

SFG 4 Safety and Safeguarding Guidance

General Safety

See the Leaders Notes (SFG 3 near bottom of this page) and additional notes below:

Anyone pruning and cutting back vegetation on the paths, must follow SFG Health and Safety Guidelines. On no account should children under 18, or people needing care and support be allowed to use any handtools.

When pruning, and cutting back vegetation, ensure you have the necessary documents from Cheshire East Public Rights of Way dept. The CEC letter of authority should be obtained from the SFG website

Search for "Sandbachfootpaths"

click the tab under the ferny picture "Adopt a Path"

now click

CEC 1 Volunteer waymark and veg cut registration letter

Volunteers should complete the form with the letter and send it to CEC and will receive a letter of authority to do minor maintenance work on Public Rights of Way on behalf of the Council. CEC will also send the necessary safety guidance and risk assessment documents, details below.

Important documents:

From Cheshire East Council (CEC), Public Rights of Way team (PRoW):

Search for "Sandbachfootpaths"

click the tab under the ferny picture "Adopt a Path"

now click the documents below to download:

CEC 2 Guidance to volunteers on the cutting-back of vegetation on PRoW

CEC 3 Risk Assessment for cutting back vegetation:

CEC 4 Guidance to volunteers on the waymarking of PROW:

CEC 5 Risk Assessment for Waymarking:

Important documents:

From Sandbach Footpath Group (SFG):

Search for "Sandbachfootpaths"

click the tab under the ferny picture "Adopt a Path"

now click the document below to download:

SFG 1 Health and Safety Guidelines:

click the tab under the ferny picture "Related Links"

now click the documents below to download:

SFG 2 Incident Report Form

SFG 3 Leaders Notes

SFG 4 Safety and Safeguarding Guidance (SFG 4 is this document)

Safeguarding children and adults at risk

All walk leaders and volunteers should read this guidance.

Please be familiar with SFG Terms and Conditions, at the top of all Walking Registers*:

Walkers take part at their own risk; the walk leader and Sandbach Footpath Group will not accept responsibility or liability for any accidents, loss, damage direct or consequential to the walker or any animal or child in their charge or to any other party or property.

All children under 18 and people needing care and support must be accompanied by a responsible adult.

*Tick the box to the right if you have a medical condition, are responsible for a child or if you are a carer.

This means that we do not accept children under 18, or adults at risk, unless accompanied by a responsible adult.

SFG does not lead groups of under 18s or adults at risk unless every such person is accompanied by a responsible adult. Please note that proof of age may be asked for.

SFG leaders will not be helping under 18s or people needing care or support, over stiles and obstacles; that is the responsibility of the responsible adult or carer.

If, by some means or exceptional circumstances, a person under 18, or an adult at risk becomes attached to a walking group, (for example when the person tags onto the group while it is gathering or during the course of a walk) a volunteer should:

- a) phone the parent or guardian and arrange for the person to be collected
- b) take the person home
- c) the walk will have to be changed and the whole group diverted to take them home and contact made with the parent or guardian
- d) if it is apparent that the above options would not be appropriate, then in the first instance contact the police on 101 and take instructions from there. In an emergency a call to 999 may be necessary.
- e) the above a) to d) would be exceptional circumstances because ordinarily any person under 18, or an adult at risk would be known, introduced and accompanied by a responsible person.

Try contacting the police non-emergency number, 101, in the first instance and listen to their instructions and if they advise it, contact 999.

*** Note.** Walking Register is on pages 4 and 5

General Safeguarding for Volunteers

Concerns about abuse

SFG has little contact with children or adults at risk, so it is unlikely volunteers will encounter concerns about abuse. However, if children and adults at risk do attend walks it is possible you may become concerned, or have concerns raised with you. As a trusted adult, you may even have abuse disclosed to you by a victim. Abuse might include, for example, physical and sexual abuse, emotional abuse, neglect and other maltreatment.

1. Abuse

If you have a suspicion or concern that abuse is taking place or when an allegation of abuse has been made:

- a) Make a note of your concerns as soon as possible, within an hour or so of being made aware, if you can.
- b) Contact the relevant local authority's Social Care Team (see contact details below). They may ask for a written report and will advise what should be in it.

2. Generally

- a) When working with children and adults at risk, be sensible and self-aware, and avoid placing yourself into situations where your actions may be misinterpreted. Avoid agreeing to supervise a child or vulnerable adult while a parent or carer is absent especially if this means being left alone with them.
- b) If someone discloses abuse to you, be sympathetic and supportive.
- c) Keep concerns confidential. Only share details as necessary with the CEC Care Team**.
- d) Do not risk putting yourself in difficulty or danger by attempting to investigate the case yourself or to challenge the alleged abuser.
- e) Try contacting the police non-emergency number, 101, in the first instance and listen to their instructions and if they advise it, contact 999.
- f) If a referral is necessary, contact the appropriate Social Care Team at CEC**(see below) at the earliest opportunity.

**Safeguarding and Social Care Teams at CEC

Children under 18

Children's Social Care Tel: 0300 123 5012 (office hours)

Adults at Risk

Cheshire East Adult Social care Tel: 0300 123 5010 (office hours)

Outside normal office hours, or on weekends or Bank Holidays, contact should be made for children and adults on the out of hours number 0300 123 5022.

Failing that, in an emergency contact the police using 999.

Summary – for organisers

1. Ensure leaders are familiar with this Guidance.
2. Ensure publicity helps people judge the suitability of an activity.
3. Communicate SFG policy that children and young people under 18 must be accompanied by an adult with parental responsibility.
4. Be prepared to discuss the suitability of an activity with enquirers and ensure people with special needs know they must be accompanied by someone responsible for their direct care.
5. Ensure that activities specifically aimed at children and/or people with special needs are looked after by partner organisations or by responsible carers.
6. Be aware that the Safeguarding Teams at CEC** may need to be involved.
7. Ensure incident reports are completed correctly and promptly.

SANDBACH FOOTPATH GROUP - Walking Register

PAGE 1

Terms and Conditions. Walkers take part at their own risk; the walk leader and Sandbach Footpath Group will not accept responsibility or liability for any accidents, loss, damage direct or consequential to the walker or any animal or child in their charge or to any other party or property.

All children under 18 and adults at risk must be accompanied by a responsible adult.

*Tick the box to the right if you have a medical condition, are responsible for a child or if you are a carer.

DATE OF WALK		WALK NAME, or FP number(s)		*
	NAME	SIGNATURE	Email (if a new member)	* Tick for medical cond., with a child, or a carer.
1	Leader	In signing, I agree to the terms and conditions	Email addresses are held securely by the Group and used ONLY to inform you of the Group's activities.	
2		In signing, I agree to the terms and conditions		
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SANDBACH FOOTPATH GROUP - Walking Register

Terms and Conditions. Walkers take part at their own risk; the walk leader and Sandbach Footpath Group will not accept responsibility or liability for any accidents, loss, damage direct or consequential to the walker or any animal or child in their charge or to any other party or property.

All children under 18 and adults at risk must be accompanied by a responsible adult.

*Tick the box to the right if you have a medical condition, are responsible for a child or if you are a carer.

<i>For date of walk and name, see page 1.</i>				* Tick for medical cond., with a child, or a carer.
	NAME	SIGNATURE	Email (if a new member) Email addresses are held securely by the Group and used ONLY to inform you of the Group's activities.	
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