

# **Lions Club of Maidenhead CIO Safeguarding and Protecting Children and Vulnerable People Policy**

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### **Section 1: Introduction**

1.1 Members of Maidenhead Lions Club are privileged to work within our community, assisting persons often less fortunate than themselves. Activities undertaken by Lions Club members often involve them working closely with adults and vulnerable persons, including children. This document seeks to provide a basic awareness of the abuse of vulnerable persons, including children. It assists in helping to recognise abuse and thereafter to deal sensibly and sensitively with it. The document provides guidance on what is acceptable and unacceptable behaviour, acknowledging that we all have a duty to safeguard those in our care. We must not forget that we also have a duty to

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safeguard ourselves and the organisation to which we belong. The term 'Vulnerable Persons' is used throughout this document. The term is used to refer to vulnerable adults, as well as children.

1.2 The core principles of equal opportunities and equality must apply to all persons with whom we come into contact regardless of ethnicity, nationality, age, gender, sexuality, marital status, disability, culture, religious beliefs or except where it is strictly relevant, their possession of a criminal record.

1.3 Most people who look after vulnerable persons are safe, but sadly, some people are very skilled at making friends with vulnerable persons with the intention of harming them. Vulnerable persons may be abused by a wide range of people, including relatives and family members, professional staff, paid care workers, volunteers, other service users, neighbours, friends, associates and people who deliberately exploit those who are vulnerable. Everyone has a duty to report any concerns they may have about abuse or inappropriate care or suspected abuse or inappropriate care of a vulnerable person.

1.4 Maidenhead Lions Club is committed to creating and maintaining a safe and positive environment for all involved in activities organised by the club, including young people and vulnerable adults. It accepts its responsibility to help to safeguard the welfare of all young people and vulnerable adults and protect them from poor practice, abuse and bullying. Every individual within the organisation has a role and responsibility to help ensure the safety and welfare of young people and vulnerable adults.

1.5 When Maidenhead Lions members are providers of opportunities for young people and vulnerable adults, we fully accept that we are required to fulfil our duty of care, which means that we must do everything that can be reasonably expected of us to help safeguard them from any foreseeable harm.

## **Section 2: Definitions**

**2.1 Maidenhead Lions Club:** Maidenhead Lions Club CIO, (MLC) Charity number 1193483.

**2.2 Maidenhead Lions Members:** All individuals who have been approved by the officers of the club and voted to be members of MLC.

**2.3 Young People:** anyone under the age of 18.

**2.4 Vulnerable People:** Any person of any age who may be treated unfairly or bullied due to their age, infirmity, ethnicity, nationality, gender, sexuality, marital status, disability, culture, religious beliefs or because they possess a criminal record.

**2.5 Child Welfare Definitions:** Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults or other children. It is generally accepted that there are four main forms of abuse. See definitions in **Appendix 1**

## **Section 3: Obligations under this policy**

**3.1** Everyone within Maidenhead Lions Club must act in accordance with:

- the general principles set out in this policy; and
- the principles set out in the particular policies below, together with the supporting good practice document:
  - the recruitment of persons volunteering to support young people,
  - the use of DBS checks in recruitment of volunteers
  - anti-bullying
  - taking and use of photographic and recorded images of young people.

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3.2 Everyone associated with Maidenhead Lions must also:

- abide by the International Lions Code of Ethics (**Appendix 2**),
- be committed to ensuring that concerns relating to the safety and welfare of young people are taken seriously and acted upon swiftly and appropriately,
- achieve this through the Maidenhead Lions Club Procedures for reporting concerns, and
- recognise the roles and responsibilities of the statutory agencies in safeguarding young people and vulnerable adults and the responsibilities and expertise of the relevant agencies in determining whether they have, or may have, been abused or otherwise harmed.

3.3 MLC is committed to complying with the procedures of the Local Safeguarding Children Boards (LSCB). Accordingly, Maidenhead Lions will work co-operatively with the relevant statutory agencies on matters relating to safeguarding young people and where Maidenhead Lions Club receives a report of a concern, it will refer the matter to the relevant statutory agency where appropriate.

