



SAFEGUARDING POLICY FOR CHILDREN & YOUNG PEOPLE

October 2018

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1. Introduction

1.1 Purpose of this policy

The purpose of this policy is to provide a framework for all staff and volunteers of The Royal Parks (TRP) when dealing with safeguarding issues. It should be used in conjunction with Safeguarding Procedures for Children and Young People to help prevent and reduce the risk of abuse to all children who visit and engage with The Royal Parks onsite, offsite, online or those who have contact with staff or volunteers.

1.2 Scope and Legal Framework

Safeguarding and protecting children and young people from abuse is everyone's responsibility.

This policy, and its associated procedures, is mandatory for all staff including temporary, agency, freelance and contract staff (hereafter referred to as 'staff'), trustees and volunteers. They must be aware of their individual and collective roles and responsibilities in safeguarding and protecting children and young people from abuse and neglect.

This policy and the procedures have been implemented according to the following legislation and national guidelines:

- The Children's Act 1989
- The Protection of Children Act 1999
- The Children's Act 2004; Safeguarding Vulnerable Groups Act 2006
- The Disclosure and Barring Service 2013
- The Children and Families Act 2014
- The Care Act 2014
- Working Together to Safeguard Children: A guide to inter agency working to safeguard and promote the welfare of children (HM Government, July 2018)
- Keeping Children Safe in Education (DfE, September 2016)
- The Care and Support Statutory Guidance (August 2017), and
- Strategy for Dealing with Safeguarding Issues in Charities (Charity Commission, December 2017).

More details can be found in section 7 of this policy.

1.3 Links to The Royal Parks charitable Objects and Values

The Royal Parks Limited ("The Royal Parks") is the charity which manages London's Royal Parks. Launched in 2017, the charity supports and manages 5,000 acres of Royal parkland across London, including: Hyde Park, The Green Park, Richmond Park, Greenwich Park, St James's Park, Bushy Park and The Regent's Park, and Kensington Gardens. We also manage other important open spaces in the capital including Brompton Cemetery, Victoria Tower Gardens, Canning Green and Poet's Corner (together the "Parks").

The Parks are owned by the Crown with responsibility for them resting with the Secretary of State for Digital, Culture, Media and Sport. The Royal Parks manages the Parks on behalf of the government.

The Royal Parks charitable objects are:

- to protect, conserve, maintain and care for the Royal Parks, including their natural and designed landscapes and built environment, to a high standard consistent with their historic, horticultural, environmental and architectural importance;
- to promote the use and enjoyment of the Royal Parks for public recreation, health and well-being including through the provision of sporting and cultural activities and events which effectively advance the objects;
- to maintain and develop the biodiversity of the Royal Parks, including the protection of their wildlife and natural environment, together with promoting sustainability in the management and use of the Royal Parks;
- to support the advancement of education by promoting public understanding of the history, culture, heritage and natural environment of the Royal Parks and (by way of comparison) elsewhere; and
- to promote national heritage including by hosting and facilitating ceremonies of state or of national importance within and in the vicinity of the Royal Parks.

The Parks are open to everyone and welcome people of all ages to enjoy, learn and experience its natural and heritage landscapes, stories and activities. We aspire to be welcoming, friendly, respectful, caring and inclusive to all, including children, young people and adults at risk. We hope their time in the Parks provide inspiring, engaging and safe experiences.

Children and young people enjoy the Parks whether visiting on their own or with friends, with their families or in organised groups, like schools, youth groups or community organisations. In each case, however, the main responsibility for the child/young person's safety and welfare will always lie with the adult who has the responsibility to supervise them, such as a parent or carer, a teacher, tutor or coach, mentor or group leader.

The Royal Parks hopes that all children and young people are safe and protected while visiting its sites, when engaging in our outreach activities outside the Parks or online.

This policy is complemented by The Royal Parks Safeguarding Procedures for Children and Young People, which defines our responsibilities, standards and processes when dealing with safeguarding matters.

1.4 Outcomes

As a result of following this policy and practising its procedures, we hope children will be better protected from the impact of abuse and neglect. Staff, trustees and volunteers will take reasonable steps to safeguard and protect children, including contacting the local authority, the police or other statutory agencies or/and discussing concerns with parents/carers, teachers, group leaders or mentors.

