

## The Friends of Tunbridge Wells and Rusthall Commons

### Safeguarding Policy

This policy applies to anyone working on behalf of The Friends of Tunbridge Wells and Rusthall Commons, including Officers, Trustees, Volunteers and Contractors. All have a responsibility to ensure that children and or vulnerable adults stay safe and ensure that they work in a way that protects them.

The following requirements must be followed when dealing with children and or vulnerable Adults:

- To protect all parties involved, ensure that time spent alone with children and or vulnerable adults are avoided wherever possible.
- In all activities, ensure that children and young adults are accompanied by their responsible adult.
- When invited to join school group sessions, uniformed group events etc ensure that the children are always supervised by their own teachers/leaders.
- Work wherever possible in an open environment and avoid contact in closed spaces where you are not overlooked.
- Never engage in inappropriate games/horseplay/conversations with a child or vulnerable adult, even in jest.
- Never administer first aid or provide assistance to a child or vulnerable adult unless absolutely necessary and always ensure that another person/member of the public is present if you do administer first aid.
- In an emergency, if you need to make physical contact with a child or vulnerable adult, always explain what you are going to do before you do it and seek their consent. Again, try to ensure that another person/member of the public is present.
- Report any incident involving a child or vulnerable adult or any allegation made by a child or vulnerable adult to the Chair of The Friends of Tunbridge Wells and Rusthall Commons and ensure that the incident is recorded so that it can be investigated thoroughly.

Date of review: January 2025

Date of next review: January 2026