

**The Lickey Hills Society
General Safety Policy
Information for volunteers**

It is the aim of the Lickey Hills Society to provide a safe and secure environment for those attending and those managing events, even if the event is done under the auspices of Lickey Hills Country Park. This document is intended to show how that aim will be met.

Who is responsible for meeting this aim?

This responsibility is to be exercised jointly by those leading or organising, and who are present at the meeting/event.

At certain events (eg visits, certain working parties) the Society may choose to appoint a Lead Volunteer to whom other volunteers report.

Notices of events

Invitations to, or notices of, events should state that all children must be accompanied by an adult.

At all events attendees should be informed, either verbally or by displayed notices, that all children must be supervised by an accompanying adult.

The Lickey Hills Country Park Rangers are responsible for these notices at events organised or held under their auspices.

Safety of activities and at venues

Before any event or meeting it should be established that the venue is safe and appropriate for the activity to be undertaken.

Volunteers should be aware of, and warn attendees of, any possible risks involved in activities. This should also include risks that the Lickey Hills Country Park or other providers (eg venue owners) have identified. (NB. Providers may be legally required to have, or may have their own, safeguarding policy, safety policy and risk assessments.)

A list of all those attending indoor meetings/events should be compiled and be readily available.

At indoor events attendees should be informed of the emergency procedures, exits and assembly points. If the venue has to be evacuated in the event of a fire or other emergency, then a roll call should be made at the assembly point to establish whether anyone is missing so that a report can be made to rescue services should they need to attend.

A log will be kept in which details of any incidents and of information given to the attendees. The log should be retained for two years along with any attendance list.

Any significant events should be reported to the Rangers if they occurred in the Lickey Hills Country Park or under their auspices (eg. on walks or events that take place outside the Lickey Hills Country Park's boundary).

At events organised or held under the auspices of the Lickey Hills Country Park, the compilation and retention of attendance lists, logs of incidents, etc, is the responsibility of the Lickey Hills Country Park Rangers.

(Also see: Appendix 2: Checklist Outdoor Activities; and Appendix 3: Incident Guidance.)

First aid

At any event, basic first aid equipment should be available and, ideally, there should be someone present who is first aid trained.

When applying first aid, it is advisable for another adult to be present, preferably someone of the opposite sex from the first aider. In the case of children or vulnerable adults* that adult should be the one who accompanied them to the event.

The injured party should give verbal consent before any first aid is given or if it is necessary to remove clothing; or the injured party should be invited to do it for themselves. In the case of a child or vulnerable adult, the accompanying adult should be present when first aid attention is given and should be asked if they want to give the appropriate attention themselves.

If an injury is serious an ambulance should be called and the Lickey Hills Ranger Service informed if the injury occurred in the Lickey Hills Country Park or under their auspices. (eg. on walks or events that take place outside the Lickey Hills Country Park's boundary).

The injured person should be accompanied in the ambulance by another adult. In the case of a child or vulnerable adult * that adult should be the one who accompanied them to the event.

(Also see: Appendix 3: Incident Guidance.)

A record should be kept in the log of any accident and of any first aid attention given. This information should also be reported to the Lickey Hills Ranger Service if it occurs in the Lickey Hills Country Park or under their auspices.

Appropriate behaviour. (Also see: Policy on Safeguarding Children ...)

Organisers of, and volunteers at, events should behave respectfully and appropriately towards each other and towards those attending and should not speak or act in any way that might leave themselves open to allegations of abuse, discriminatory or inappropriate behaviour.

Most of the events run by the Society are intended for and aimed at adults. Therefore, it is important that any notice of an event or meeting which children are likely to attend should stress that they must be accompanied by an adult.

Children, young people and vulnerable adults should command the same respect and consideration that is shown towards adults. Additionally, with children, young people and some vulnerable adults, who are naturally more trusting and suggestible, it is particularly important to avoid: using inappropriate language or behaviour; being alone with them or out of the sightlines of others; or using any unnecessary physical contact which could be misconstrued. Strategies for avoiding misunderstandings are illustrated below.†

Self-reporting.

If a volunteer believes that something that has happened, or that they, or others have said or done something that could be misinterpreted or misconstrued, they should inform the Safeguarding Officer or a fellow volunteer at the earliest opportunity

Review of policy

This policy will be reviewed at least once a year and any changes made will be reported to those who administer it.

* **Definitions: A child or young person** is someone under 18 years of age.

“**A vulnerable adult** is someone 18 or over who, because of circumstance or particular vulnerability or risk, may be in need of protection. They may be in need of community care services by reason of mental or other disability, age or illness; or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.” (Dept of Health 2005)

†**Example strategies:**

- Whilst it is appropriate to help up or to re-assure a fallen child, young person or vulnerable adult, it is for the adult who brought them to the meeting to physically comfort them and to give any attention.
- If it is necessary for a piece of equipment to be used then the child, young person or vulnerable adult should be shown how to do it without making any physical contact with them: eg "You place the hobbyhorse between your legs as I am doing now."
- Anything the child, young person or vulnerable adult needs to wear or display should be given to them, or the accompanying responsible adult for them, to put on: eg "You put the sticker where you want to."

Adapted by Baden Carlson from: Crossway Church's document: *Safeguarding Policy and Practice Guidelines*, and from other sources.

B. Carlson, March 2022