

The Watercress Way
Registered Charity Number 1167675



Safeguarding Policy

Safeguarding is everyone's responsibility. All trustees must ensure they are aware of the possible issues that can arise and of the Safeguarding Procedure we have adopted. All new Trustees will be made aware of this policy and reminded of their role at Induction.

As a small charity, our role is to act in accordance with the TWW policy set, and be secure in the way in which we work to keep everyone who volunteers with us to keep them safe, secure in their role and supported if they encounter a safeguarding problem, or a problem where they are unsure what to do.

The Chairman will act as the Designated Safeguarding Lead and it is to the DSL that any queries should be directed in the first instance.

Volunteering

For both adults and children, the safety of the person whilst taking part in the activity with the charity is paramount.

Volunteers will be made aware of The Watercress Way Health and Safety Policy and Equality legislation.

All volunteers should be 18 years old before taking part in any conservation activity, unless by express permission of and supervision by the parent or guardian, and definitely not less than 11 years old.

Trustees will carry out risk assessments for every activity, give clear instructions about the activity, take a first aid kit, obtain relevant medical details and emergency contact details for each volunteer.

Duke of Edinburgh students

Trustees will carry out a generic risk assessment for the activities scheduled during the DoE course (normally one hour per week for a c. a year or a few longer sessions on one day and less weekly sessions). Clear instructions to be given by the designated trustee/s about tasks and potential risks. Specific weekly risks to be assessed by the volunteers since the trustees will not be physically present during all tasks. Parents/ guardians to directly supervise such task taken in the field and be aware of the risk zone map. Trustees to obtain relevant medical details and emergency contact details for each volunteer, and adhere to the TWW Health and Safety policy.

The Watercress Way (charity no. 1167675)

Updated at meeting of Trustees 25 February 2020

Receiving information which may be relevant to protection of a child or vulnerable adult.

If a child or vulnerable person who is volunteering describes a scenario which appears to have protection issues (by neglect, injury, sexual abuse, domestic abuse, emotional abuse), then the matter will be referred to the Designated Safeguarding Lead (DSL) who will contact the relevant services at HCC to report the issue.

If the person is in immediate danger, the DSL will contact the Police.

If a volunteer is acting inappropriately, the DSL will ask the person not to volunteer with immediate effect, and pursue the matter through the relevant authority.

Acting on safeguarding issues that may arise between volunteers, trustees and others involved with the Project.

All volunteers at the Project will be made aware how they can report any concerns they may have.

The volunteers can contact one of the Trustees, or if not appropriate the DSL, or if not appropriate, seek advice from the Hampshire Children's Social Services helpline on Monday to Friday, 8.30am to 5pm, phone 0300 555 1384, or the out-of-hours service, 0300 555 1373 (for adults, phone 101)

DBS checks

Where only adults volunteer for conservation work the Trustees believe that there is no requirement for DBS checks to be undertaken. The trustees will review this decision at frequent intervals as the volunteer base grows, and our diversity increases.

Any under 18 year olds are required to have parental/guardian supervision during tasks, and so the Trustees believe that there is no requirement for DBS checks to be undertaken. Any briefing meetings with under 18 year olds will be held in public places (cafés/pubs) unless the volunteer has a parent/guardian chaperone.

Equality Policy

The Trustees will ensure that the charity operates within the Equalities Act, as updated in 16 June 2015.

Any volunteer or Trustee who does not respect this will be reminded of the legal requirements of treating all people equally, and may ask the volunteer to cease volunteering if their attitude and behaviour does not change immediately.

To be reviewed 1st March 2021

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Appendix 1



Health and Safety check list for Watercress Way Volunteers Outdoors

NB: Parental/Guardian supervision AT ALL TIMES for under 18 year olds

Risk/Check	Action
Numbers/Who is in the field?	NO LONE WORKING . A minimum of 2 people together at all times, whether walking, cycling, riding. Operate a buddy system If a specific group activity trustees to keep a record of names and contacts.
Over 18 year olds	Ensure someone knows where you are
Traffic roads etc.	Act as individual when crossing a road. Wear high-vis clothing Use pedestrian crossings where possible
Roads with no pavements	Walk in single file facing oncoming traffic with high-vis, or walk on the most appropriate side of the road if visibility is poor.
Wildlife and domestic animals Includes: swans, livestock , dogs, ticks	Stay away from/avoid wildlife and domesticated animals. Wear appropriate protective clothing and check for ticks and signs of Lyme's disease after outdoor activity
Risk from other people /personal harm	Be aware of the remoteness of some locations on the trail. Stay with buddy. Avoid and report any incidents to Police
Personal health issues e.g.: allergies/medications/medical conditions	Ensure appropriate medicines taken in field Hand gel advised if working with vegetation/ near rivers
Weather and adverse or exceptional weather conditions: sunstroke/dehydration/hypothermia	Check weather forecast before any activity Wear appropriate clothing and footwear for the weather. Take first aid/medical kit Take sun cream/water Seek medical advice if acute
Clearance of vegetation – thorns, stings, branches etc, and safe use of tools and equipment.	Appropriate gloves, footwear, clothing, etc, should be worn.

