Keeping safe, legal and healthy: Safeguarding requirements and support for local groups
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1 Introduction

As a Diabetes UK group, your meetings and events provide much needed support and information to people living with diabetes and their families.

The safety and welfare of everyone involved with your group is very important and this includes safeguarding children and adults at risk. Therefore, all groups need to understand and follow certain guidelines that are set out in UK Law or our policy requirements to actively safeguard all.

This simple guide should give you lots of information about the importance of safeguarding during your meetings and events, but remember to contact your local volunteering team if you have any questions.

This guidance is to be used alongside the Health and Safety and Data Protection sections of Keeping Safe and Legal for local groups.

2 What is safeguarding?

Safeguarding describes the actions taken to promote the welfare of children, young people and adults at risk, and to protect them from harm.

Everyone has a responsibility to keep children, young people and adults at risk safe from harm.

At Diabetes UK we ensure that all staff and volunteers understand their role in ensuring we:

- protect children, young people and adults at risk from abuse and harm by appropriately responding to any concerns
- prevent harm to children, young people and adults at risk by making sure the way we work keeps people safe and does not place them at risk of harm.

We can do this by:

- making sure we have access to and follow good safeguarding policies and procedures accessible by all
- providing safeguarding training for all staff and volunteers.
3 Roles and responsibilities

Safeguarding is everybody’s business and we all have a role in keeping children and adults at risk, safe. It is important to consider safety when planning events and activities, and know what to do if you have a worry about a child or adult at risk. This includes ensuring you act according to safer working practice principles.

In addition, key roles in your group have specific responsibilities:

**Chair/Group Leader:** Ensuring your group operates according to the Diabetes UK Local Group Keeping Safe and Legal safeguarding procedures.

**Secretary:** Ensuring Diabetes UK is kept informed of any changes to group details including safeguarding contacts, volunteers, events and activities.

**Safeguarding Point of Contact:** This person is responsible for passing on key safeguarding information from Diabetes UK to the group, highlighting any actions that need to be carried out. Take an active role in planning events in line with the Planning Safe Events for Children pack.

5 Criminal Records Checks

Some volunteer roles require a Criminal Records Check. Examples of these can be a Family Group Chair/Group Lead, Secretary and Safeguarding Point of Contact who may all require a level of Criminal Records Check.

Some other roles may also require a check, for example a role that has face-to-face, telephone or online contact with children, or adults at risk.

Please talk to your Volunteering Team for advice on whether it is necessary and lawful for us to request a Criminal Records Check for particular roles.

If a Criminal Records Check is appropriate, it must be carried out before an applicant begins the role. For example, a volunteer supporting a children weekend camping trip must have a cleared check to be able to attend.

4 Safer Working Practice

Safer Working Practice is a sensible and simple approach that helps all staff and volunteers across the charity keep themselves and the children and adults who attend our events safe.

We all aim to protect children and young people, and to guard against misunderstanding of behaviours. The following guidance helps us reduce risk and ensure our activities are as safe and fun as possible.

**Safer Working Practice principles**

1. Be aware that the welfare of children/young people and adults at risk is the priority above everything else.
2. You should not behave in a way or have attitudes that would lead any reasonable person to question your suitability to work with children, young people or adults at risk.
3. Be aware that behaviour outside of your work or volunteering lives may lead people to believe you are unsuitable to support children, young people or adults at risk. Misuse of drugs or alcohol and acts of violence would be good examples of such behaviour.
4. Communicate and behave in an open and transparent way.
6 Training and support

We offer safeguarding training and support to ensure volunteers feel confident to fulfil their safeguarding responsibilities, and that children, young people and adults at risk are kept as safe as possible.

The table below indicates which groups must complete face to face safeguarding training as mandatory, and which groups and volunteers must complete the online training as a minimum.

If there is any additional support you require with any aspect of safeguarding in your programme planning or activities don’t hesitate to contact your local volunteering team.

For discussing safeguarding concerns please follow the guidance set out in the ‘What to do if you are worried about a child or adult at risk’ flow-chart on page 8.

<table>
<thead>
<tr>
<th>Safeguarding training and support</th>
<th>Mandatory for</th>
<th>Available and desirable for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diabetes Safeguarding</td>
<td></td>
<td>All volunteers</td>
</tr>
<tr>
<td>Children and Adults at risk –</td>
<td>• Family and Adult Group:</td>
<td></td>
</tr>
<tr>
<td>Online Safeguarding Training</td>
<td>– Chair/Group Lead</td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Secretary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Safeguarding Point of Contact</td>
<td></td>
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<tr>
<td></td>
<td>• All volunteers supporting unaccompanied children’s activities</td>
<td></td>
</tr>
<tr>
<td><a href="https://diabetes.learnupon.com/users/sign_in">link</a></td>
<td></td>
<td></td>
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<tr>
<td>Diabetes UK Introduction to</td>
<td></td>
<td>All volunteers</td>
</tr>
<tr>
<td>Safeguarding – Face-to-face training</td>
<td>• Family and Adult Group:</td>
<td></td>
</tr>
<tr>
<td>Duration 60–90 mins</td>
<td>– Chair/Group Lead</td>
<td></td>
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<tr>
<td>(or longer by negotiation)</td>
<td>– Secretary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Safeguarding Point of Contact</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Groups who have contact with children at their meetings and/or events</td>
<td></td>
</tr>
</tbody>
</table>
# Planning safe events

The Health, Safety and Welfare Guidance has highlighted the importance of assessing risk and using the SAFE assessment process.

