

Wild Colerne Policies: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection

These policies are written to reflect the objectives of our Charity as registered with the Charity Commission (Charity number 1197970) and the nature of our current activities. They apply to anyone working on our behalf, including our charity trustees, Committee members and other volunteers.

Charity Objectives

We aim to promote the conservation, protection, and improvement of the natural environment in Colerne Parish by:

- enhancing habitats for native wildlife, including its flora, fauna and other taxa to promote biodiversity;
- providing information to raise public awareness of the magnitude and causes of biodiversity loss;
- promoting actions to mitigate biodiversity loss and the impact of climate change on the natural environment;
- facilitating community support for biodiversity protection by promoting nature themed activities.

Wild Colerne is a small community group. We are not, at present conducting projects or activities with children under the age of 18/vulnerable adults unless they always have a parent/guardian/carer with them. This policy will be updated if this situation changes in the future.

We will only work alongside children's/young people's organisations (to assist with projects and activities that involve children/vulnerable adults) that have full Safeguarding Policies and Procedures in place which take account of regulatory requirements specific to their work. Whilst working with children/vulnerable adults an adult member of that organisation must always be present and Wild Colerne volunteers should never be left alone with children/vulnerable adults.

Our Safeguarding Principles

- Nobody who is involved in our activities should experience abuse, harm, or feel unwelcome.
- We have a collective responsibility to promote the welfare of all members of the public, and our volunteers, to keep them safe and to work in a way which is inclusive and that protects them.
- We have a collective responsibility for creating a culture in which people engaging with our work not only feel safe, but also able to speak up, if they have any concerns.

- We are aware that we need to take account of the needs of people who may be more vulnerable as outlined below in our Equality and Diversity Policy.

Our volunteers

Current volunteer activity includes conservation work parties, the running of information stalls and leading nature activities. Our volunteer event leaders will be made aware of our Safeguarding, Equality and Diversity, Health & Safety and Privacy policies and will have contact details for who to contact with any concerns.

Volunteers will be advised to:

- promptly report any concerns to the Safeguarding Lead;
- report any complaints to the most relevant member of the Committee;
- follow the actions required from our activity risk assessments when running any events/activities;
- only share contact details with user consent and comply with GDPR data protection principles outlined below;
- be aware of the potential for misunderstandings or allegations and that they should discuss any concern or unease with the safeguarding lead.

Social media interaction

Our social media, such as Wild Colerne's Facebook and Instagram, will be monitored by named administrators who will remove any abusive or divisive material - and initiate discussion regarding the reason for post removal with the person posting. The Safeguarding lead should be informed of any escalation of bad feeling or disagreement which needs further investigation and a meeting for views/grievances to be aired.

Safeguarding governance

A lead trustee/committee member will hold responsibility for the oversight of all aspects of safety, including equality and diversity issues.

This role will include the following:

- to be the point of contact for any concerns raised by members of the public or volunteers;
- to ensure any concerns or complaints are promptly and sensitively addressed by the most appropriate person - and that the issue and outcome are reported back to trustees;
- to liaise with the Wiltshire Safeguarding Service if needed;
- to monitor good Governance to ensure the following:
 - that trustees are aware of, and comply with the Charity Commission's guidance on [safeguarding and protecting people](#) and also the Charity Commission's [10 actions trustee boards need to take](#) to ensure good safeguarding governance;

- that trustees undertake the Wiltshire Safeguarding Vulnerable People Partnership (SVPP) Level 1 Safeguarding Everyone Course;
 - that safeguarding risk assessments are carried out and action taken to minimise risks identified;
 - that relevant checks are carried out when recruiting volunteers;
 - that volunteers are aware of what to look out for and who to speak to about any concerns/complaints.
- to report at every trustee meeting, or sooner if appropriate, to trustees on any issues relating to complaints, and our adherence to Safeguarding, Equality and Diversity, Risk and Privacy/GDPR policies.

Designated Safeguarding Lead: Mike Rogers.

Equality, Diversity and Inclusion

We recognise that certain groups in society are discriminated against, directly or indirectly, and that we have a duty to ensure our interactions with the public and the activities we organise are inclusive and welcoming to all.

The purpose of this Equality, Diversity and Inclusion Policy is to set out clearly the positive actions that Wild Colerne intends to take to combat direct and indirect discrimination in the group, in the activities it provides and in its relationships with other bodies.

Wild Colerne accepts the statutory requirements laid out in the Equality Act 2010. It is unlawful to discriminate directly or indirectly because of age, disability, sex, gender re-assignment, pregnancy, parenthood, race, sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as “protected characteristics”. Sexist, racist, disablist, homophobic, transphobic or otherwise offensive and inflammatory remarks and behaviour are not acceptable. These constitute harassment and have no place within Wild Colerne.

We undertake to challenge situations of oppression or harassment which may come to our attention while fulfilling the stated aims of our charity.

We recognise that our aim of facilitating community support for biodiversity protection must respect differing views and facilitating change must be based on education, gentle persuasion and a culture which welcomes debate.

Wild Colerne will work to promote equal access and appropriate levels of take-up of activities by all groups in the community.

We recognise the need to consider the needs of people who face disadvantage in society when planning, designing and advertising our activities, including but not limited to: women, people from ethnic minority groups, people with disabilities, LGBTQ+ people, and people on lower incomes. Specific issues relating to the safety

of children/young people and vulnerable adults attending any of our activities are outlined in our Safeguarding Statement.

Wild Colerne will work to make the physical environment in which activities and meetings are provided as accessible and inclusive as possible. We will ensure our event advertising includes clear information on access, terrain, and any potential difficulties for people with disabilities - to allow informed choice on attending. We will also monitor our event Programme to be sure it includes range of activities in settings accessible to all.

