

## Holt Cope Conservation Volunteers

### Safeguarding Code of Practice for Young People and Vulnerable Adults

**DO** plan activities that involve more than one other person being present, or at least within sight and hearing of others

**DO** remember that you have been placed in a position of trust - do not abuse this

**DO** remember that you are a role model at ALL times. Set a good example for others to follow.

**DO** treat everyone with dignity and respect

**DO** treat all young people equally - do not show favouritism

**DO** encourage an open and transparent culture, where people can challenge inappropriate attitudes or behaviours

**DO** create an environment where young people feel safe to voice their concerns

**DO** report all allegations, suspicions and concerns *immediately*

**DO** remember that someone may misinterpret your actions

**DO** respect a young person's right to personal privacy

**DO NOT** plan to be alone with a young person

**DO NOT** trivialise abuse or let it go unreported

**DO NOT** overstep the boundaries between yourself and young people by engaging in friendships or sexual relationships

**DO NOT** use inappropriate, suggestive or threatening language, whether verbal, written or online

**DO NOT** rely on your reputation or position to protect you

## **What do I do if...?**

If a young person / vulnerable adult tells you they are being abused, you must:

1. Allow them to speak without interruption, and accept what they say
2. Be understanding and reassuring – do not give your opinion
3. Tell them you will try to help but must pass the information on
4. Tell your Volunteer Co-ordinator immediately
5. Write careful notes of what was said using the actual words
6. Include the time and date and full names of those involved
7. Sign and pass your notes to your Volunteer Co-ordinator
8. Make sure that volunteering poses no further risk to their welfare

## **What does the Volunteer Co-ordinator do if...?**

If a volunteer reports an issue to him/her:

1. Immediately escalate the issue to the TCV Volunteer and Safeguarding Manager
2. Must not discuss the issue with anyone

This Code of Practice was discussed and approved at the Virtual AGM, 28<sup>th</sup> June 2021

Review date: next AGM and every yearAGM thereafter