2. Key Principles

The Royal Parks recognises that:

- The welfare of children and young people is paramount, as emphasised in the *Children Act 1989*. This should be manifest in all responses to any concerns of abuse and neglect;
- All children and young people have an equal right to protection from all types of harm and abuse; all staff, trustees and volunteers should support this principle where necessary to ensure it is applied by all in relation to the Parks;
- Working in effective partnership with statutory agencies (and where possible parents/carers, children, young people) should be instigated whenever there are concerns about abuse and neglect for a child;
- All staff, trustees and volunteers have a shared and individual professional responsibility to take appropriate steps to protect and safeguard children in line with this policy and complementary procedures;
- Primary responsibility for children and young people visiting or engaging with the Royal Parks (onsite, offsite and online) lies with their supervising adult (parent or carer, a teacher, tutor or coach, mentor or group leader).

3. Policy Statement

This policy and associated procedures apply to all staff, including temporary, agency, freelance and contract staff, trustees and volunteers (herein collectively referred to as “staff, trustees and volunteers”).

- The Royal Parks is committed to the prevention of and protection from abuse and neglect of all children and young people who come into contact with its staff, trustees or volunteers within the Parks;
- The Royal Parks is committed to taking all reasonable steps to stop abuse being perpetrated by its staff, trustees and volunteers, and where practical by family members, the public, or by other children or young people in the spaces it controls;
- The Royal Parks will ensure staff, trustees and volunteers are carefully recruited and necessary checks are made in line with its Safeguarding Procedures and Recruitment Policies;
- The Royal Parks is committed to meeting its duty of care to the children and young people who come into contact with its staff, trustees and volunteers. If there are concerns about staff, trustees or volunteers abusing a child or young person, it will initiate any action required to address this without delay. This will include actions required to address abusive behaviours and attitudes;
- The Royal Parks will take all reasonable steps to ensure that the staffing, training and reporting structure and arrangements are in place to enable safeguarding

concerns are addressed effectively and to ensure the correct processes are followed, as detailed in the procedures. This includes the escalation of concerns posing a significant risk to senior Royal Parks' staff (see Appendix 5);

- All staff, trustees and volunteers should be clear on appropriate behaviour and responses with regards to working with children and young people safely. Failure to comply with safeguarding policies and procedures may be treated as gross misconduct and appropriate action may be taken;
- On occasions when staff have been dismissed because of safeguarding concerns they will be referred by The Royal Parks to the Disclosure & Barring Service (DBS) and other relevant professional bodies;
- The Royal Parks is committed to working with the police and Children's Services and their Designated Officer (DO) in the borough in which each Park is located, in particular if there are concerns about, or alleged risks, in respect of staff, trustees, and volunteers.
- The Royal Parks will take all reasonable steps to ensure that third party organisations delivering activities, events or services anywhere on its estate – partners, contractors, concessionaires or licence holders - have up to date and appropriate safeguarding policies and procedures (to be implemented in 2019);
- The Royal Parks will publish this safeguarding policy and corresponding procedures online, on its intranet and website;

4. Safeguarding Structure and Responsibilities

The Royal Parks **Safeguarding Group** will help deliver and monitor its safeguarding responsibilities. TRP's Safeguarding Group comprises the Designated Trustee Lead (DTL), the Safeguarding Sponsor (SS), the Designated Safeguarding Lead (DSL) and the Assistant Safeguarding Leads (ASLs).

The Safeguarding Group champions safeguarding, raises awareness and ensures safeguarding training is delivered. They work together to make recommendations to the Designated Safeguarding Lead, who in turn, presents recommendations and provide regular reports to the Safeguarding Sponsor and Trustee Lead.

The Designated Safeguarding Lead and each Assistant Safeguarding Lead have responsibility for responding to concerns about the abuse of children and young people when these are raised with them. Once the safeguarding procedures have been initiated, the ASLs will escalate concerns that pose a significant risk to the Designated Safeguarding Lead, who in turn will report to the Safeguarding Sponsor and Trustee Lead.

The **Designated Trustee Lead** (DTL) is appointed by and from the Board of Trustees, to represent the Board on safeguarding. The Designated Trustee Lead will enable the Board to:

- Evaluate safeguarding concerns, recommendations and actions and reports presented by the Designated Safeguarding Lead;
- Be able to respond appropriately to concerns and allegations;
- Represent the charity with the Charity Commission, Police and / or other relevant bodies if a significant risk matter arises (this includes allegations against staff), when appropriate.

