



Safeguarding & Welfare Policy

Date - 6/2/2026

Statement

This policy outlines our commitment, arrangements and responsibilities / procedures to safeguard and promote the welfare of young people and vulnerable adults within the context of Friends of Darwen Cemetery (FODC).

Safeguarding and promoting the welfare of young people and adults at risk is everyone's responsibility and everyone who comes into contact with such groups has a role to play in identifying concerns, sharing information and taking prompt action that is at all times in the best interest of the young person / vulnerable adult.

Scope

FODC recognises that whilst persons under 18 years of age are not permitted to volunteer for FODC, young persons will on occasions be present in the Cemetery at organised events such as Remembrance Day Services and guided walks. In such circumstances, responsibility and safeguarding will fall under the remit of a responsible adult(s) such as a Parent, Guardian, Group Leader or Teacher.

The Welfare officer (in addition to Trustees on site) will be contactable should any additional concerns or support be required to support the young person that the responsible adult is unable to provide during their invited visit.

This policy is therefore provided in the context of supporting vulnerable adults with responsibilities for supervision of which young person's detailed separately.

Principles

- 1) Friends of Darwen Cemetery (FODC) believes that every young person / vulnerable adult needs to be protected from harm at all times.
- 2) We believe that every young person / vulnerable adult should be valued, safe and happy. We want to ensure that young persons and vulnerable adults who may come into contact with FODC can reach out for additional support should it be required.
- 3) We want young persons / vulnerable adults who come into contact with FODC (and vulnerable adults who can also volunteer), to enjoy what we have to offer safely.
- 4) We want organizations who attend the Cemetery to be supported to care for their young persons / vulnerable adults in a way that promotes their child's health and wellbeing and keeps them safe.
- 5) We will achieve this by having effective safeguarding measures in place and following National and Local Guidance.
- 6) If we discover or suspect a vulnerable adult is suffering from harm, we will notify the relevant services, i.e. social services or police in order that they can be protected as necessary. In the case of a young person however, this would be the responsibility of the Designated Person for their organisation to whom we may liaise.
- 7) This safeguarding policy applies to all FODC members and organisations who come into contact with FODC, such as scout groups, youth groups etc.

- 8) We will review our policy at least every 2 years to ensure it remains relevant and effective.

Overall Responsibility

Preventative Practices:

Overall:

- FODC have a designated Welfare Officer named below who is responsible for dealing with any concerns about the welfare of vulnerable adults. The Welfare Officer will support young persons where required however, the Parent, Guardian, Group Leader or Teacher will be the main person responsible for the child.
- Guided walks led by a FODC member for groups such as a school or youth group, must have a 'responsible adult' present from the organisation who has the responsibility for the safeguarding and welfare of all young people present. At all times such organisations are required to complete their own risk assessment to ensure they have adequate supervision of the group.
- Within the scope of our Constitution, FODC will endeavor to make Darwen Cemetery a safe and caring place for all its community and will have a code of conduct for all members. This is made available at the cabin and on our website. Any members of FODC agrees to comply with the expectations set out in the document. The Trustees may revoke or take remedial action against any member who breaches this code of conduct.
- A visitor code of conduct is also available on the website and available in the cabin for review. Any organisation that attends public events should familiarise themselves with this code of conduct at the earliest convenience.
- Anyone can access the information in this policy on our website. A hard copy will also be accessible in the cabin and the policy will be brought to members' attention on the work party signing in sheet.

Vulnerable Adults

- Any vulnerable adult should have their responsible person with them **at all times**.

Young Persons:

- Any young person at a FODC organized event in Darwen Cemetery should have a parent / guardian present with them **at all times** who will remain responsible for their welfare whilst on site. Should a child become lost, they will be brought to the FODC cabin by a Trustee and reassured until the parent / responsible adult is located.
- The Welfare Officer should be contacted should an organisation / responsible adult have any concerns about the safety and wellbeing of a young person at a FODC organized event, that is outside of their control or if they need additional support.

