



## HQS Wellington

### Safeguarding policy

#### Introduction

The Wellington Trust recognizes its duty of care towards children who visit the HQS Wellington. Their welfare must be safeguarded and promoted in all activities planned and executed by the Trust.

A child is defined as any visitor under the age of eighteen.

Through offering a schools service, the Trust welcomes children aboard the HQS Wellington. These children will be directly supervised at all times by adult chaperones accompanying them from their school or educational institution. Children may also visit the ship with an adult who is undertaking a pre-arranged study visit, on a guided tour or attending a social function.

Therefore within the context of the visitor services offered to children, child protection is concerned with the prevention or detection of any act on the premises that may involve child abuse, including:

- Neglect
- Physical injury
- Sexual abuse
- Emotional abuse

This policy and the supporting policies and documents will be monitored for activity and practice by the Education Committee with an annual report being made to The Wellington Trust.

This policy applies to all members of the Wellington Trust's permanent and temporary staff, volunteers, freelancers, consultants and contractors. Within this document the term 'staff' will be used to describe all of these designations.

The purpose of this policy is:

- to protect children and young people who receive The Wellington Trust's services. This includes the children of adults who use our services
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

## **Legal framework**

This policy has been drawn up on the basis of law and guidance which seeks to protect children and young people, namely:

- Children Acts 1989 and 2004
- United Nations Convention on the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Communications Act 2003
- Equality Act 2010
- Special educational needs and disability (SEND) Code of Practice: 0–25 years: Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguarding children: A guide to interagency working to safeguard and promote the welfare of children; HM Government updated 2018
- London Child Protection Procedures

## **This policy should be read alongside our policies and procedures on:**

- Anti-bullying
- Code of conduct for staff and volunteers
- Complaints
- Disclosures and concerns about a child or young person
- E-safety
- Health and safety
- Lone working policy and procedure
- Managing allegations against staff and volunteers
- Recording and information sharing
- Role of the designated safeguarding officer
- Safer recruitment, induction and training
- Whistleblowing

**We recognise that:**

- the welfare of the child/young person is paramount, as enshrined in the Children Act 1989
- all children and young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- some children and young people are additionally vulnerable because of their level of dependency or their communication needs
- working in partnership with children, young people, teachers, school support staff and other agencies is essential in promoting children's and young people's welfare

**We will seek to keep children and young people safe by:**

- valuing them, listening to and respecting them
- appointing a Designated Safeguarding Person (DSP) for children and young people and a lead board member for safeguarding
- adopting child protection practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective e-safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely, and sharing information about safeguarding
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

**Contact details**

Designated Safeguarding Person (DSP)	<b>Rebecca Swan</b> <a href="mailto:edo@thewellingtontrust.com">edo@thewellingtontrust.com</a>
The Wellington Trust Senior lead for safeguarding	<b>Captain Guy Brocklebank</b>
Children's Social Care Emergency duty team in Children's Social Care	<b>Westminster</b> <b>020 7641 4000</b>
Designated person in local authority for managing allegations against staff, the <b>LADO</b>	<b>Westminster Safeguarding Team</b> <b>020 7641 7668 (LADO)</b>
Police CEOP	<a href="http://www.ceop.police.uk">www.ceop.police.uk</a>
NSPCC Helpline	0808 800 5000
Childline	0800 1111

We are committed to reviewing our policy and good practice annually and when there are significant changes in legislation or internal to our organisation.

This policy was last reviewed on: March 2019

Signed Rebecca Swan

Signed Captain Guy Brocklebank

We are committed to reviewing our policy and good practice annually.

This policy next be reviewed on: March 2020