3.4 Local Safeguarding Children Boards (LSCBs) are the key statutory mechanism for agreeing how the relevant organisations in each local area work together to safeguard and promote the welfare of children in the locality. The core membership of LSCBs is set out in the Children Act 2004 and includes local authorities, health bodies, the police and others. The objective of LSCBs is to coordinate and ensure the effectiveness of their member agencies in safeguarding and promoting the welfare of children. They also provide education and training opportunities at the local level. Visit: <https://rbwmsafeguardingpartnership.org.uk/>

## **Section 4: General Safeguarding and Protecting Young People Principles**

4.1 The safety and welfare of young people is paramount. All young people, regardless of age, ability, sex, race, religion or belief, ethnic origin, social status or sexual orientation, have the right to be protected from harm. The rights, dignity and worth of all young people should always be respected.

4.2 Maidenhead Lions Club wishes to promote a telling culture. Everyone within the club must report all concerns in accordance with the club's reporting procedures. It is the responsibility of child protection experts to determine whether or not abuse has taken place, but it is everyone in the club's responsibility to report concerns. The roles and responsibilities of the statutory agencies in safeguarding young people must be recognised, and the procedures of the LSCB must be complied with.

4.3 Any policy or procedure is only as effective as the ability and skill of those who operate it. MLC is committed to the effective and safe recruitment of all individuals volunteering with young people and vulnerable adults. All those working in a voluntary capacity must abide by The International Lions Club Code of Ethics.

## **Section 5: Guidance and legislation**

5.1 The practices and procedures within this policy and documentation are based on the principles contained within UK and international legislation and Government guidance and have been designed to complement Local Safeguarding Children Boards procedures and take the following into consideration. (**Appendix 3**)  
(<https://rbwmsafeguardingpartnership.org.uk/>)

5.2 Maidenhead Lions Club adopts the UK Lions Clubs' Child Protection Statement which states that:

- The safety and welfare of children should always be of paramount importance, whatever the circumstance.

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- A child, regardless of age, ability, gender, racial origin, religious belief and sexual orientation has a right to be protected from abuse.
- The rights dignity and worth of a child should always be respected.
- Everyone with a role in working with children has a moral and legal responsibility to safeguard and promote a child's welfare particularly when it comes to protecting children from abuse.
- Special care is needed in dealing with children whose age, inexperience or physical state makes them particularly vulnerable to abuse.

This policy applies to any person or organisation involved in caring for children while engaged in activities with Maidenhead Lions. A "child" is defined as any person under the age of 18 years, and anyone over the age of 18 who may be vulnerable by nature of impairment or disability. The Children Act 1989 states that anyone who is involved in the care of children should: "... do what is reasonable in the circumstances for the purpose of safeguarding or promote the child's welfare".

### **Section 6: Recognising Signs of Abuse**

6.1 Recognising child abuse is not easy, and it is not your responsibility to decide whether or not a child has been abused or is at significant risk. However, you have a responsibility to act if you have a concern. To help you to be more alert to the signs of possible abuse see **Appendix 4**.

**6.2 Procedure in the Event of a Complaint, Allegation or Suspicion.** Children and vulnerable adults must be protected from abuse. All complaints, allegations or suspicions must be taken seriously. The procedure (**Appendix 5**) must be followed whenever an allegation of abuse is made or when there is a suspicion that a child or vulnerable adult has been abused.

**6.3 Responding to an Allegation.** If you discover that the child or vulnerable adult is physically injured and in need of immediate medical assistance, you must summon help by calling an Ambulance or the person's doctor. If the abuse amounts to a criminal assault, you must also contact the Police. Contact the District Vulnerable Persons Officer for advice on next steps as soon as is possible.

**6.4 Clear Boundaries of Confidentiality to be communicated to all:** Child or vulnerable adult protection raises issues of confidentiality, which must be clearly understood by all. All personal information regarding a child or vulnerable adult will be kept confidential and in line with the guidelines noted in Keeping Children Safe in Education (KCSIE).

**6.5 Protecting ourselves and the club:** It is a sad fact of life that, from time to time, organisations unwittingly recruit staff or volunteers who pose a risk to vulnerable persons. Abusers are usually people known to their victims, and these people can include parents, carers, relatives or family friends. They can also include professionals and volunteers who work with vulnerable persons.

6.6 It is also the case that people who pose no risk are sometimes vulnerable to accusations of abuse. This is because they regularly come into contact with vulnerable persons who may be confused or frantic enough to resort to desperate ways to stop the abuse. For example, a child being sexually abused by a relative might accuse another person in the hope that the truth will be discovered, or simply that the ensuing fuss will scare the real abuser and make him/her stop. Although this can and does occasionally happen, it is important to follow the safeguarding policy and procedure to minimise the risk of harm to others and the club.

