

# **Bohemia Walled Garden Association**

## **Safeguarding Policy**

### **BACKGROUND**

The Bohemia Walled Garden (BWGA) is a community garden situated in the Summerfields Wood, off Bohemia Road, Hastings. Activities include the use of plots to grow vegetables, some social events for members and open days for education and entertainment. The people who use the garden include BWGA members and volunteers and the general public which includes adults and children of all ages.

The garden is used with permission as a venue by external groups and schools to learn about horticulture, local and natural history and environmental education. These include a pre-school group and a home education group. Occasionally there are adults with carers and adults that are part of a mental health recovery project who come to enjoy the garden. Some of these groups are allocated a plot.

External users (i.e. not BWGA members) and groups (as above) who use the garden have their own insurance covering their uses.

The garden is completely run by a committee of Trustees and regular volunteers and overseen by Charity Commission Trustees.

### **POLICY STATEMENT**

The BWGA does not require its members and volunteers to complete Disclosure and Barring Service (DBS) checks. This is because our members and volunteers do not have unsupervised contact with children (under 18) or vulnerable adults. All the children who visit the garden are accompanied by parents, guardians, carers or school staff. The adults that might be considered vulnerable come with carers.

### **COMMITMENT**

The BWGA recognises the need to consider the safety and welfare of all who visit the garden and especially children and vulnerable adults. Health and Safety is considered at all times and Risk Assessments done for all activities either by the BWGA when they organise tasks and events, or by individual users/groups who use the garden. Therefore;

- Children who come to the garden must be accompanied by parents, guardians, carers or school staff. Vulnerable adults must come with carers.
- The BWGA will make information available at the garden for members and volunteers and the public regarding a procedure if they have a concern. This will include contact numbers for children's services and adult social care. A notice will be displayed in the garden next to the emergency procedure and insurance policy. The notice will state that 'Safeguarding is every one's business'
- This policy will be available on the BWGA web site.
- Any images displayed on the BWGA website, used in publications or any output promoting or produced by the BWGA will have sought permission to use.
- The BWGA treats all who come to the garden equally and have an equal opportunities policy available on the BWGA web site.

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### **PROCEDURE**

- Anyone who has a concern for the welfare and safety of a child or vulnerable adult will contact the appropriate service themselves. (Contact details available on the notice board.)
- If the concern is a case of immediate harm to a child or vulnerable adult, the person witnessing this will themselves call 999.

#### *Taking of photographs/video*

The main priority is to make it as simple as possible. In the setting of the garden it's not practical to get written opt in /opt out from every visitor, so we should do it only when necessary as we go along, i.e. before a photo is taken.

A sign on the welcome table states that we will be taking photos/video for publicity purposes and that we will ask for consent before we do so. If anyone wishes not to be included in photos we will ask them to make this known to those on the desk or to the photographer.

To make this practical, it should become part of the photographer's role and responsibility that:

- It's acceptable to take photos/videos without consent from afar or in such a way that nobody is identifiable.
- In all other instances, the photographer must approach the people to be photographed/videoed to ask if they are happy to have their photo/video taken.

The photos/video taken will be stored on Google Drive and destroyed if the person in the photos/video requests this.

### **MONITORING AND REVIEW**

The policy will be monitored and reviewed annually.

Written and Approved

7<sup>th</sup> November 2019