



The Black Horse Community Group Limited (the "Society") Safeguarding and Lone Worker Policy

1. Introduction

This policy applies to Members, members of the Management Committee, employees and volunteers. All children and adults, regardless of their age, disability, gender, race, religious beliefs, sexual orientation or identity, have the right to equal protection from harm.

Working in partnership with young people, their parents, vulnerable adults, carers and other agencies is essential in promoting the welfare of those we need to protect.

This policy should be read in conjunction with the following Society documents:

- BHCG Health and Safety policy
- BHCG Equal Opportunities policy
- BHCG Disputes and complaints procedures

2. Purpose

The Society believes that a child, young person, vulnerable adult or anyone else working or volunteering for us should never have to experience abuse of any kind. At the same time adults working for the Society should never be placed in a position where they are vulnerable to verbal or physical abuse.

We have a responsibility to promote the welfare of all children, young people and vulnerable adults and to keep them safe. We are committed to practice in a way that protects them and volunteers from harm.

The purpose of this policy is:

- To protect children, young people and vulnerable adults working or volunteering for the Society.
- To protect the safety and security of adults working or volunteering for the Society.
- To provide everyone with the overarching principles that guide our approach to safeguarding.

The Society recognises that the welfare of the child is paramount and that some children and adults are especially vulnerable due to the impact of previous experiences, their level of dependency, their communication needs or other issues.

3. Responsibilities

We aim to keep children and volunteers safe by:

- Valuing them, listening to them and respecting them as individuals
- Taking reasonable and practical steps to protect them from harm, discrimination or degrading treatment
- Providing effective management for all employees and volunteers through supervision, support and training
- Taking seriously and responding to any concerns and allegations of abuse or poor practice
- Sharing concerns with relevant agencies and involving parents and children appropriately
- Informing all employees and volunteers of the Society's policies and safeguarding expectations

4. Ways of working

The Society's policy is to prevent any opportunity for harm to a child, young person, vulnerable adult or anyone else working or volunteering for us. To this end:

- There should always be two responsible adults over the age of 18 working or volunteering at any Society activity
- Lone working should be avoided where at all possible
- Where Lone working cannot be avoided, individuals must ensure that someone is aware of where they are and how long they are expected to be; that periodic checks are made by another individual and/or they call another person on an agreed regular basis. They should consider having a lone worker solution such as a Smart Phone App that transforms their own smartphone into a personal safety device
- Young persons under 18 years and vulnerable adults should never be alone with one adult who is not their parent, guardian, or carer
- When finishing an activity, young persons and vulnerable adults should always be asked to leave prior to the end and whilst two adults remain on site.

5. Investigations and complaints

All investigations and complaints will follow the Society's Disputes and Complaints procedures

6. Review

Adopted 1 March 2023. This policy will be reviewed regularly, at least every two years.

This policy was reviewed and approved by the Management Committee on 14 January 2026.