

6

Safeguarding

Get Out
Get Active

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Every organisation that delivers charitable activities has a duty to safeguard volunteers, staff members and group participants.



Your organisation or group should think carefully about how it safeguards its volunteers and everyone who comes into contact with them.



Volunteers should be recognised and considered in safeguarding policies and procedures throughout the organisation. Ensure they have access to these and that they are accessible to all.



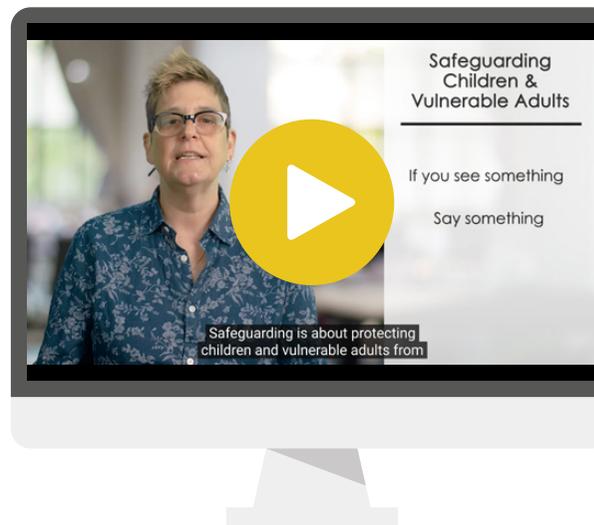
Safeguarding should be considered throughout your policies and procedures relating to volunteers.



If volunteers have direct contact to the public, consider having a policy around enhanced DBS checks.

Remember

Everyone in the organisation has a responsibility for safeguarding so that they know what is expected of them and where to go if they have a concern. Appointing a safeguarding lead is best practice.



6. Safeguarding

Steps to a safer organisation

Safeguarding does not have to be difficult or time consuming. However, understanding the level of risk involved and then managing those risks accordingly is vital to providing a safe organisation.

NCVO offer some advice and guidance, as well as useful templates and tools on how to create your key safeguarding documents

The following steps and resources will help you get started:

- **Understanding the risks**

Look at who you work with and the types of harm and abuse they might experience.

[Example risk management plan](#) ▶

- **Recognise, respond and report**

A safer organisation prepares its staff and volunteers so they're ready to deal with problems when they happen.

- **Roles and responsibilities**

Everyone needs to understand their part in keeping people safe. Make sure people take on the right roles and responsibilities. The safeguarding lead should attend

training to help them carry out their role as it will involve being responsible for managing referrals to social services, reporting when problems are discovered and keeping internal records up to date.

- **Policies and procedures**

Find out about the most important documents needed for good safeguarding so that you are prepared to take action should you need to.

- **Choosing staff, volunteers and trustees**

Understand when to make checks and other recruitment steps that help keep people safe.

[Example volunteer inclusion plan](#) ▶

- **Getting people involved**

Safeguarding works best when everyone is involved, understands their involvement and the procedures in place.

- **Safeguarding day-to-day**

Listen to your volunteers to understand how they feel the organisation is doing. You can arrange informal catch ups to show you value their input. Also understand how to make safeguarding part of your everyday activities and review the code of conduct to ensure it is implemented.

Remember

If volunteers are involved in delivering an activity linked to a specific sport, make sure you are aware of the safeguarding protocols in place for the relevant activity.

[Steps to a safer organisation](#)

- [NCVO Knowhow](#) ▶

[Safeguarding - reasons to do](#)

[it well - YouTube](#) ▶

Training

All organisations must have the right safeguarding training in place and review it every year. Consider designing your own training based on resources if you have the expertise in your organisation. Alternatively, you can ask local organisations, including infrastructure organisations and safeguarding boards or partnerships to see what they can share. You can also choose from online or face-to-face training courses from national providers.

6. Safeguarding

Safeguarding in a virtual world

Safeguarding continues to be paramount when delivering events and activities virtually.

It's important to include online safety within your safeguarding policies and procedures.

Think about how your organisation can adapt its work to ensure everyone can access virtual events and activities safely.

Some points to consider:

- If you are delivering a workshop or event over a platform such as Zoom, ensure access is via invite only and is not posted on a public forum, such as social media.
- Always select the option to have a 'lobby' / 'waiting room' so you can control who accesses the call.
- Ensure participants can send you private messages through the online platform.
- Do not allow users to send private messages to each other during the call.
- Listen and look out for signs that might indicate a safeguarding concern when you are delivering sessions online.

Tips for organisations delivering virtual activities ▶

Click here for Zoom checklist ▶

Upholding safeguarding principles during virtual delivery

- If not actioned already, update your safeguarding policy to include digital delivery and ensure deliverers are aware how to implement safeguarding measures online.
- Use an organisational account to deliver activities - never use your personal skype or zoom account etc.
- Consider setting and publicly sharing some ground rules for participants. Explain the code of conduct at the start of each session so participants respect you and others.
- If possible, have a presenter or an additional supporter on the call with you to admit people to the lobby and/or to flag any issues.
- Make sure you have closed private email boxes and other screens before joining the call and sharing your screen.

- Remember, consent is needed ahead of the session for any recording that takes place.
- Follow up if people leave the call. For example, email or call them after the session from your work account to ask them if everything is okay as this could indicate that they are experiencing challenges.
- Provide your professional email and work contact details so that participants can get in touch with you after the session should they need to discuss anything.

What should you do if you have any safeguarding concerns?

If you are worried about a participant who is attending a virtual event you are involved in, you should report this in line with your organisational safeguarding procedure.

Resources

Online activity guidance for parents, carers, and participants ▶



6. Safeguarding

For simple online safety advice, share the video below with your volunteers:

[Online safety for grown ups - YouTube](#) ▶



Top tips!

- Ensure that your volunteers are familiar with your organisational policies and procedures by delivering information sessions as part of your volunteer training process. This will help with their understanding of what is and isn't their responsibility.
- Reassure volunteers that safeguarding doesn't sit on their shoulders alone so that they don't feel daunted or as though they have to resolve safeguarding issues.
- Have a named safeguarding lead with a clear and well-communicated process for reporting or raising any safeguarding concerns.
- Contact your local Active Partnership or council. They often deliver safeguarding sessions for activity deliverers, coaches and volunteers and have information/guidance around local reporting procedures.



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