This assessment should also consider any safeguarding risks, a family fun day or day trip for example.

<table>
<thead>
<tr>
<th>What are the risks and what harm might be caused?</th>
<th>How do we mitigate the risks?</th>
<th>What further actions are required?</th>
<th>Action for who and by when?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteers applying to participate in an event who may not be suitable to work with children and young people.</td>
<td>Criminal Records Checks for all eligible staff and volunteers. Two references gathered for all volunteers working with children.</td>
<td>Record all recruitment activity and share with Diabetes UK.</td>
<td>Safeguarding Point of Contact to ensure all records are shared with Diabetes UK for all confirmed volunteers – prior to event</td>
</tr>
<tr>
<td>Unsuitable behaviour or allegation against a volunteer.</td>
<td>Volunteers work in pairs throughout the event</td>
<td>Monitoring of this throughout the event.</td>
<td>Safeguarding Point of Contact to remind volunteers of safer working practice guidelines at the beginning of the event.</td>
</tr>
<tr>
<td>A concern about the safety or welfare of a child is identified.</td>
<td>All volunteers briefed on ‘What to do if you are worried about a child’ procedures before the event</td>
<td>Safeguarding lead to ensure all volunteers understand what to do if they have a worry about a child and the ‘What to do if you are worried about a child or adult at risk’ flow chart is readily available at the event.</td>
<td>Safeguarding Point of contact to prepare materials and brief all volunteers before or at the event.</td>
</tr>
</tbody>
</table>

## Planning safe events with children

If you are planning an event with children, you must complete a SAFE events for Children Pack and send this to your local volunteering team using the below time frames. Don’t forget, as soon as you start planning an event let us know.

### Green events

2 weeks prior to the event

- Children are accompanied (parents/guardians with and responsible for their children for the whole of the event) and the event is during the day or evening (not overnight).

### Amber events

6 weeks prior to the event

- Children attend without parents or carers and are supervised by Diabetes UK volunteers and the event is during the day or evening (not overnight).

### Red events

6 months prior to the event

- Residential event – involves an overnight stay for participants.
8 What to do if you are worried about a child or adult at risk

It’s vital that everyone feels confident and knows how to share any worries they have about a child or adult at risk. You don’t need to have a definite answer or a complete picture about what might be going on in the life of a child or adult at risk but that if there’s anything that causes a worry or concern it is important to share this to get advice and support.

We have a dedicated safeguarding team who offer advice, support and ensure we take any action needed to keep someone safe.

We are passionate about ensuring that every volunteer has support and children and adults at risk can always be kept safe at any time. We have a partnership with the NSPCC to provide out-of-hours support 24 hours a day, seven days a week.
What to do if you’re worried about a child or adult at risk

Our procedures

A member of staff or volunteer has a concern about the safety or welfare of a child or an adult at risk

Are they, or someone else, in immediate danger?

Yes

Immediately

Call the police on 999

and

Inform your line manager

and

Contact the Diabetes UK Safeguarding Team

or the out-of-hours NSPCC Helpline

and

Record all information on the safeguarding record form

No

Does the concern involve worries about the behaviour or actions of a member of staff or volunteer?

Yes

As soon as possible and within one day

Share the information with the Diabetes UK Safeguarding Team

and if appropriate

(Or if the concern is about the safeguarding team) Call the NSPCC Helpline

and

Record all information on the safeguarding record form

No

As soon as possible and within one day

Inform your line manager

and

Record all information on the safeguarding record form

and

Share the information with the Diabetes UK Safeguarding Team

Remember: Don’t wait until you’re certain. Discuss any worries you have straight away. Support will be provided by the safeguarding team and the NSPCC to make sure we take any actions needed to keep people safe.
9 Safeguarding checklist

☐ Do all volunteers and members within your group understand what to do if they are worried about a child or adult at risk?

☐ Does the group have a Safeguarding Point of Contact?

☐ Are you clear about the role of the Safeguarding Point of Contact?

☐ Have the Chair, Secretary and Safeguarding Point of Contact completed safeguarding training in the last three years?

☐ Have all eligible volunteers completed Criminal Records Checks? Do you know who to talk to, to see if a role requires a criminal record check?

☐ Does the group run events which include children?
   Yes ☐   No ☐

☐ Do you complete a SAFE Events for Children Pack in advance of each event?