



Safeguarding Policy (Children and Adults at Risk) and Code of Conduct

Achieving Results in Communities (ARC)

1. Policy Statement

ARC supports people to access and engage with the outdoors for the benefit of their physical and mental health and wellbeing.

ARC works with:

- Children (usually accompanied by a teacher, parent or guardian)
- Adults experiencing mental health challenges, social isolation or recovery from addiction
- Members of the public, where vulnerabilities may not always be visible
- Volunteers, where vulnerabilities may be known or unknown

ARC is fully committed to safeguarding the welfare of all individuals who engage with its activities. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect children and adults at risk from harm, abuse and neglect.

All staff, contractors and volunteers are required to adhere to this policy and the Safeguarding Code of Conduct (Annex 1).

2. Purpose

This policy aims to:

- Protect children and adults at risk who participate in ARC activities
 - Provide clear guidance on safeguarding responsibilities and procedures
 - Enable all staff and volunteers to respond confidently to concerns
 - Promote a culture where safeguarding is everyone's responsibility
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3. Definitions

Child

A child is anyone under the age of 18, as defined by the [Children Act 1989](#).

Safeguarding children includes:

- Protecting them from maltreatment
- Preventing impairment of health or development
- Ensuring safe and effective care
- Enabling best outcomes

(As outlined in statutory guidance “[Working Together to Safeguard Children](#)”.)

Adult at Risk

As defined by the [Care Act 2014](#), an adult at risk is someone who:

- Has needs for care and support
- Is experiencing, or at risk of, abuse or neglect
- Is unable to protect themselves due to those needs

For the purposes of this policy, participants in ARC wellbeing programmes are considered adults at risk.

Safeguarding Concern

A safeguarding concern arises when:

- A child may be at risk of harm
- An adult at risk may be experiencing or at risk of abuse or neglect

Not all incidents are safeguarding concerns; however, all concerns must be taken seriously and assessed appropriately.

4. Types of Abuse

ARC recognises the following types of abuse (not exhaustive):

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse
- Neglect or acts of omission
- Financial or material abuse
- Discriminatory abuse
- Domestic abuse

- Organisational abuse
 - Self-neglect
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5. Roles and Responsibilities

Directors

- Ensure safeguarding is prioritised across ARC
- Approve and review safeguarding policies annually
- Receive reports on safeguarding concerns and actions

Designated Safeguarding Lead Office (DSLO)

- Lead on safeguarding within ARC
- Manage concerns and referrals
- Liaise with external agencies where required
- Ensure records are accurate and secure
- Escalate issues to the DSL where necessary

Director Safeguarding Lead (DSL)

- Support implementation of safeguarding procedures
- Carry out the above roles in the absence of DSLO
- Resolve issues escalated by DSLO

All Staff, Contractors and Volunteers

- Be alert to signs of abuse
 - Take all concerns seriously
 - Report concerns immediately
 - Maintain appropriate professional boundaries
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6. Safer Recruitment and Training

ARC is committed to safer recruitment practices:

- Verification of identity and contact details
- At least one (preferably two) references
- Enhanced DBS checks where appropriate
- Clear role descriptions

All staff and volunteers will:

- Read and sign the Safeguarding Policy and Code of Conduct
- Receive safeguarding training appropriate to their role

- Be supported to maintain safe professional boundaries
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7. Reporting and Responding to Concerns

Immediate Action

If someone is in immediate danger:

- Contact emergency services (999)
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Reporting Procedure

All concerns must be reported as soon as possible to:

- The Designated Safeguarding Lead Officer (DSLO), or
- The Director Safeguarding Lead (DSL)

DSLO: Kath Pasteur, kath@arccic.co.uk, 07814 605245

DSL: Anna Hargrave, anna.hargrave12@outlook.com, 07800 641594

Recording

- All concerns must be recorded in writing as soon as possible
 - Records must be factual, accurate and signed
 - Information must be stored securely in line with data protection requirements
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Response

ARC will:

- Take all concerns seriously
 - Assess risk and take appropriate action
 - Refer to external agencies where necessary (e.g. social services, police)
 - Support individuals affected
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Confidentiality

Information will only be shared on a **need-to-know basis**, in line with safeguarding responsibilities.

Whistleblowing

ARC encourages staff and volunteers to raise concerns in good faith. Individuals will be protected from victimisation (see Whistleblowing Policy).

