


Safeguarding

- Contact safeguarding@ramblers.org.uk

Information for all volunteers, members and staff

Abuse, harassment and harm can happen to anyone – people we work with, volunteers or staff and members. It's not always visible and often not spoken about. Abuse, harm and neglect are wrong and everyone working, volunteering or taking part in Ramblers' activities has a duty of care to be aware and respond to suspicions of poor practice, abuse or bullying. When everyone understands safeguarding and their right to be safe, we are all protected.

This guide outlines what everyone must do if they have a safeguarding concern or someone raises a concern with you.




It can be difficult to know if abuse is taking place – it's not your responsibility to decide that, but it is your responsibility to tell someone if you have concerns.

✓ Who to contact?

Safeguarding is everyone's responsibility and to make sure we all feel safe, it's important everyone feels respected, knows their rights, feels they can ask questions and tell someone if they have concerns.

- Our Safeguarding Lead is the main contact for all concerns
- There are also Safeguarding Officers in England, Scotland and Wales
- Our nominated Safeguarding Trustee oversees our policy and procedure
- Their names and contact details are on the Safeguarding page on our website



If your concern is about the Safeguarding Lead, then you should report it to the Head of Human Resources

✓ What to do if you have a concern?

- If you think someone is in immediate danger or is injured, then contact the police or emergency services by ringing 999
- If you think a crime has been committed, then contact the police
- If you are worried about someone's welfare, or are told about possible abuse, you **must** report this to the Ramblers' safeguarding lead or a safeguarding officer

✓ Make a note of what's happened

It's important to make a note of your concerns while it's still fresh in your mind.

- Record what the person said using their own words
- Fill out a safeguarding incident form and email it to safeguarding@ramblers.org.uk
- Describe how it came about
- Try to distinguish between fact, allegation and opinion – it's important the information is as accurate as possible
- Be aware of confidentiality – **only** share this with the safeguarding lead and others on a need-to-know basis
- If you can't contact someone at Ramblers, or feel your concerns aren't being dealt with properly, then contact the police, your local authority, the NSPCC, or the Ann Craft Trust

✔ **Signs of abuse and neglect**

Abuse can happen anywhere and there are many signs that might suggest someone's being abused or neglected. Some to look out for are:

- Unexplained bruises or injuries
- Someone gaining or losing weight, or looking untidy
- A change in behaviour – being quieter than usual or withdrawn
- Someone not taking part in walks or joining in
- Threatening someone physically or verbally

✔ **Confidentiality**

Confidentiality is very important to us and we will make sure that any emails, notes and records are kept securely in line with our data protection policy.