RECOGNISING TYPES OF ABUSE

These are: Neglect; Physical abuse; Emotional abuse; Sexual abuse; or Online Abuse.

RESPONSIBILITIES

All FODC members who participate in FODC activities have a responsibility to be aware of this Policy and to report any suspicions they might have concerning abuse.

WHAT TO DO IF YOU HAVE CONCERNS

1. The safety and welfare of vulnerable adults is of the utmost importance. It is the duty of all FODC members undertaking activities on behalf of FODC to protect each young person / vulnerable adult from abuse and to be alert to the possibility of abuse.
2. The vast majority of vulnerable adults who volunteer will be the responsibility of a trusted person. However, if a FODC member has a welfare concern they should contact the Welfare Officer who will assess this situation and take the relevant action. The level of action taken will be dependent as to the outcome of the assessment. If the situation is defined as low risk, then recommendations / action will be taken by the Welfare Officer with the relevant actions taken recorded. If, however, the investigation results in a potential high risk concern being possible or evident, then external agencies will be contacted which could include the Police and MASH – Multi Agency Safeguarding Hub (MASH) for Blackburn with Darwen.
3. Youngs Persons are not members of FODC and may be accessing Darwen Cemetery with their family, a group or an organisation. However, if a FODC member sees a behaviour that could place a young person at risk of harm they need to judge whether it is appropriate either to intervene to offer protection to the young person and/or immediately contact the emergency services. It is not acceptable to take no action in such circumstances.
4. In emergency situations (e.g. where there is the risk or occurrence of severe physical injury), where immediate action is needed to safeguard the health or safety of the young persons / vulnerable adults or anyone else who may be at risk, the emergency services must be contacted.
5. If a FODC member has been told about an allegation of abuse from a young person in confidence, the Welfare Officer should liaise with the young person's Parent, Guardian, Group Leader or Teacher. In the case of vulnerable adults, this could a Designated Person that has responsibility for them such as the Welfare Officer at a care home. Where a disclosure has been made, the member should attempt to gain the consent of the victim to make a referral to another agency. However, the gaining of the consent is not essential in order for information to be passed on. For clarity - under no circumstances should the person promise any confidentiality as to the disclosure.

Once informed of the disclosure regardless as to the proportionality, this should be shared with the Welfare Officer who will take any further relevant action.

6. If there is any doubt about whether or not to report an issue, then it is always best practice to share information with the Welfare Officer. If unsure, the Welfare Officer will then take similar action with an agency able to provide advice specific to the concern. i.e. NSPCC, Social Services etc.
7. Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately.

Information received from complaints should be stored in a secure place with limited access to designated people only, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

VIDEOS AND PHOTOGRAPHY

No pictures or recordings should be made of persons on site without the express permission of the subjects themselves. In the context of those under the age 18, consent should be sought from the responsible adult. Consent can be withdrawn at any time by contacting one of the trustees.

DBS CHECKS

All Trustees of FODC regardless of whether they may have regular unsupervised contact with vulnerable adults must have a DBS Check completed. Under no circumstances should a Trustee be left unsupervised with any vulnerable adult / young person until a check has been completed and cleared by the Welfare Officer.

TRAINING

The Welfare Officer will receive Safeguarding training appropriate to the level of responsibility of no less than every two years.

PREVENT DUTY

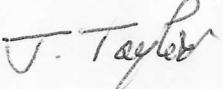
As part of the overarching responsibility to members of FODC, guests and visitors, Trustees of FODC will complete Prevent Training / Awareness course.

CONTACT DETAILS:

Welfare Officer – Jim Taylor 07837 769251

Multi-Agency Safeguarding Hub (MASH) | Blackburn with Darwen Borough Council - Monday to Friday from 9am to 5pm on 01254 666400 and out of hours emergency (evenings and weekends) on 01254 587547

Emergency services – 999

	Print Name:	Signature:	Date:
Chair	Graham Ardis		6/2/2026
Secretary	Jill Marr		6/2/2026
Welfare Officer:	Jim Taylor		6/2/2026