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6.7 To ensure that we protect children and vulnerable adults from harm and protect ourselves from false allegations, Maidenhead Lions adopt a personal code of conduct. (**Appendix 6- Maidenhead Lions Code of Conduct**)

6.8 It was unanimously agreed at the Multiple District Convention in Birmingham 2022 that **all** new Lions would be DBS checked as soon as possible after joining the organisation where legally possible and strongly advised to join the update system within twenty-eight days of receiving their DBS certificate. Maidenhead Lions ensure that existing

Lions who are not on the update system will be rechecked after 3 years and again strongly advised to join the update system. (**Appendix 7– Vetting and Criminal Records Check**)

## **Section 7: Risk Assessment**

7.1 Maidenhead Lions Club undertakes a suitable and sufficient risk assessment prior to any activity or event, which should include the question 'Does this activity/event involve children or vulnerable adults?' If 'Yes', then the Club should identify what actions they need to take to comply with the relevant legislation. If 'No', then an appropriate statement will be recorded to demonstrate that 'due diligence' has been carried out. The risk assessment will be recorded and filed for future use. If this is an annual activity or event, the assessment will be reviewed each year before the event to ensure that it remains robust and fit for purpose.

## **Section 8: Structure of persons responsible for safeguarding the different levels of multiple districts, district and club, 'Vulnerable Persons Officers' (See Appendix 8)**

8.1 Maidenhead Lions Club has a Vulnerable Persons Safeguarding Officer to oversee the implementation of this policy. The Safeguarding officer will also be the 'Lead Counter-signatory' for the purpose of the Disclosure and Barring Service vetting process in England and Wales. That officer will also undertake safeguarding training to the appropriate level for the role and responsibility.

## **Section 9: Duty to Refer;**

### **9.1. Maidenhead Lions Club has adopted a separate Duty to Refer policy**

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## **APPENDIX 1 – Welfare Definitions**

**Physical abuse** may involve hitting, shaking, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or vulnerable person. Physical harm may also be caused when a parent or a carer feigns the symptoms of, or deliberately causes ill health to a child they are looking after (Munchausen syndrome by proxy). Physical abuse, as well as being a result of a deliberate act can also be caused through omission or the failure to act to protect.

**Emotional abuse** is the persistent emotional ill-treatment of a child or vulnerable adult; this includes coercive control. This may cause severe and persistent adverse effects on the person's emotional development. It may involve making a person feel or believe that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. Emotional abuse may feature age or developmentally inappropriate expectations being imposed on children or vulnerable adults. It may also involve causing them to frequently feel frightened, or in danger, or being exploited or corrupted.

**Sexual abuse** involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware or consent to what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex, or non-penetrative acts such as fondling. Sexual abuse may also include non-contact activities, such as involving children or vulnerable people in looking at, or in the production of pornographic material, or watching sexual activities, or encouraging children or vulnerable adults to behave in sexually inappropriate ways. Males and females can be sexually abused by males and females alike and by their peers.

**Neglect** is the persistent failure to meet a child's or vulnerable adult's basic and/or physiological needs, likely to result in the serious impairment of the individual's health or development. It may involve a parent or a carer failing to provide adequate food, shelter or clothing, leaving a vulnerable person home alone or the failure to ensure that they get the appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a person's basic emotional needs or physical needs, i.e. no/limited access to washing or laundering facilities.

## **APPENDIX 2 – Lions' Clubs Code of Ethics**

**To show** my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

**To seek** success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.

**To remember** that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

**Whenever** a doubt arises as to the right or ethics of my position of action towards others, to resolve such doubt against myself.

**To hold** friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepting service in the spirit in which it is given.

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**Always** bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labour and means.

**To aid** others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

**To be careful** with my criticism and liberal with my praise; to build up and not destroy.

### **APPENDIX 3 - Guidance and legislation:**

The practices and procedures within this policy and documentation are based on the principles contained within UK and international legislation and Government guidance and have been designed to complement Local Safeguarding Children Boards procedures and take the following into consideration.

