

Safeguarding Policy for the South Wessex Organ Society (SWOS) October 2025.

Statement of Safeguarding Principles

SWOS is committed to

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within SWOS.
- Responding promptly to every safeguarding concern or allegation.
- Caring for victims/survivors of abuse and other affected persons.
- Caring for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

SWOS will:

- Create safe and caring places for all.
- Have a named Safeguarding Officer to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of SWOS.
- Display on the SWOS website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, including notifying the Safeguarding Officer immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of SWOS who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that Health and Safety Policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices every year.

Each person who volunteers or works with SWOS will agree to abide by this policy and the guidelines.

The safeguarding Officer is Jane Winlow 07935-765235 01297-678425 janewinlow@hotmail.com

Detailed Guidelines and Procedures

a) Purpose

The purpose of this safeguarding policy is to ensure procedures are in place and people are clear about roles and responsibilities for children and adults at risk of abuse during SWOS events.

b) Safeguarding Responsibilities and Arrangements for Reporting Concerns

Safeguarding children and adults at risk of abuse is everyone's responsibility. This responsibility may be summarised as: Recognise, Respond, Record and Report. These are considered below.

Recognise abuse:

Safeguarding children and adults at risk of abuse is everyone's responsibility. It is the duty of each SWOS member to prevent the physical, sexual, emotional abuse and neglect of children and vulnerable adults, and the duty of each SWOS member to respond to concerns about their well-being and to report any abuse disclosed, discovered or suspected.

Therefore, it is essential that SWOS members are able to recognise abuse in its various forms. Some signs and symptoms of abuse in children are included in Appendix A.

Respond to disclosures of abuse:

Safeguarding concerns or allegations may be about something that is current or recent or that happened in the past (non-recent). Non recent allegations of abuse must be treated as seriously as recent allegations (research indicates that it may take up to 25 years or longer for adults to disclose sexual abuse that happened to them as children or young adults).

It is important to respond sensitively to any disclosures of abuse, and to listen without questioning or investigating. Some guidelines for responding well are:

DO:

- Listen
- Take what is said seriously
- Only use open questions (such as those which begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'Yes' or 'No').
- Remain calm
- Take into account the person's level of age and understanding

- If the disclosure is being made face to face, check whether they mind you taking notes while they talk, to help you accurately capture the information accurately. At the end, you can check with them that you have understood everything correctly
- Offer reassurance that disclosure is the right thing to do
- Establish only as much information as is needed to be able to report what is believed to have happened, when and where
- Check what the person hopes to happen as a result of the disclosure
- Tell the child or adult what you are going to do next

DO NOT:

- Make promises that you cannot keep (e.g. that you won't share the information)
- Make assumptions or offer alternative explanations
- Investigate
- Contact the person about whom allegations have been made
- Do a physical or medical examination

Record the disclosure or allegation of abuse:

It is important that any individual who suspects or is worried that a child or adult at risk is being abused, or may be at risk of abuse, is able to make that concern known in a clear and concise manner without delay. Therefore, when a disclosure or allegation of abuse is made, it is essential:

- To make some very brief notes at the time, if possible and appropriate, and write them up in detail as soon as possible afterwards
- To not destroy original notes in case they are required by the appropriate authorities later on
- To record the date, time, place and actual words used, including any swear words or slang
- Record facts and observable things, not your interpretations or assumptions
- To not speculate or jump to conclusions

Where no allegation or disclosure is made, but where there may be a safeguarding concern regarding a child or adult at risk of abuse, a record should be made detailing the nature of the concern and observing the appropriate guidelines suggested above for disclosures.

Report disclosures or allegations or matters for concern:

SWOS commits to the following:

In the first instance contact should be made within 24 hours to the Safeguarding Officer Jane Winlow 07935 765236 01297 678425 or

Chairperson of SWOS Fr. Steven Martin 01297 552307 rector@hollyford.org

If neither is available, contact any other member of SWOS committee.

- Where a disclosure or allegation has been made, or where there is a safeguarding concern regarding a child or adult at risk of abuse, the written record of it should be signed and dated and passed to the Safeguarding Officer, Jane Winlow, or the Chairman of SWOS Fr Steven Martin.

- Support should be offered to all parties affected by any safeguarding concerns and, where formal referrals are made, reports may need to be made to other organisations such as the Disclosure and Barring Service, the SWOS's Insurers and the Charity Commissioners or any of the below institutions.

Email addresses should not be used as the initial point of contact for any safeguarding concerns where there is the need for swift advice.

If you are unable to reach a member of the Safeguarding Team there is an 'out of hours' Safeguarding Cover service called 'thirtyone:eight' who can be contacted on 0303 003 11 11.

IMPORTANT: Statutory agencies should be contacted as a first priority if there is an immediate risk of continuing harm to a child or vulnerable person.

