



## The Association of 16mm Narrow Gauge Modellers

### Safeguarding Policy

#### The Association of 16mm Narrow Gauge Modellers –

The Association of 16mm Narrow Gauge Modellers (henceforth known as “The Association”) is a membership funded third sector organization run by a Board of elected volunteers together with other non-elected Officers. It is non-profit making and is not a charity. Children and young people (C&YP) under the age of 18 may be members but are not eligible for Officer roles, either elected or non-elected. It has no paid employees. The Association only face-to-face public contact is at the annual National Garden Railway Show (NGRS) which it runs in conjunction with the staff of the hosting venue. Entry to the NGRS is by paid ticket, and C&YP under the age of 18 are only admitted with an accompanying adult. The NGRS is run by the Officers of the Association together with other volunteer members.

#### Defining Safeguarding

‘Safeguarding’ is an umbrella term that refers to practices and procedures aimed at preventing or responding to harm or risks of harm posed to vulnerable individuals, and at promoting these individuals’ wider welfare. Safeguarding is particularly important for children and adults at risk. Most safeguarding legal obligations relate to the care of these groups. This Safeguarding Policy specifically deals with safeguarding adults at risk, and CYP. For safeguarding purposes, adults at risk are individuals 18 years old or over (in England and Wales) who have care and/or support needs and who are, because of these needs, unable to protect themselves from harm (e.g. due to illness or disability). This need not be on a permanent basis.

#### Statement of Purpose

1. The Association is committed to endeavouring to prevent and responding to risks of harm to and promoting the welfare of all adults at risk and C&YP that we work with, and who attend the NGRS. These individuals are referred to as the ‘**Beneficiaries**’ of this Safeguarding Policy.
2. We recognise the importance of this commitment to safety and welfare and are committed to safeguarding all Beneficiaries without discrimination due to an individual’s age, disability, race, religion or belief, sex, gender reassignment, pregnancy or maternity leave status, marriage or civil partnership status, or sexual orientation.
3. This Safeguarding Policy is based on the Safeguarding Laws of England, Wales, and Scotland, including related guidance issued by the UK Government and relevant governmental departments, agencies, and public bodies. If this Policy is at any time inconsistent with this body of law, the Association will act to meet the requirements of up-to-date safeguarding laws in priority to the requirements set out in this Policy.
4. The Association of 16mm narrow gauge modellers has implemented this Safeguarding Policy in order to meet its obligations as an organisation engaging with adults at risk and C&YP.
5. Any questions in relation to this Policy should be referred to Richard Turnock. in the first instance, by emailing [moty.organiser@16mm.org.uk](mailto:moty.organiser@16mm.org.uk) or by contacting 07977476857.

#### Scope of this Safeguarding Policy

6. This Policy explains key aspects of how The Association endeavors to prevent harm in relation to its Beneficiaries via its practices and its Officers’ conduct.

7. This Safeguarding Policy covers the organisation and operation of all of The Association activities involving adults at risk & C&YP (i.e. our **Relevant Activities**). These primarily include:
  - a. Organising and running the annual National Garden Railway Show.
8. This Policy's guidelines and obligations apply to all individuals volunteering for or acting on behalf of the Association of 16mm narrow gauge modellers in the UK at all levels (collectively '**Volunteers**').
9. This Policy does not form part of any contract of employment or similar and The Association may amend it at any time at their absolute discretion.
10. The commitments and practices contained in this Safeguarding Policy apply to the safeguarding of The Association Beneficiaries from harm caused by either:
  - a. The activities and practices of The Association and any conduct of its Officers and volunteers, or
  - b. People and situations outside of the Association and its Officers' control, where The Association are aware of, or ought to be aware of, or reasonably suspect the risks posed by a situation.
11. For the purposes of this Policy, a '**Safeguarding Concern**' is any conduct or situation that is known or reasonably suspected by an Officer or another party that risks violating the safeguarding commitments set out above.

### **Key Measures that the Association of 16mm Narrow Gauge Modellers is Committed to Implementing and Maintaining to Safeguard its Beneficiaries**

12. Ensuring that Officers and volunteers are encouraged to report any Safeguarding Concerns that they identify and to follow The Association's safeguarding reporting procedures as closely as possible when reporting concerns (set out below under the heading '**Procedures: Reporting**').
13. Ensuring that all Officers and volunteers listen to all safeguarding-related queries and concerns raised by Beneficiaries, or relevant other parties, with respect and professionalism. Officers and volunteers assist with reporting any such concerns via The Association's regular reporting procedures.
14. Ensuring that all reported Safeguarding Concerns are dealt with by the appropriate trained and nominated Safeguarding Officers in accordance with The Association's relevant procedures (set out below under the heading '**Procedures: Investigation and Response**').
15. Implementing and maintaining comprehensive, accessible, fair, and efficient procedures for Officers and volunteers to use when reporting and dealing with Safeguarding Concerns. These procedures will be made known and easily accessible.
  - a. Procedures will be designed to ensure all safeguarding issues are dealt with fairly and objectively even when allegations are made against one of The Association Officers or volunteers. Any such allegations will be treated in a manner that takes into account the gravity of the accusations, but which does not vilify or presume the guilt of an accused individual without a fair investigation.
  - b. Any reports that qualify as protected disclosures under whistleblowing law will be treated securely and in a protected manner in line with whistleblowing law.
  - c. Appointing Richard Turnock as the Association's Safeguarding Officer to hold responsibility for managing safeguarding policies and procedures within The Association.
  - d. Following appropriate recruitment processes when recruiting Officers and volunteers. This includes:
    - i. Ensuring understanding the content of necessary safeguarding awareness, and reporting procedures training before having any contact with the Association's Beneficiaries.
16. Providing appropriate safeguarding awareness training for all relevant Officers and volunteers that is appropriate to their role, responsibilities, and degree and type of contact with Beneficiaries. This should, where appropriate, include training on "*How to use the Association's safeguarding reporting procedures and when doing so is appropriate.*" – (sections 28-30 below).
17. Ensuring that all information related to Safeguarding Concerns, including the content of reported concerns as well as the personal data of anybody involved, is handled safely and securely. This involves:
  - a. Following the requirements set out by the UK's data protection laws, including The UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
  - b. Following The Association's data protection policies and procedures, including our Data Protection and Data Security Policy.
  - c. Providing Officers with training on data protection and privacy, where appropriate.

