



Barracks Lane Community Garden

Charity No. 1116544 and incorporated as Company No. 05945388

Safeguarding Policy

A policy for trustees, volunteers, contractors and people booking the garden for private use.

Barracks Lane Community Garden is registered charity and company limited by guarantee. Its purpose is offer a welcoming oasis and breathing space for all members of the public including families and accompanied children - to use the garden for the purposes of play and leisure and family learning.

The Garden project is not constituted, staffed or registered to take responsibility for the care of children or vulnerable adults. It is open to the public at weekends on a drop in basis, and during the week it is bookable by individuals or groups from the local community.

The Trustees of Barracks Lane Community Garden recognise that safeguarding children and vulnerable adults is vital and that as charity trustees we have a duty of care towards the children and vulnerable adults who use the garden.

The Trustees are committed to the principle that all children and vulnerable adults without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.

The garden does not employ paid staff – but it does have volunteers such as ‘garden guardians’ and the trustees themselves. Their responsibilities are to ensure the health and safety of the environment and to manage the garden in line with its charitable objectives and policy.

At no time are volunteers, including the Trustees, permitted to take responsibility for the care of children or adults in their capacity as garden guardian or volunteer on behalf of the project.

Children under 8 are not allowed to access the garden unless accompanied by and adult carer or as part of a registered group which has booked the garden as a venue.

Children from 8 to 16 are allowed to use the garden unaccompanied by an adult when it is open to the public – but volunteers are expected to ensure that children of this age group using the garden should always be in groups of at least 3.

The garden sometimes contracts for services such as event planning and volunteer co-ordination, craft instructors, gardeners and entertainers etc. At no time are contractors required or permitted to take any responsibility for the care of children or adults whilst working for the garden project.

The garden also provides a bookable venue which is used by local families and registered groups such as schools, children's centres, advice and counseling sessions, private birthday parties and community functions. A pre-booking form is required which makes clear that this is a self-managed arrangement. The person booking signs an agreement to adhere to the garden policies respectful behaviour toward people and the environment and a prohibition of the consumption of alcohol or drugs on site. The person booking is required to undertake their own risk assessments and be responsible for the health, safety and welfare of the group for the duration of the booking. In many cases these are family events such as children's parties. Constituted groups caring for children are required to have their own registration (if required) and safeguarding policy.

Where concerns about children and young people's welfare are raised, the garden trustees are committed to working with all relevant agencies to take taking appropriate actions to address those concerns, working to agreed local policies and procedures and legal requirements. Any concerns or allegations of abuse will be taken seriously by trustees and volunteers and be responded to appropriately - this may require a referral to children's services and in emergencies, the police.

This policy will be reviewed annually or more frequently if required.

The policy is approved and endorsed by the board of trustees on:

24th January 2011.

Local Sources of advice and Information

Oxfordshire Safeguarding Children Board www.oscb.org.uk

Access to Information & Services Team (in office hours): **0845 050 7666**

Emergency Duty Team (outside office hours): **0800 833 408**