The **Safeguarding Sponsor** (SS) is The Royal Parks Chief Executive who has overall responsibility for Safeguarding in the organisation. S/he meets with the Designated Safeguarding Lead twice a year as a minimum to provide advice on procedural matters and their impact on the organisation, reviewing reports produced by the Designated Safeguarding Lead, when cases that pose significant risk are escalated.

The **Designated Safeguarding Lead** (DSL) – has the lead responsibility for all safeguarding and protection matters at all Royal Parks sites. S/he will escalate concerns to the Safeguarding Sponsor if these pose a significant risk and, where appropriate, make referrals to external bodies such local authorities or the police. The Designated Safeguarding Lead is responsible for coordinating all needs, training and actions across the organisation, in collaboration with HR and relevant colleagues. The Designated Safeguarding Lead will take measures to improve systems and practices where necessary, ensuring training to staff is sufficient and policies and procedures are practical and accessible.

The Designated Safeguarding Lead will brief the Safeguarding Sponsor and Designated Trustee Lead quarterly on safeguarding issues, including presenting a proposed annual report on activity, trends, risks and actions. A final report will be presented to the Board of Trustees on an annual basis. A Deputy DSL will provide support when DSL is not available.

The **Assistant Safeguarding Leads** (ASL) – have the responsibility for safeguarding in their site and / or area of work. For example:

- Park Managers supervise safeguarding matters in their park, including general visits, activities and events (by exception of activities / events delivered by Learning, Projects or Volunteering teams);
- The Diana Memorial Playground Manager supervises safeguarding matters in this playground;
- The Programmes and Volunteering Manager supervises safeguarding matters related to volunteers and the activities they lead;
- The HR Manager supervises safeguarding allegations related to staff, contractors and freelancers and subsequent disciplinary actions if needed.

The **Safeguarding Group** is formed by:

- The Safeguarding Trustee Lead – Jeff Jacobs, Trustee, The Royal Parks;
- The Safeguarding Sponsor – Andrew Scattergood, Chief Executive, The Royal Parks; and
- One Designated Safeguarding Lead (DSL), one Deputy Safeguarding Lead, and 15 Assistant Safeguarding Leads (ASL):

By location / site / function	DSL / ASL	Contact details
The Royal Parks	Ledy Leysen , Head of Learning (DSL)	safeguarding@royalparks.org.uk Tel.: 0300 061 2282
The Royal Parks	Laura McMahon , Community Learning Manager (Deputy DSL)	safeguarding@royalparks.org.uk
Brompton Cemetery	Theresa Short , Park Manager (ASL)	bromptoncemetery@royalparks.org.uk Tel.: 0207 352 1201
Bushy Park	Philip Edwards , Park Manager (ASL)	bushy@royalparks.org.uk Tel.: 0300 061 2250
Greenwich Park	Graham Dear , Park Manager (ASL)	greenwich@royalparks.org.uk Tel.: 0300 061 2380
Hyde Park	Jason Taylor , Park Manager (ASL)	hyde@royalparks.org.uk Tel.: 0300 061 2114
Kensington Gardens	Andy Williams , Park Manager (ASL)	kensington@royalparks.org.uk Tel.: 0300 061 2114
Richmond Park	Simon Richards , Park Manager (ASL)	richmond@royalparks.org.uk Tel.: 0300 061 2200
St James's and Green Parks, Victoria Tower Gardens	Mark Wasilewski , Park Manager (ASL)	stjames@royalparks.org.uk Tel.: 0300 061 2350
The Regent's Park	Nick Biddle , Park Manager (ASL)	regents@royalparks.org.uk Tel.: 0300 061 2300
Human Resources	Sarah Foulkes , HR Manager (ASL)	hr@royalparks.org.uk
The LookOut/ Learning Programme	Richard Pering , Learning Manager (ASL)	learn@royalparks.org.uk Tel.: 300 061 2282
Volunteering Programme	Bryony Cross , Programmes & Volunteering Manager (ASL)	volunteering@royalparks.org.uk Tel.: 0300 061 2279
Diana Princess of Wales Memorial Playground	Kunle Kolade , Playground Manager (ASL)	dianaplayground@royalparks.org.uk
The Hub Sports Centre	David Ellis , Sports Manager (ASL)	thehub@royalparks.org.uk 0300 061 2323
Communications	Ali Jeremy , Director of Communications & Engagement (ASL)	
Data Protection	Amy Hamilton (ASL)	