- d. Ensuring Officers always have an identifiable point of contact for questions or concerns about data protection and privacy. This is the designated the Association's Data Protection Officer.
  - e. Only sharing information about a Safeguarding Concern internally as far as is necessary to manage the concern for the relevant Beneficiary's benefit.
18. Ensuring transparency and awareness regarding safeguarding information and procedures. For example, by:
- a. Providing information to Beneficiaries about our safeguarding procedures so that they are aware of how to raise any concerns.
  - b. Ensuring all Officers are aware of safeguarding laws, the Association's safeguarding commitments and procedures, and their responsibilities in relation to these.
19. Regularly reviewing all safeguarding policies and procedures to ensure that they are up to date with safeguarding law and that they remain suitable for The Association's Relevant Activities, and meeting any review and evaluation requirements specific to The Association's organisation type.

### **Staff Members' Responsibilities**

20. All Officers and volunteers have a responsibility to promote the safety and wellbeing of all of the Association's Beneficiaries. This means that all of the Association's policies and procedures relevant to safeguarding and all UK laws relevant to safeguarding must be followed at all times.
21. All Officers and volunteers must contribute to upholding the key measures that The Association has committed to taking to safeguard its Beneficiaries (set out above) to an extent that is appropriate for their role, responsibilities, and degree and type of contact with Beneficiaries. If a Staff Member is uncertain as to their responsibilities, it is their responsibility to raise this with the Association's Safeguarding Officer.
22. Officers and volunteers must actively participate in all safeguarding training they are assigned and, if they do not understand any aspects of their training, must raise this with the Association's Safeguarding Officer.
23. Officers and volunteers must never do anything to actively risk the safety or wellbeing of any of the Association's Beneficiaries. This includes, but is not limited to:
- a. Subjecting them to or facilitating abuse of any sort.
  - b. Engaging in any sexual activity with children (i.e. anybody under the age of 18).
  - c. Participating in or facilitating any activities that may commercially exploit Beneficiaries.
24. Officers and volunteers must report all Safeguarding Concerns that they have regarding Beneficiaries, regardless of whether the concerns relate to potential wrongdoing of other Officers and volunteers, other Beneficiaries, or external parties (e.g. parents, other organisations, or members of the public).

### **Procedures: Reporting**

25. Officers and volunteers will receive safeguarding training that should enable them to identify Safeguarding Concerns (e.g. suspected abuse, neglect, or threats to wellbeing) relevant to the Association's Beneficiaries.
26. If an Officer or volunteer identifies a Safeguarding Concern, to report it they should:
27. Contact the Association's Safeguarding Officer, or other nominated Safeguarding Lead.
28. If an Officer or volunteer feels unable to follow the above steps, they should report their Safeguarding Concern in a reasonable alternative manner. This may be the case if, for example:
- a. Following the above procedure would require disclosing the concern to somebody who is implicated in the Safeguarding Concern or who the Officer and volunteer is otherwise uncomfortable contacting about this concern, or
  - b. The matter is time sensitive and involves a risk of serious harm to somebody, in which case contacting an external agency (e.g. the police, the ambulance service, or a mental health crisis line) or a more senior member of the Association first may be more appropriate.

### **Procedures: Investigation and Response**

29. Reported Safeguarding Concerns will be dealt with promptly according to the following process:
- a. Referred to named Safeguarding Leads.
30. Officers and volunteers who report a Safeguarding Concern will be kept informed about the progression of the matter they reported to an appropriate degree. Note that, depending on the nature of the concern and consequent investigations, some information about matters may be kept confidential and not shared with the reporter.

31. If an Officer or volunteer is found to be in breach of this Safeguarding Policy or safeguarding law in general, they will be treated fairly and will only be dismissed if appropriate in the circumstances and in accordance with employment law.
32. Referrals or notifications to external organisations (e.g. police services, local authorities, or regulatory bodies) will be made when, and only when, this is appropriate, and will always be made in accordance with the law (e.g. data protection law).

### **Supporting Documents and Other Protections**

33. The Association has a further document in place that support this Safeguarding Policy; namely These include: **Safeguarding guidelines for use at NGRS.**
34. This Safeguarding Policy does not cover all of the Association's commitments relevant to protecting its Beneficiaries. We also have other policies in place that protect our Beneficiaries, Staff Members, and/or others. These include:
  - a. A Data Protection and Data Security Policy.
35. All of the policies, procedures, and other documents set out above are available on request from the person within the Association responsible for such matters.

Adopted on 27 January 2024

Last Reviewed on 30 January 2024