#### **Legislation and statutory guidance**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

#### **Legislation**

- Children Act 1989
- The Police Act 1997
- The UN Convention on the Rights of the Child -Human Rights Act 1998
- Data Protection Act 1998
- The Protection of Children Act 1999
- “Caring for the young and vulnerable” Home Office guidance for preventing the abuse of trust 1999
- Criminal Justice and Court Services Act 2000
- Sexual Offences Act 2003
- Female Genital Mutilation Act 2003 (as inserted by the Serious Crime Act 2015)
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- What to do if you are worried about a child is being abused. DOH 2006
- Working Together to Safeguard Children 2006, HM Government
- The Safeguarding Vulnerable Groups Act 2006
- Apprenticeships, Children and Learning Act 2009
- Equality Act 2010
- Anti-social Behaviour, Crime and Policing Act 2014
- Counter-Terrorism and Security Act 2015
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- Voyeurism (Offences) Act 2019
- Domestic Abuse Act 2021
- Marriage and Civil Partnership (Minimum Age) Act 2022

#### **Statutory guidance**

- Home Office (2023) ‘Prevent duty guidance: Guidance for specified authorities in England and Wales’ DfE (2023) ‘Working Together to Safeguard Children 2023’
- DfE (2018) ‘Disqualification under the Childcare Act 2006’
- HM Government (2020) ‘multi-agency statutory guidance on female genital mutilation’
- HM Government (2023) ‘Channel Duty Guidance: Protecting people susceptible to radicalisation’

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- Home Office and Foreign, Commonwealth and Development Office (2023), 'Multi-agency statutory guidance for dealing with forced marriage and Multi-agency practice guidelines: Handling cases of forced marriage'
- DfE (2015) 'What to do if you're worried a child is being abused'
- DfE (2017) 'Child sexual exploitation'
- DfE (2024) 'Information sharing'

## **APPENDIX 4 - Recognising signs of abuse**

Some common signs that there may be something concerning happening in a person's life include:

- unexplained changes in behaviour or personality,
- becoming withdrawn,
- seeming anxious,
- becoming uncharacteristically aggressive,
- lacks social skills and has few friends if any,
- poor bond or relationship with a parent or carer,
- knowledge of adult issues inappropriate for their age or stage of development,
- running away or going missing, and
- always choosing to wear clothes which cover their body.

These signs don't necessarily mean that a person is being abused, there could be other things happening in their life which are affecting their behaviour. These may be indicators that could help assess the situation. Some behaviours by adults who have vulnerable people in their care may raise concerns about their safety and/or wellbeing.

For more information visit: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

## **APPENDIX 5 - Procedure in the event of a complaint, allegation or suspicion**

Avoid asking the victim direct questions about any alleged abuse and do not engage in any formal interview with them, this should not however preclude you from asking questions that are designed to clarify what is being said so long as this does not become intrusive.

Promises of confidentiality must not be given as this may conflict with the need to ensure the safety and welfare of the individual. A full record must be made as soon as possible of the nature of the allegation and any other relevant information. This must include information in relation to the date, the time, the place where the alleged abuse happened; your name and the names of others present; the name of the complainant and, where different, the name of the child or adult who has allegedly been abused; the nature of the alleged abuse, a description and picture of where on the body any injuries were observed, the account which has been given of the allegation, using as many of the child's/vulnerable persons' word as possible.

## **APPENDIX 6 - Maidenhead Lions Personal Code of Conduct for Safeguarding Children and Vulnerable Adults**

Maidenhead Lions Club acknowledges that good practice when dealing with children is essential. All our Lions volunteering and working with children are expected to adhere to the following guidelines. We will:

- Always be publicly open when working with children or vulnerable adults.
- Ensure that wherever possible there is more than one adult present during activities with children and vulnerable adults.
- Recognise that manual support is rarely required in the Lions Club activities. However, if a Lion feels that it is necessary, the reasons should be clearly explained to the child/vulnerable person.

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- Be aware that any physical contact with a child or young person may be misinterpreted.
- Treat all children and vulnerable adults with respect.
- Provide an example of good conduct that they wish others to follow.
- Respect a child or vulnerable person's right to personal privacy.
- Encourage children and vulnerable adults to feel comfortable enough to point out attitudes or behaviours that they do not like.
- Remember that someone might misinterpret actions, no matter how well-intentioned.
- Recognise that special caution is required when dealing with sensitive issues with children or vulnerable adults.
- Challenge unacceptable behaviour and report all allegations or suspicions of abuse.
- Be cognisant that it does not make sense to:
  - spend excessive amounts of time alone with children or vulnerable adults,
  - take children or vulnerable adults alone on car journeys, however short, and
  - to take children home where they will be alone with us.