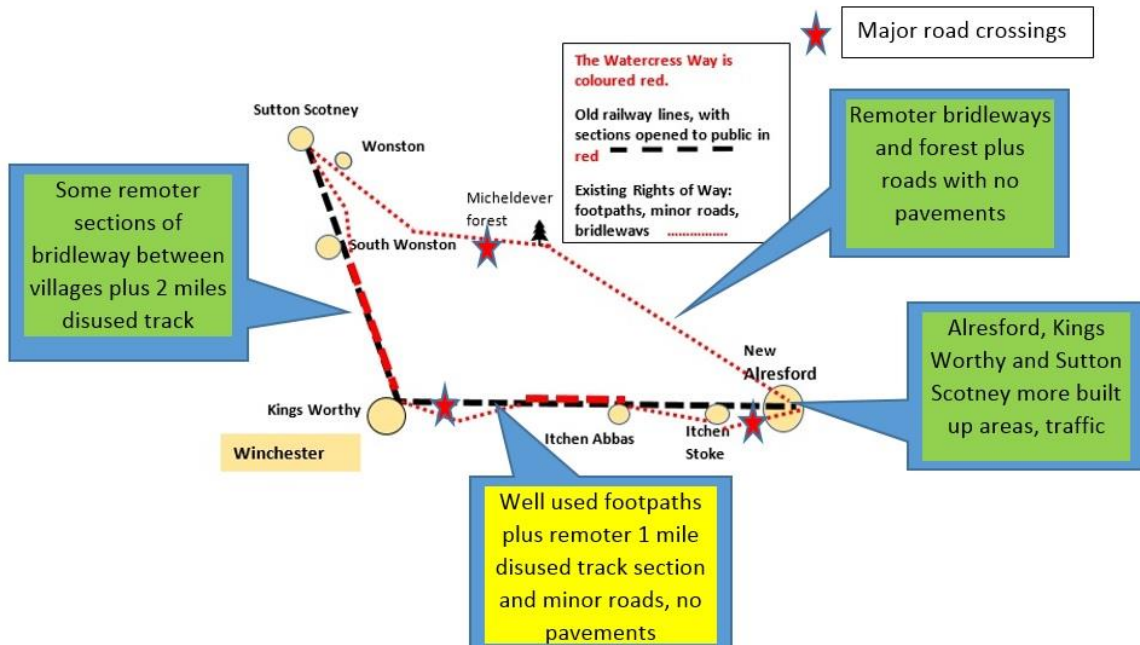
- The trail may be split into 3 main sections, with rural and urbanised areas (villages, small town) see risk map next page.
- The Southern and western sections are well used, with many people walking and cycling along existing rights of way including minor roads and cycle routes. Phone signal usually good.
- Horse riding and off road cycling occurs on the west (disused railway and droves) and northern 'drove' sections
- The northern section between S Wonston and Alresford (Alresford drove, Micheldever forest, Itchen Down) is furthest from points of help, and has variable phone signal

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- More built up areas with some of trail along pavements found in Alresford, Kings Worthy and Sutton Scotney
- Major road crossings are indicated on the map

Sections of the WW trail colour coded by risk zone: Red High, Blue medium, Yellow low . See tables below map



$$\text{Risk} = \text{Severity} \times \text{Likelihood}$$

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Likelihood Scale

- Low — Remote or infrequent
- Medium — Will occur preventatively
- High — Likely to occur or in the near future

Severity Scale

- Low — Cause minor injury/illness/damage – lost time
- Medium — Cause lost time injury/illness
- High — Cause serious or fatal injury/illness

$$\text{Risk} = \text{Severity} \times \text{Likelihood}$$

		LIKELIHOOD		
		Low	Medium	High
SEVERITY	Low	L	L	M
	Medium	L	M	H
	High	M	H	H

Zone 1 – High Risk

Zone 2 – Medium risk

Zone 3 - Low Risk

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