

**YOUNG PERSONS and VULNERABLE ADULTS**  
**SAFEGUARDING POLICY**

It is the policy of SUNTRECKERS The Naturist Camping & Caravan Club to safeguard the welfare of all members by protecting them from physical, sexual and emotional harm.

A good code of practice for all Suntreckers.  
Designed for you to have with you whilst acting as RO on a Rally.

**Code of Behaviour**

- Do put the young persons and vulnerable adults safeguarding policy guidance into practice.
- Do treat everyone with dignity and respect.
- Do provide an example you wish others to follow.
- Do treat all young people and vulnerable adults equally – do not show favouritism.
- Do plan activities which involve more than one other person being present. or at least are within sight or hearing of others.
- Do respect a young persons and vulnerable adults right, to personal privacy.
- Do ensure that the young persons and vulnerable adults are registered with the Membership Secretary as are the parents or guardians.
- Do provide access for young people and vulnerable adults to talk about any concerns they may have.
- Do encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Do avoid situations that compromise your relationship with young people and vulnerable adults are unacceptable within a relationship of trust.
- Do remember that someone else might misinterpret your actions, no matter how well intentioned.
- Remember others perceptions of your actions may differ from yours.
- Do recognise that caution is required even in sensitive moments of counselling between parents / guardian such as when dealing with bullying, bereavement abuse etc.
- Do make everyone (young people, parents, carers, and other members and visitors) aware of our safeguarding arrangements.
- Do take any allegations or concerns of abuse seriously and refer them to Suntreckers Safeguarding Officer (The Chairman) or a Suntrecker Committee Officer immediately or as soon as possible thereafter. If at a club or commercial site you must also inform their Safeguarding Officer immediately or as soon as possible thereafter.

**ABOVE ALL DO NOT TRIVIALISE ABUSE**

- Do Not permit abusive peer activities (e.g. initiation ceremonies. ridiculing).
- Do Not play physical contact games with young people or vulnerable adults to whom you are not related.
- Do Not have any inappropriate behaviour or contact, whether physical, verbal or sexual.
- Do Not jump to conclusions about others without checking facts.
- Do Not allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums etc.
- Do Not show any favouritism to any individual.
- Do Not make suggestive remarks or gestures to a young person or vulnerable adult even in fun.
- Do Not let suspicion disclosure or allegation go unrecorded or unreported.

## What happens if...?

If you suspect a young person or vulnerable adult is being abused:

1. Tell the parents/guardian.
2. Record the facts as you know them and give a copy to Suntrecker Chairman.
3. Ensure the young person or vulnerable person has access to an independent adult if requested.
4. Ensure that no Suntrecker situation arises which could cause any further concern.

If a young person or vulnerable adult tells you about abuse by someone else:

1. Listen very carefully to what is said.
2. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
3. Allow the young person or vulnerable adult to continue at their own pace.
4. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
5. Reassure the young person or vulnerable adult that they have done the right thing in telling you.
6. Record in writing as soon as possible what was said, using (as far as possible) the person's own words. Make a note of the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
7. Alleviate feeling of guilt and isolation, while passing no judgement.
8. Tell them what you will do next and with whom the information will be shared.

If you receive an allegation about any adult or about yourself:

1. Immediately tell the Committee Chairman using the attached form.
2. Record the facts as you know them on the form.
3. Try to ensure no one is placed in a position, which would cause further compromise.
4. **Any allegation of assault in particular sexual assault inform the Police immediately.**

All Club members and visitors are encouraged to come forward, if they witness any behaviour that in their view is inappropriate, to the rally officer.

Such a person will have the full co-operation of the rally officer and Suntreckers Safeguarding Officer (Chairman) to whom the rally officer will report the incident to and Suntreckers Committee.

You must refer: you **must not** investigate that is for The Safeguarding Officer or the Police.

# SUNTRECKERS

## Safeguarding Incident Report Form

### Confidential Report

Name of Person Completing Report .....

Contact details of person completing Report:

Phone number .....

Home address .....

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Young person or Vulnerable Adult Involved .....

Age or DOB (if known) .....

Place where Incident/Observation of Injury/Disclosure Occurred

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.....

Adult(s) / Young person(s) who are witnesses to the incident

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.....

Adult(s) Present (when Young Person or Vulnerable Adult was interviewed)

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This report should be completed immediately or in any case as soon as possible afterwards following an incident that raises any concern about possible young person or vulnerable adult abuse e.g. observation of an unexplained / suspicious injury or following something said by a young person or vulnerable adult which causes concern. It should be completed by the rally officer. Care must be taken to record the information accurately and confidentially. This form must be passed to the Safeguarding Officer (Chairman) or a Committee member if present on the same day or as soon as possible thereafter.

Record in the BLANK SPACE below EXACTLY what you saw or heard, including actual site of any injury or an exact record (as far as possible) of anything said to you by the young person or vulnerable adult. Record also any relevant comments made by you, use additional sheets of paper if needed. Avoid asking any more questions than are necessary to clarify any uncertainties.

Sign Here.....

Reported at.....(time) on.....(Day / date)

Forwarded to Chairman / Committee member by:

(Delete which is not applicable): POST / TELEPHONE / EMAIL

(Date).....

Updated: 03/02/18