**Landguard Conservation Trust Safeguarding Policy**

We recognise that:

We have a duty to promote the welfare of children and vulnerable adults who visit Landguard Bird Observatory (LBO) and to keep them safe

* All children and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have an equal right to protection from harm or abuse
* Some children are particularly vulnerable because of previous experiences, their level of dependency, communication needs or other issues
* Working in partnership with children, their parents, carers and other agencies is essential in promoting children’s welfare

**We will seek to keep children safe by**

* Valuing them, listening to and respecting them
* Safely recruiting or training any member or volunteer that we are directing to work regularly with children
* The Chairman & Secretary of Landguard Conservation Trust shall be the Safeguarding Officers
* Sharing information about child protection and good practice with staff, volunteers, parents and children
* Sharing concerns with agencies who need to know, involving parents and children as appropriate
* Keeping our policy and procedures under review

**Code of conduct**  
  
The purpose of this Code of Conduct is to help to protect children and vulnerable adults from abuse and inappropriate behaviour from adults, and to protect members and volunteers from unfounded allegations of abuse.   
  
**Applicability and enforcement**  
  
This code of conduct applies to all LBO members and trustees of Landguard Conservation Trust who engage with children on behalf of LBO. Any breaches of this Code of Conduct must be reported to the Chairman of the Trust

A breach of this Code of Conduct may result in a referral to a statutory agency including the police, the local authority children’s social care department and the Independent Safeguarding Authority.   
  
**Adult Members or volunteers working with children or vulnerable adults must:**

* Observe this general Code of Conduct
* Ensure that any risk assessment for the activity takes children or vulnerable adults appropriately into account
* Ensure that any contact with children is appropriate for the activity
* Ensure when carrying out ringing activities that they comply with the BTO code of Practice “Safeguarding Young People within Ringing Guidance”
* Ensure that a parent or guardian of that child or vulnerable adult is present (within sight or hearing) at all times during activities with children or vulnerable adult
* Listen to and respect children, treating them fairly and avoiding favouritism
* Use language that is appropriate for children and not offensive or discriminatory
* Respect children’s right to personal privacy
* Report all concerns or allegations of abuse to the Chairman or Secretary of the Trust
* Children or vulnerable adults when visiting the site must be accompanied by a parent or guardian

**Adult Members or volunteers working with children must not:**

* Work regularly with children (defined as once a week or more, or on 4 or more days in 30, or overnight) without completing the vetting procedures required by law
* Develop inappropriate relationships with children
* Allow concerns or allegations of abuse to go unreported
* Make promises to children not to report disclosures of inappropriate behaviour

In this policy children means anyone under the age of 18, adult means anyone over the age of 18.

Dated July 2018