8. Professional Boundaries

All staff and volunteers must:

- Maintain appropriate relationships with participants
 - Avoid situations where they are alone with a vulnerable individual where possible
 - Follow ARC's Boundaries Guidance
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9. Risk Management

- Risk assessments are in place for all activities
 - Safeguarding risks are considered in all programme planning
 - Adjustments are made to reduce risks where identified
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10. Managing Allegations

Any allegation against a staff member, volunteer, contractor or Director will:

- Be taken seriously
 - Be reported immediately to the DSL
 - Be managed in line with safeguarding procedures
 - Be referred to appropriate authorities where necessary
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11. Policy Compliance

Failure to comply with this policy may result in:

- Disciplinary action
 - Termination of role or contract
 - Referral to relevant authorities
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12. Monitoring and Review

ARC will:

- Review this policy annually
 - Monitor safeguarding practices on an ongoing basis
 - Update procedures in line with legislation and best practice
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13. Approval

Signed on behalf of ARC Board of Directors

Kath Pasteur



Date: March 2026

Next review: January 2027

Annex 1 – Safeguarding Code of Conduct (Children and Adults at Risk)

1. Introduction

This Code of Conduct outlines the expected standards of behaviour for all ARC:

- Staff (employed and contracted)
- Directors
- Volunteers

It applies to anyone working with children and adults at risk through ARC activities.

All individuals must read, understand and agree to abide by this Code of Conduct at all times.

2. General Principles

All staff and volunteers must:

- Prioritise the safety and welfare of children and adults at risk
 - Treat all individuals with dignity, respect and fairness
 - Act as positive role models
 - Maintain appropriate professional boundaries at all times
 - Take responsibility for reporting concerns
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3. Professional Boundaries and Conduct

You must not:

- Spend unnecessary time alone with a child or adult at risk out of sight of others
 - Take children or adults at risk to your home where they will be alone with you
 - Develop inappropriate, sexual, exploitative or abusive relationships
 - Engage in contact via personal social media, messaging apps or private communication channels
 - Use inappropriate, offensive, discriminatory or abusive language
 - Do things of a personal nature that individuals can do for themselves (unless necessary and agreed)
 - Condone or participate in unsafe, illegal or abusive behaviour
 - Act in ways intended to shame, humiliate or degrade
 - Show favouritism or discriminate against individuals
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You should:

- Avoid situations where you are alone with a participant; if unavoidable, inform a colleague
 - Work in open, visible environments wherever possible
 - Maintain clear and appropriate boundaries at all times
 - Use organisational communication channels only
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4. Good Practice

All staff and volunteers should:

- Promote safety and wellbeing at all times
 - Be aware of and actively manage safeguarding risks
 - Plan activities to minimise risk
 - Encourage a culture of openness where concerns can be raised
 - Empower individuals by helping them understand their rights
 - Listen respectfully and take all concerns seriously
 - Report all concerns, including historic disclosures
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5. Recognising Signs of Abuse

Be alert to changes in behaviour or presentation, including (but not limited to):

- Sudden behavioural changes
- Withdrawal or anxiety
- Aggression or risk-taking
- Depression or low mood
- Substance misuse (drugs or alcohol)
- Self-harm or talk of suicide
- Poor concentration
- Changes in eating habits
- Poor hygiene or inappropriate clothing
- Financial concerns or unusual lack/excess of money

These signs do not necessarily indicate abuse but should be taken seriously.

6. Responding to Disclosures

If someone discloses abuse:

Do:

- Listen carefully and remain calm
- Take what is said seriously
- Allow the person to speak freely (do not interrupt)
- Reassure them they have done the right thing
- Explain what will happen next
- Record what was said as soon as possible (using their words)
- Report the concern immediately

Do not:

- Ask leading or investigative questions
 - Promise confidentiality
 - Make judgements or assumptions
 - Attempt to investigate yourself
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7. Reporting Procedures

All concerns, suspicions or disclosures must be reported **immediately** to:

Designated Safeguarding Lead Officer (DSLO):

Name: Kath Pasteur

Phone: 07814 605245

Email: kath@arccic.co.uk

Director Safeguarding Lead (DSL):

Name: Anna Hargrave

Phone: 07800 641594

Email: anna.hargrave12@outlook.com

If neither is available, escalate to another Director.

8. External Reporting (Warwickshire)

If a person is in immediate danger:

 Call **999** (emergency) or **101** (non-emergency police)

Children (Warwickshire MASH)

 01926 414144 (office hours)

 01926 886922 (out of hours)

Adults at Risk (Warwickshire Adult Social Care)

 01926 412080

LADO (Allegations against staff/volunteers)

 01926 743433

 lado@warwickshire.gcsx.co.uk

The DSLO/DSL will determine appropriate next steps and referrals.

9. Confidentiality

- Information will only be shared on a **need-to-know basis**
 - Confidentiality cannot be guaranteed where there is a safeguarding risk
 - Individuals should be informed of this where possible
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10. Whistleblowing

ARC encourages all staff and volunteers to raise concerns in good faith.

Anyone doing so will be protected from victimisation (see Whistleblowing Policy).

11. Breaches of this Code

Failure to follow this Code of Conduct may result in:

- Disciplinary action
 - Removal from role
 - Referral to statutory agencies
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12. Declaration

I confirm that I have read and understood the ARC Safeguarding Policy and this Code of Conduct. I agree to abide by its requirements at all times.

Name: _____

Signature: _____

Date: _____