The provision and advertising of events and activities will be reviewed at trustee meetings to ensure they are meeting the diverse needs of the local community.

In adopting this policy, Wild Colerne is also making an unequivocal commitment to implementing it, to ensure that equal opportunity becomes a reality.

Members and non-members who volunteer with Wild Colerne share the responsibility for ensuring that this policy is promoted and implemented fairly and effectively. Acts of direct and indirect discrimination and failure to comply with the policy cannot and will not be tolerated and will be investigated.

If a person feels they have been discriminated against by Wild Colerne or harassed at a Wild Colerne event, they can raise this with any member of the Steering Group Committee who will refer it to the member with responsibility for Safeguarding and Equality and Diversity issues to investigate, listening to all the people involved. If the complaint is against a particular individual, this person will have the opportunity to express their point of view.

If the complaint is against a Steering Group member, that member will not be involved in conducting the investigation. The Committee will be informed of the complaint and its investigation and be involved in deciding any action needed.

A decision to exclude a person from the organisation and its events due to discriminatory or harassing behaviour may be made to protect those who may be vulnerable to abuse, harassment, or discrimination. We will not treat someone unfairly because they've complained about discrimination or harassment.

This policy will be reviewed on at least an annual basis, and after any complaint of equality-based discrimination or harassment.

Health and Safety

Overall and final responsibility for health and safety at all events and activities organised by Wild Colerne lies with the trustees. This responsibility will be delegated to a named trustee/member/volunteer for each event or activity who will be responsible for ensuring that this policy is upheld.

All events and activities will have a written risk assessment to recognise, inform of, and mitigate the potential risks. This will include assessing risk as it relates to all aspects of the event including: equipment; site or venue; volunteers; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.

We will publicise the details of our Safeguarding policy.

We will maintain Public Liability Insurance cover of £5million.

Data Protection and Privacy

We will adhere to the GDPR Principles of Data Protection.

We will:

- Know what personal data is.
- Only collect, store, or use personal data if Wild Colerne needs to do so for a legitimate, clear, specific purpose.
- Only collect, store, and use the minimum amount of data we need for the charity's purpose. We will not keep extra data if it is not needed and will not keep data that is no longer needed for a clear purpose.
- Make sure the personal data the charity holds is accurate and kept up to date.
- Make sure people know how to contact us if they want their data removed from our records
- Tell people what data we have about them.
- Store data securely.
- Make sure trustees and other Steering Group members know whether data belongs to the charity or to them personally, i.e., just because a person has access to contact details held by the charity, it does not mean they are you're their personal contacts.

Legitimate purposes for collecting, storing, and using personal data

Organisations should only collect, store, or use personal data if they have a clear purpose for doing so. For Wild Colerne, the holding of data is required for the following purposes:

- Sending Newsletters, event and volunteering information to people who have consented to be on our mailing list.
- Event management for activities which require registration.
- Maintaining a Membership list to manage subscriptions for people who sign up to support by becoming a full member with voting rights at our AGM.
- For Gift Aid in relation to Subscriptions or any donations.

We collect the following data:

- Full name and email address.
- Additional Address and Postcode is collected if a supporter opts to add Gift Aid to membership or/ subscription payments.

If there is no longer a purpose for holding someone's data, it will longer be kept.

Consent to collect and hold data

We are using Club Together (<https://www.club-together.com/>) as our membership communication tool to make use of its ability to organise events; to distribute information; and to collect payments. Privacy and GDPR issues are outlined in the separate Club Together Privacy Document. Information is provided about this to people who give us their contact details to be added to our mailing list.

Data gathering

When people attend events, they can request to be added to our Wild Colerne Mailing list by leaving their name and email. The sign-up sheet includes the statement:

“Leave your name and email to receive news updates and notifications of events as a “Friend of Wild Colerne.” There is also the option to support us by becoming a Full member (£10 per year) with AGM voting rights. When your name is added to our mailing list you will receive an email giving details of how to join.

Data consent: Please note, we use Club Together (<https://www.club-together.com/>) as our membership communication tool to make use of its ability to organise events and to distribute information. By leaving my email I agree to Wild Colerne adding my email to the mailing list stored on Club Together mailing list. My details will not be shared with any other third party. We promise you that only emails and notifications you need will be sent: no adverts, no spam and nothing”.

The same information will be provided to people who email our Wild Colerne email info@wildcolerne.org to request addition to the mailing list.

Designated lead in relation to internet security and data handling:

Ian Butterworth: email secretary@wildcolerne.org

Trustee Meetings and Policy Monitoring

Our Safeguarding, Equality and Diversity, and GDPR policies, will be reviewed at all trustee meetings and ratified at our AGM.

All trustee meeting agendas will include analysis of who is engaging with our work, to identify people or Community who are not involved and how this can be addressed

(including any needs to broadening representation at Committee or working group level).

Appendix: Wiltshire Contact Details for Safeguarding Concerns

Reporting concerns regarding children

Wiltshire Multi-Agency Safeguarding Hub (MASH)

0300 456 0108 (8.45am-5pm Mon-Thurs and 8.45am-4pm Friday)

Emergency Duty Service 0300 456 0100 (5pm - 8.45am)

If a child is in immediate danger or left alone call police or ambulance immediately on 999.

Email mash@wiltshire.gov.uk

Reporting concerns regarding adults at risk

Adulty MASH (Multi Agency Safeguarding Hub)

Tel 0300 456 0111. Textphone 01225 712501.

Wiltshire Safeguarding Advice

Wessex Community action: Anita Hansen.

Tel 01722 326822 communitydev@wessexcommunityaction.org.uk (for advice on developing policy and practice, accessing training and DBS checks).

Wiltshire Safeguarding Vulnerable People Partnership (SVPP)

wiltshirescb.org.uk (includes links to online training)

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