

Scottish Wildlife Trust

Human Resources



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Safeguarding Policy

How we keep children, young people and vulnerable adults safe

This policy applies to anyone acting on behalf of the Scottish Wildlife Trust, whether as a member of staff, trainee or volunteer – temporary or permanent – and is designed to keep children and vulnerable adults safe. By ‘child’ we mean all young people who have not yet reached their 18th birthday. By ‘vulnerable adult’ we mean anyone who may be less able to protect themselves, for example due to age, illness or disability.

The purpose of this policy is to:

- protect children and vulnerable adults with whom we come into contact through our activities
- provide staff and volunteers with the overarching principles that guide our approach to safeguarding
- protect staff and volunteers by having a clear framework, robust procedures and transparent reporting

The Scottish Wildlife Trust believes that a child, young person or vulnerable adult should never experience abuse or harm as a result of our activities. We have a responsibility to protect the welfare and safety of all children, young people and vulnerable adults who come into contact with the Scottish Wildlife Trust and its activities.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable adults, namely:

- Children Act 1989
- Children (Scotland) Act 1995
- The Protecting of Vulnerable Groups (Scotland) Act 2007
- Children and Young People (Scotland) Act 2014
- United Convention of the Rights of the Child 1991
- United Convention on the Rights of Persons with Disabilities
- Data Protection Act 1998
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- [Protection from Abuse \(Scotland\) Act 2001](#) [Protection from Abuse \(Scotland\) Act 2001](#)
- Local Government in Scotland Act 2003 (Part 2 and Part 3)
- Relevant government guidance on safeguarding children.

We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with a wide variety of relevant stakeholders (for example teachers and volunteer centres) is essential in promoting a safe environment in which to operate

The Scottish Wildlife Trust actively seeks to:

- create a safe and welcoming environment, where children, young people and vulnerable adults can have fun and develop their skills and confidence
- support and encourage local groups and partner organisations to implement similar policies
- promote recognition that safeguarding is the responsibility of everyone, not just those who work with children and vulnerable adults
- ensure that all activities are run to the highest possible safety standards
- regularly review its ways of working to incorporate best practice

We will seek to keep children, young people and vulnerable adults safe by:

- valuing them, listening to them, respecting them and celebrating their achievements
- adopting safeguarding practices through procedures and established standards of conduct for staff and volunteers
- developing and implementing an effective and appropriate suite of policies and related procedures for all relevant areas of our work
- providing effective management for staff and volunteers through supervision, support and training
- recruiting staff, contractors and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice, where appropriate, with children, parents, staff and volunteers
- responding swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual abuse
- sharing concerns with agencies who need to know, and involving people appropriately and transparently

We are committed to reviewing our policy and good practice at least every two years.

Susan McKenzie, Director of Finance
Jo Pike, Director of Public Affairs
Catherine Douglas, HR Manager

Approved by Council, March 2018