male & female pairs. Children's names must not be communicated over a PA system. Before handing a child over to an adult, members & volunteers must be confident the adult is the child's parent or carer.

***Signing our Declaration form:*** At FoMP events, any members and volunteers with event leadership responsibilities will sign our safeguarding and child protection declaration form which asks them to confirm: "I have read, understood and agree to follow the FoMP Safeguarding Vulnerable Persons policy". The Volunteer Declaration form appears at Appendix II. Those individuals considered likely to hold event leadership responsibilities during the year may instead sign the form once to cover all events prior to the next annual review of the policy.

## **5. Becoming Aware of a Safeguarding Issue and Actions to be Taken**

FoMP Members and Volunteers may become aware of a Safeguarding Issue when:

- We observe harm or abuse occurring
- A person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect
- A person reports an incident of alleged abuse, which may be recent or have occurred some time ago
- Allegations or reports are received from third parties
- An allegation is received of the misconduct of an FoMP Member or Volunteer

Note that the vulnerable persons involved may be formally engaged in FoMP events and activities or may just happen to be in the vicinity.

***Where there is an immediate threat of harm to a vulnerable person, call the Police on 999.*** This call may be made by the FoMP Designated Safeguarding Officer or Deputy but only if they can be reached immediately by the member or volunteer that recognizes the threat, otherwise the member or volunteer must themselves call the police without delay. Also consider if there is anything else you can do to keep the person safe.

***For less urgent concerns*** contact the FoMP Designated Safeguarding Officer or Deputy, who will then report the concern to Leeds City Council Parks and Countryside's Safeguarding Officer, Simon Frosdick, on 0113 378 6002 or [simon.frosdick@leeds.gov.uk](mailto:simon.frosdick@leeds.gov.uk). If he cannot be reached, then call Leeds City Council's switchboard on 0113 222 4444 and ask for the on-duty Safeguarding Officer.

FoMP Members and Volunteers should:

- Always take seriously any concerns that are raised with them or that they have about what they see or hear
- If someone tells them something that causes concern, reassure them and listen carefully. Avoid transmitting shock, anger, or embarrassment. Do not ask questions other than to clarify what is being said to you. Ask only open questions, not leading questions
- Do not promise to keep information secret. Tell them that you will try to help but will need to tell other people to achieve this. Consent is not required to report a concern regarding a child. If the person is an adult, consent is required unless the person lacks the capacity to make decisions. If the person refuses consent it may therefore still be appropriate to contact Simon Frosdick or the Leeds City Council's Safeguarding Officer to establish if the concern should be formally reported.
- Inform the FoMP Designated Safeguarding Officer or Deputy as soon as possible
- As soon as possible afterwards, the person who had the concern should make a detailed record of the conversation using the person's own language. Include questions you asked but do not add any opinions or interpretations. There is a Cause for Concern form at Appendix I
- FoMP will not investigate concerns themselves unless the concern relates to the misconduct of a member or volunteer
- If an allegation is received of the misconduct of an FoMP Member or Volunteer, this must also be referred to Simon Frosdick or the Leeds City Council's Safeguarding Officer

## **Managing Confidential Information, Photographs and Data Protection**

Where safeguarding incidents, a disclosure of abuse, or a concern of abuse has occurred, appropriate and accurate records will be made, and these will be kept confidentially and in a secure place (see Cause for Concern form in the appendix). Paper copies will be retained in a locked file cabinet. Electronic copies and scans will be held on a password protected drive with strictly limited access.

Information in relation to safeguarding concerns about individuals should be shared on a 'need to know' basis, but the issue of confidentiality may be secondary to a vulnerable person's need for protection where the sharing of the information is vital to the protection of the child or vulnerable person. If the person refuses consent it is still appropriate to contact Simon Frosdick or the Leeds City Council's Safeguarding Officer to establish if there are lawful grounds to report the concern such as the inability of the person to make informed consent, or for a child at risk of significant harm

People attending FoMP activities must expect photographs and video to be taken and FoMP reserves the right to publish suitable images along with the names of members & volunteers involved:

- If someone intending to attend the activity would like to be omitted from photographs and videos taken, they should contact FoMP's Chairperson or Safeguarding Officer prior to the event they are attending, or email [moortownparkfriends@outlook.com](mailto:moortownparkfriends@outlook.com). FoMP will then, with the co-operation of the individual concerned, take reasonable steps to avoid publishing relevant images
- If someone who attended the activity wishes their images to be removed from the FoMP Facebook page, or other social media where we have administrative control, then they should email [moortownparkfriends@outlook.com](mailto:moortownparkfriends@outlook.com).

## **6. Implementation, monitoring and review of this policy**

The FoMP Safeguarding Vulnerable Persons Policy will be reviewed annually.

This Policy was adopted on 25<sup>th</sup> May 2022 by the committee of Friends of Moortown Park

**Review date:** 30<sup>th</sup> September 2023

**Signed:**

**Date: 25<sup>th</sup> May 2022**

A blue ink signature of the name 'Pat Ingle'.

**Pat Ingle**  
Chair – Friends of Moortown Park Committee

## **Appendix I – Cause for Concern form**

**Strictly Confidential**

Cause for Concern Form

Note: Please do not interpret what is seen or heard; simply record the facts.

Name of vulnerable person

Name of member or volunteer completing form

Day..... Date..... Time..... (of observed behaviour /  
discussion / disclosure)

**Nature of incident / concern including relevant background (Record child's word verbatim and  
any wishes and feelings expressed)**

## **Appendix II – Volunteer Declaration**

## Friends of Moortown Park (FoMP) Volunteer Declaration

## **Safeguarding Vulnerable Persons Policy**

Volunteers with event leadership responsibilities for an event should read and agree to the terms of the FoMP's Safeguarding Policy. Those individuals considered likely to hold event leadership responsibilities during the year may instead sign the form once to cover all events prior to the next annual review of the policy.

<b>Event</b>	<b>Date of Event, or expiry of Declaration</b>

## Volunteer Declaration:

I confirm I have read, understood and agree to follow the FoMP Safeguarding Vulnerable Persons Policy for the purposes of the above event:

<b>Name:</b>	<b>Signature:</b>