

Pretoria Road Patchway Allotment Society Child Protection and Vulnerable Adults (Safeguarding) Policy Statement and Procedure.

Pretoria Road Patchway Allotment Society (PRPAS) acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring that safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of children and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children and vulnerable adults involved with activities sponsored by or managed by PRPAS:

- have a positive and enjoyable experience in as safe an environment as possible
- and are protected from abuse whilst participating in activities taking place under the auspices of PRPAS.

Pretoria Road Patchway Allotment Society acknowledges that some children and adults, including disabled children and adults, those with mental health problems or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. We recognize the many forms that abuse can take. Physical, Sexual, Emotional and Neglect.

As part of our safeguarding policy PRPAS will:

- designate a member of the PRPAS committee as Safeguarding Lead
- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone on the committee and those employed by PRPAS understands their roles and responsibilities in respect of safeguarding
- ensure appropriate action is taken in the event of incidents/concerns of abuse or attempted abuse
- ensure that all concerns of abuse and all aspects of safeguarding concerns are relayed through the safeguarding lead or in their absence the Chair of PRPAS to those

organisations (police and social services) who have the lead and specific authority in their area.

- prevent the employment/deployment of unsuitable individuals by ensuring that all staff and volunteers who are or are likely to have unsupervised contact with children and vulnerable adults involved in PRPAS activities have a recent (12 months) Disclosure and Barring Service clearance.

- All Vulnerable Adult & Children groups Team Leaders and School Officials / Teachers have primary responsibility for any adults and children brought to our Allotment site and **Must** supervise them at all times. It should therefore be unnecessary for PRPAS members to be present on site, during these visits. We recognize it is our responsibility to ensure the site is safe and the requirement for Risk Assessment before children and vulnerable adults are allowed on site.

The policy and procedures will be widely promoted and are mandatory for everyone involved in the PRPAS committee or those employed by them. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring:

The policy and procedures will be reviewed annually every year, or as necessitated by changes in legislation and/or government guidance. As PRPAS and School Officials/ Teachers promote Juniors / Children are welcome to our School polytunnels and learn the basics of Allotment growing and improve their confidence and knowledge of growing fruit & vegetables we have a specific Child Protection Policy statement and is as follows:

Pretoria Road Patchway Allotment Society Child Protection Policy Statement

Pretoria Road Patchway Allotment Society (PRPAS) and School Officials / Teachers seeks to promote and develop Allotment growing. It acknowledges the duty of care to safeguard and promote the welfare of children and young people aged up to 18 years and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of children and young people are paramount in all circumstances as enshrined in the Children Act 1989. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual

orientation or identity, or socioeconomic background, all children:

- have a positive and enjoyable experience of allotment growing in a safe and child centred environment.
- are protected from harm and abuse whilst participating in Allotment growing or outside of the activity. It also aims to provide School officials/ Teachers with the overarching principles that guide our approach to child protection.

PRPAS acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and School Officials/ Teachers **Must** accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our safeguarding policy the School Officials/ Teachers will:

- Promote and prioritise the safety and wellbeing of children and young people.
- Value, listen to and respect children and young people.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Make clear who is the designated Safeguarding Officer and their role.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the involvement of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.
- Share concerns with agencies who need to know, involving parents and children appropriately.

The policy and procedures will be widely promoted and are mandatory for everyone involved at PRPAS including School Officials/ Teachers. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Legal framework

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

- Children Act 1989
- United Convention of the Rights of the Child 1991 Data Protection Act 1998
- Sexual Offences Act 2003

- Children Act 2004
- Protection of Freedoms Act 2012
- Working Together to Safeguard Children (2015)

Monitoring

The policy will undergo an annual review, or as necessitated by changes in legislation and/or government guidance, as required by the Local Safeguarding Children Board or PRPAS, and in response to any other significant changes or events.

The PRPAS Child Protection Policy is approved by the PRPAS

Committee Signed:

M. T. Hayward

Dated: 06th May 2026

Mary Hayward

Designated Safeguarding Lead,

Pretoria Road Patchway Allotment Society

How the above works in practice

At Pretoria Road Patchway Allotment (PRPAS), we prioritise safeguarding to create a safe and inclusive environment for everyone. Our approach involves the following measures:

1. We acknowledge that safeguarding is a shared responsibility, and we have a Designated Safeguarding Lead whose contact details are accessible to all.
2. During PRPAS and School Officials / Teachers organised events, PRPAS and School Officials members will ensure that, whenever possible, there is more than one adult present during activities involving children & vulnerable adults.
3. We aim to create a social setting where children & vulnerable adults can interact with like-minded peers, fostering positive interactions and teamwork to build lasting friendships.
 - PRPAS and School Officials / Teachers are committed to maintaining a safe and child-friendly & vulnerable adult-friendly physical environment.

4. PRPAS and School Officials / Teachers are dedicated to making sure everyone feels welcome, valued, and respected, no matter who they are or where they come from and treated fairly, regardless of their background, race, gender, or beliefs.

5. We operate a policy of limited data collection. Personal data is kept to a minimum and we only collect the necessary information required for the smooth functioning of the extra-curricular activities.

6. Children's & Vulnerable Adult's physical and mental well-being is at the discretion of the School Officials / Teachers / PRPAS members. If at any time, School Officials / Teachers and PRPAS members believe that children & vulnerable adults are under duress either physically or mentally then they can intervene to stop activities.

Related Information – our Code of Conduct for Parents and Juniors & Vulnerable Adults (issued to parent's/designated adult for all new starters).

We would like to share with you the guidelines and expectations for our Pretoria Road Patchway Allotment Society. Our aim is to create a positive and enjoyable environment for all participants. Please take a moment to review the following Code of Conduct:

1. Your child's & vulnerable adult's interest and active participation are crucial. We encourage all students to get involved and make the most of their time at the Pretoria Road Patchway Allotment Society.

2. We value sportsmanship, respect, and good behaviour. It is important that all members demonstrate these qualities towards each other.

3. During instruction, we kindly request that all students direct their attention to the School Teachers for Polytunnel members and PRPAS members related to plot holders. This will help ensure that everyone receives the necessary guidance and support.

4. Parents, we kindly request your assistance in supervising your children & vulnerable adults throughout the Allotment growing sessions, with a special emphasis on safety. Please ensure that children & vulnerable adults do not climb by the Shed and outbuildings, water stations or engage in running around.

Thank you for taking the time to familiarize yourselves with the Code of Conduct. We believe that by following these guidelines, we can create a positive and enriching experience for everyone involved in our Junior Pretoria Road Patchway Allotment Society members & Vulnerable Adult PRPAS members and Junior School Polytunnel members. Should you have any questions or concerns, please don't hesitate to reach out.

Chair of Pretoria Road Patchway Allotment Society

Claire Nicoll

May 2026