(If cases like these arise, they should only occur with the full knowledge and consent of the child's parents/vulnerable adult's carers)
- Respect all individuals, whatever their age, developmental stage, ability, sex, sexual orientation or ethnicity.
- Place the safety and well-being of children and vulnerable adults first. It must be placed before any personal or organisational goals and before loyalty to friends or colleagues.
- Form appropriate relationships with children and vulnerable adults, based on mutual trust and respect.
- Be aware of the relative powerlessness of children and vulnerable adults, especially persons who have a physical or mental impairment.
- Be committed to actively preventing the exploitation and abuse of children and vulnerable adults.
- Always work in an open environment - avoid private locations (e.g. taking children or vulnerable adults to your home).
- Always try to ensure that you are never alone with a child or vulnerable adult.
- Maintain a safe and appropriate distance with children and vulnerable adults (e.g. it is not appropriate to have an intimate relationship with a child or vulnerable adult or share a room with them).
- Involve carers, parents and/or guardians wherever possible.
- Be aware of the Lions Safeguarding Children & Vulnerable Adults Policy and our responsibilities.
- Avoid any horseplay, sexually suggestive comments or language.
- Always seek the consent of the carers, parents, child, and vulnerable adult if the child/vulnerable adult is very young or disabled and needs help to go to the toilet—never take them alone.
- Remember that it is okay to touch a child or vulnerable adult in a way that isn't intrusive or disturbing to him/her or to observers.
- Make sure that any allegations or suspicions are recorded and acted upon.

### **APPENDIX 7 - Vetting & Criminal Records Check**

While each of the 8 jurisdictions within MD105 has different criteria for applying for a criminal record check, they all have the same objective – to assist organisations such as ours in making safer decisions to prevent unsuitable people from working with vulnerable groups, including children.

It is the policy of Lions Clubs International in the British Isles that all members and volunteers who are involved in activities (as defined by the 8 jurisdictions) with children and vulnerable adults must undertake a criminal record check.

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Where the jurisdiction permits a member or volunteer to keep their Disclosure up to date, the member or volunteer must register with the appropriate 'service' and keep the registration current. A 'status check' will be undertaken annually to see if any relevant information has been identified about the individual since their Certificate was last issued. Should the 'status check' reveal that the Disclosure Certificate is 'no longer valid', the individual's Disclosure Certificate should not be relied upon as new information is now available and the member or volunteer must request a new criminal record check.

Where a member or volunteer does not register for this 'service' or keep their registration current, or where a jurisdiction does not offer this 'service', MLC has this will be renewed every 3 years.

## **APPENDIX 8 – Procedure and Guidelines, Boundaries of Confidentiality**

- All written records will be kept in a secure area for a specific time as identified in data protection guidelines.
- Records will only record details required in the initial contact form.
- If a child or vulnerable adult confides in a member or volunteer and requests that the information is kept secret, the member or volunteer must tell the individual sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate people.
- Within that context, the child or vulnerable adult must, however, be assured that the matter will be disclosed only to people who need to know about it.
- Where possible, consent must be obtained from the child or vulnerable adult before sharing personal information with third parties. (In some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the child or vulnerable adult is the priority.)
- Where a confidential disclosure has been made, the member or volunteer must let the child or vulnerable adult know what action the member or volunteer will take.

## **What to do if a child or vulnerable person discloses**

If a child or vulnerable person says or indicates that he/she is being abused or a Lion has concerns about the wellbeing of a child: We will:

- Take the time to listen seriously to what the young person is saying. This is vital.
- Reassure the vulnerable person, do not make promises about what you can and can't do.
- Quietly state that as you take this seriously and you will have to talk to someone else about it. This will often distress them; it is vital that you do take the information to the appropriate place.
- Do not cross-examine the young person or ask specific questions about details.
- Make a full record of what has been said, heard or seen, as soon as possible using as many of their own words as possible
- Always tell the child or vulnerable person that this is what you will do.
- Ask the vulnerable person if immediate protection is needed.
- Complete the Report Form and contact the MLC Vulnerable Persons Safeguarding Officer as soon as possible.