- The Police - dial 999
- Child Advice and Duty Service (formerly Dorset Multi Agency Safeguarding Hub): 01305 228866
- NSPCC: 0808 800 5000
- Childline: 0800 1111
- Stop It Now: 0808 1000 900
- NAPAC (National Association for People Abused in Childhood): 0808 801 0331

o Samaritans: 116 123

- Family Lives: 0808 800 2222
- National Domestic Abuse Helpline: 0808 2000 247
- Men's Advice Line: 0808 8010 327
- National Careline: 0800 0699 784

Recruitment, management and supervision of volunteers for SWOS who have contact with Children and Adults at risk of abuse -

SWOS is committed to safer recruitment for committee members and volunteers

a) DETER unsuitable candidates from applying for roles

b) REJECT unsuitable candidates from the recruitment process

Safer recruitment procedures will include:

I. Describing and advertising the role: Constructing a clear and accurate job description and person specification, or for an unpaid role, a role outline, which set out what tasks and responsibilities the applicant will undertake, and the skills and experience required. This will include what level of DBS check is required

APPENDIX A: Signs & Symptoms of Abuse in Children

The following should be used as indicators only that a child may be experiencing some form of abuse. They are not exhaustive lists and should not be used as a definitive guide as to whether abuse has or is being suffered. However, in using these signs as a guide, the presence of any of these signs should cause us to stop and consider the possibility that a child may be being abused.

Physical Abuse

Physical Signs

Bruises, black eyes and broken bones are obvious signs of physical abuse, but they are not the only ones. Other signs include:

- injuries that the child cannot explain or explains unconvincingly
- untreated or inadequately treated injuries
- injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen
- bruising which looks like hand or finger marks

Emotional Abuse

Physical Signs

- speech disorders
- delayed physical development
- substance abuse
- ulcers, severe allergies

Neglect

Physical Signs

- abandonment
- unattended medical needs
- consistent lack of supervision
- consistent hunger, inappropriate dress
- poor hygiene
- lice, distended stomach, emaciated

- cigarette burns, human bites, scalds, burns

Behavioural Signs

Sometimes if a child is being physically abused they may show changes in behaviour, such as:

- becoming sad, withdrawn or depressed
- having trouble sleeping
- behaving aggressively or being disruptive
- showing fear of certain adults
- showing lack of confidence and low self-esteem
- using drugs or alcohol

Behavioural Signs

- habit disorder (sucking, rocking, biting) antisocial, destructive
- neurotic traits (sleep disorders, inhibition of play)
- passive and aggressive – behavioural extremes
- delinquent behaviour (esp. adolescents)
- developmentally delayed

- inadequate nutrition

Behavioural Signs

- regularly displays fatigue or listlessness,

- falls asleep in class
- steals food, begs from classmates
- reports that there is no carer at home
- frequently absent or late

Sexual Abuse

Physical Signs

- pain, itching, bruising or bleeding in the genital or anal areas
- genital discharge or urinary tract infections
- stomach pains or discomfort walking or sitting
- sexually transmitted infections
- pregnancy

- self-destructive
- school dropout (esp. adolescents)
- extreme loneliness and need for affection

Behavioural Signs

- a marked change in the child's general behaviour. For example, they may become unusually quiet and withdrawn, or unusually aggressive. Or they may start suffering from what may seem to be physical ailments, but which can't be explained medically
- a young person may refuse to attend school or starts to have difficulty concentrating so that their schoolwork is affected
- they may show unexpected fear or distrust of a particular adult or refuse to continue with their usual social activities.
- they may start using sexually explicit behaviour or language, particularly if the behaviour or language is not appropriate for their age
- the child may describe receiving special attention from a particular adult, or refer to a new, "secret" friendship with an adult or young person.

APPENDIX B: Code of Safer Working Practice

All those working on behalf of SWOS with children, young people and adults must:

- . Treat all individuals with respect and dignity.
- Ensure that their own language, tone of voice and body language are respectful.
- Ensure that children, young people and adults know who they can talk to about a personal concern.
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or Safeguarding Officer. Sign and date the record.
- Obtain written consent for any photographs/videos to be taken, shown, displayed or stored
- Administer any First Aid with others around.

In addition, when working with children and young people, must:

- Always aim to work with or within sight of another adult.
- Ensure another adult is informed if a child needs to be taken to the toilet.
- Respond warmly to a child who needs comforting but make sure there are other adults around.

- Ensure that the child and parents are aware of any activity that requires physical contact and its nature before the activity takes place.

All those working with children, young people and adults must NOT:

- Invade an individual's privacy whilst washing and toileting.
- Use any form of physical punishment.
- Be sexually suggestive about or to an individual.
- Scapegoat, ridicule or reject an individual or group.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one individual or group.
- Allow an individual to involve you in excessive attention seeking.
- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person.
- Allow strangers to give children, young people and adults who may be vulnerable in the group, lifts.
- Befriend children, young people and adults who may be vulnerable on social media.
- Take photographs on personal phones or cameras as this means that images are stored on personal devices.

In addition, when working with children and young people, must NOT:

- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity).
- Smoke or drink alcohol in the presence of children and young people.
- Arrange social occasions with children and young people (other than events which also include adult family members/carers) outside organised group occasions.

October 2025.