



Safeguarding Policy

Introduction

Tyne Valley Community Rail Partnership (TVCRP) works with and plays host to a range of groups to whom Safeguarding requirements apply (children, adults with special needs, refugee groups etc (the 'groups')). TVCRP's hosting is focused on education, information, music, art and similar culture related pursuits.

In all cases TVCRP does not assume the role of loco parentis or the responsible adult or carer under any circumstances. All visiting groups with whom we work are accompanied by their teachers, leaders or carers who are not relieved of responsibility. TVCRP's insurance arrangements require this to be the case and it is made clear to 'groups'.

TVCRP, in operating this approach, reflects the requirements of the Children's Act 1989, Children's Act 2004, Safeguarding Vulnerable Groups Act 2006 and the Equalities Act 2010

This policy recognises two specific aspects :

1. In welcoming school/nursery or similar 'groups' to our Haltwhistle Centre they will be in the company of responsible adults or carers. We do not accept unaccompanied persons to whom safeguarding rules apply.
2. TVCRP does not run clubs or other organised activities other than where responsible adults or carers are continually present and have responsibility for conduct and content.

Policy data

TVCRP has no access to data of 'groups' other than a first name and their organisation's name (including health, next of kin or similar personal data). TVCRP respects the wishes of those who do not wish to be photographed (or , wish of their teachers/carers). Where photographs are taken specific permission will be sought. Any consent forms are retained by TVCRP

Behaviour

'Group's' are encouraged to visit TVCRP's Haltwhistle centre (Old Booking Hall, Haltwhistle Station). This is a small, single storey building (approx. 50 sq.m.). One open area forms the space to which 'groups' are invited. There is one disabled toilet immediately adjacent to the open area plus a small kitchen

Directors, employees and volunteers of TVCRP are required to display the following levels of behaviour:

- Be welcoming
- Do not offer personal assistance to any group participant as regards toileting
- At no stage should a TVCRP Directors, employee or volunteer be alone with a 'group' member
- Should any first aid be required the 'group's' leader is responsible for its administering and management of any related situation

'Groups' are required to comply with TVCRP rules in relation to meeting

- 'Sign-in' requirements and providing proof of identification (when requested)
- Abide by behaviour sheets which are issued by their teachers/leaders

Some 'visits' may be virtual (Zoom, Teams etc) and behaviours listed are also pertinent to such sessions (so far as they apply)

Any concerns 'groups' may have of TVCRP its Directors, employees or volunteers should be communicated at the earliest possible time to ensure proper investigation.

Related Health & Safety practice

TVCRP has developed a Health & Safety Risk Assessment for its Haltwhistle centre which reflects the needs of 'groups'. However 'groups' are encouraged to do their own Risk Assessment for planned activities.

Responsibility for Policy management

Responsibility for policy management and operation is vested with:

Director responsible for Inclusion

Community Rail Officer (who has a lead education role)

Updating procedures

TVCRP requires all Directors, employees and volunteers to keep themselves versed in both law and best practice on this topic. To confirm this requirement all such parties shall certify periodically understanding.

Last revised	Next Review	Author
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