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### **APPENDIX 9 - Maidenhead Lions Club Safeguarding Code of Conduct**

Maidenhead Lions Club Members are committed to keeping children and vulnerable adults safe and know that abuse can happen anywhere and at any time. We will always report any suspected cases of abuse, and if/when a child discloses through our agreed procedure (**Appendix 8**)

#### **Lions do not:**

- Engage in rough physical games including horseplay.
- Touch a child or vulnerable adult in an intrusive or sexual manner.
- Make sexually suggestive comments to a child or vulnerable adult, even as a joke.
- Do things of a personal nature that children and vulnerable adults can do for themselves, such as going to the toilet or changing clothes.
- Engage in rough, physical, or sexually provocative games.
- Allow or engage in any inappropriate physical or verbal contact with children or young people
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Allow allegations of a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children which they can do for themselves
- Invite or allow children to stay with you at your home unsupervised
- Allow bullying or bad behaviour by children
- Allow themselves to be drawn into inappropriate attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of children or young people
- Jump to conclusions without checking the facts
- Either exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Believe "...it could never happen to me" or "...it could never happen here."

**Taking children or vulnerable adults home:** There may be occasions when Lions Club members have to provide a lift to children or vulnerable adults because no alternative means of transport is available. In such circumstances, if there is no other viable option, it is appropriate to provide a lift because, arguably, by not providing a lift the child or vulnerable adult may be placed at greater risk. However, it is extremely important to let the carers and/or parents know and seek their consent. Providing a lift in these circumstances may be acceptable as a one-off. Maidenhead Lions will always have two Lions (not only a Lion and spouse) when giving such a lift.

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## **APPENDIX 10 - Structure of persons responsible for safeguarding at different levels of multiple districts, district and club, 'Vulnerable Persons Officers'**

Each District must appoint a 'Vulnerable Persons Officer(s)'.

- Choose respected and committed members for the role of District Vulnerable Persons Officer. That person then becomes the point of contact for other members, carers, parents, children and vulnerable adults, and for other organisations such as Social Services, the Police, or the Local Authority if a problem relating to abuse should arise.
- The District Vulnerable Persons Officer will liaise with the appropriate authorities if a complaint about possible abuse is made.
- The District Vulnerable Persons Officer's name and contact details should be given to existing and new members as well as to parents and carers of those children and vulnerable adults temporarily in our care.
- It is important to note that the District Vulnerable Persons Officer is not an expert and is not there to sit in judgment on anybody - their principal task is to advise clubs to ensure that children and vulnerable adults get the support and protection they need and deserve, and to act as a link to the professional agencies.
- The agencies involved in protecting children can include the Police, Education, Health, Probation, the voluntary sector and other organisations who work with children as well as Social Services who have the lead responsibility.
- Once a District Vulnerable Persons Officer has been appointed and familiarised him/herself with the main issues, the next step is to let other members know what is going on.
- Ensure that the Safeguarding Children & Vulnerable Adults Policy is made available to all existing and new members.
- District Vulnerable Persons Officers are registered as 'Counter-signatories' with their national body responsible for criminal record checks.
- Ensure that all paperwork is properly completed and forwarded to MD VP Officer'

### **Club Vulnerable Persons Officers**

It is strongly recommended that each Club that undertakes activities (as defined by the 8 jurisdictions) with children and vulnerable adults appoint a 'Vulnerable Persons Officer'. The suggested responsibilities for that person are:

- To represent the District Vulnerable Persons Officer locally.
- To draw the attention of event organisers and the Club's Health and Safety Officer to risk assessment issues concerning children and vulnerable adults.
- To make copies of the policy available to all members.
- To assist members and volunteers who require a criminal record check and keep records of the outcome.
- Ensure they undertake the appropriate level of safeguarding training Clubs must inform their respective District Vulnerable Persons Officer of the identity of their Club's Vulnerable Persons Officer.

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## **England & Wales**

- Records & confirms original identity documents, signs & dates photocopies.
- Completes the 'ID Verifier's Identity Document' confirmation form.
- Completes Section W of the DBS Application form.
- Forwards the DBS Application, 'Applicants Criminal Record Check (DBS)' consent & 'ID Verifier's DBS Certificate' confirmation forms to the District VPO/Counter-signatory.
- Records the DBS Certificate Reference Number and forwards the 'ID Verifiers DBS Certificate' confirmation form to the MD VPO to be stored.