5. Risk Assessment

Should this policy and associated procedure be ignored or disregarded, the possible outcomes are:

- For children and young people to be placed at further risk of harm and/or neglect;
- For staff, trustees and volunteers to potentially be subjected to inquiry, investigation internally or externally for failing to take appropriate steps;
- For the Designated Safeguarding Lead, Safeguarding Sponsor and Board of Trustees to be subject of a possible inquiry and report from the Charity Commission and regulators or recommendation from local authorities to regulators;
- For The Royal Parks to be at risk of public scrutiny and the ultimate risk of legal prosecution. The above can lead to negative media attention, reporting and damage to its reputation. Visitors may lose confidence in The Royal Parks as an organisation resulting in fewer visitors, especially children, young people and families. Partners, contractors, funders and potential donors may also lose trust as well. The loss of public trust and reputation may bring failure to deliver The Royal Parks' charitable and corporate objectives.

6. Definitions

Children - as in the *Children Acts 1989* and *2004* respectively, a child is anyone who has not yet reached their 18th birthday. 'Children' thus means 'children and young people' throughout.

Safeguarding and promoting the welfare of children - is defined for the purposes of this policy as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Abuse and Neglect is defined as 'ill-treatment (including sexual abuse and forms of ill treatment that are not physical); the impairment of, or an avoidable deterioration in, physical or mental health; and the impairment of physical, emotional, social or behavioural development' (*Who Decides?*, Law Commission, 1997)

Abuse is defined as 'a violation of an individual's human and civil rights by any other person or persons' (*No Secrets*, DH and Home Office, 2000)

7. Legislation

This policy and associated procedures have been developed taking account of the following legislation and guidelines:

Legislation:

- The Children's Act 1989, provides the legal framework for the protection of children in the UK. Under the Children's Act, a child is defined as any person under 18 years of age;
- The Protection of Children Act 1999, requires employers to carry out Criminal Records Bureau (CRB) checks - now known as Disclosure and Barring Service or DBS checks before employees are allowed to come into contact with children. The Royal Parks is required under this legislation to apply for enhanced disclosure from the Criminal Records Bureau for staff working with children;
- The Children's Act 2004, provides the legal basis for how social services and other agencies deal with issues relating to children. In particular, it provides guidelines and principles so all individuals who are involved in looking after children, be it in the home, the work place, school or other, are aware of how children should be looked after in the eyes of the law;
- Safeguarding Vulnerable Groups Act 2006, introduced the Vetting and Barring Scheme (VBS) and the role of the Independent Safeguarding Authority (ISA). The ISA made decisions on who should be barred from working with children and vulnerable adults. The VBS dealt with activities classified as 'regulated', including both paid and unpaid (voluntary) work. With the VBS and ISA now defunct, their functions have been absorbed by the Disclosure and Barring Service (DBS);
- The Disclosure and Barring Service 2013 (DBS), was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). Under the provisions of the Safeguarding Vulnerable Groups Act 2006, the DBS makes decisions about who should be barred from working with vulnerable groups. There are two ISA Barred Lists (one for those barred from working with children and one for those barred from working with vulnerable adults). Barred individuals can be placed on one or both of these lists. Organisations and employers can request DBS checks on potential employees as part of their recruitment and induction procedures;
- The Children and Families Act 2014, gives young carers and young adult carers in England a right to a carer's assessment and to have their needs met;

Guidelines:

- Working Together to Safeguard Children: A guide to inter agency working to safeguard and promote the welfare of children in England (HM Government, July

2018). It provides guidance on how to refer allegations of abuse against those who work with children; requirements to notify serious incidents and definition of serious harm for serious cases.

- Keeping Children Safe in Education, statutory guidance for schools and colleges (DfE, September 2016), covers safeguarding information for all staff, management of safeguarding, safer recruitment and allegations of abuse made against teachers.
- The Care and Support Statutory Guidance (August 2017) supports the implementation of the Care Act 2014 by local authorities, the NHS, the police and other partners.
- Strategy for Dealing with Safeguarding Issues in Charities, policy paper and regulatory alert (Charity Commission, December 2017), reminding charity trustees of their accountability for safeguarding even where certain aspects of their work are delegated. Charities working with children and vulnerable adults need to pay special attention, while all charities need to have strategies in place to prevent and deal with safeguarding issues.

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