



**OVERBERG RENOSTERVELD CONSERVATION TRUST
("ORCT")**

POLICY NAME: Safeguarding Policy

POLICY & VERSION NUMBER: 7 Version 1

APPROVED BY BOARD: **DATE: 15 September 2023**

EFFECTIVE FROM: **DATE: 1 October 2023**

1. PURPOSE

The ORCT recognises the vital role of engaging all people, including children and adults at risk, in its conservation work and encouraging their innate enthusiasm and interest in the natural world. The ORCT interacts with children and adults at risk through its education programme (working with schools) and social media channels.

The ORCT is committed to safeguarding the welfare and interests all people, including children and adults at risk with whom it interacts in any capacity. They are entitled to protection from physical, sexual, and emotional harm and have the right to a safe and positive environment when they interact with the ORCT.

2. **POLICY OBJECTIVES**

Our safeguarding policy is based on the key principles that:

- 2.1 The welfare of the child and at-risk adults is paramount.
- 2.2 All children and at-risk adults will have a positive, enjoyable, and safe experience with the ORCT.
- 2.3 All allegations, suspicions of harm or abuse and concerns will be taken seriously and responded to swiftly, fairly, and appropriately.
- 2.4 The ORCT engages with all persons in line with its anti-discriminatory principles, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity.
- 2.5 All staff or anyone working on behalf of the ORCT who may have contact with children are aware of their responsibilities for understanding and observing the policy and procedures.
- 2.6 Staff whose responsibilities include working with children and adults at risk have a responsibility for understanding our policy and implementing our safeguarding approach.

3. **REGULATORY FRAMEWORK**

Constitution of the Republic of South Africa, 1996.

4. **ROLES AND RESPONSIBILITIES**

Trustees have delegated to the Director responsibility for:

- 4.1 Being the responsible individual as designated safeguarding officer;
- 4.2 Ensuring safeguarding concerns (alleged or actual) are identified and actioned appropriately;
- 4.3 Ensuring that appropriate systems and controls are in place to manage the risk of safeguarding incidents arising, in proportion to the level of risk identified, and to prevent the recurrence of incidents;
- 4.4 Ensuring that the ORCT's policy and procedures on safeguarding are communicated to all staff, members of the ORCT's Board of Trustees, and that appropriate training is provided as required.

5. **PROCEDURE**

- 5.1 **Education Programmes** (schools, young persons' clubs/associations)

The ORCT will ensure that:

- 5.1.1 All arrangements, including the programme and any activities, will be agreed in writing with a responsible teacher, member of the school's staff or youth club/association co-ordinator or team member;
 - 5.1.2 The ORCT will ensure, in liaison with the school or association, that the agreed programme takes into account any requirements for participants with special needs;
 - 5.1.3 The ORCT staff must ensure that an appropriate teacher, member of the school's staff or youth club/association co-ordinator or team member attends the event and that ORCT staff are not left unattended with the children;
 - 5.1.4 ORCT staff will observe all Safeguarding procedures in place at the venue or as required by the school;
 - 5.1.5 The ORCT will only take and use photographs of the children with the express written authorisation of the parent or legal guardian, obtained via the school or association. Any related publicity material will be submitted in advance to the school or association for comment/correction.
 - 5.1.6 The ORCT staff will ensure that there is no actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This includes human trafficking and modern slavery.
- 5.2 Adults at risk**
- 5.2.1 The ORCT is committed to ensuring that we treat all who support our work fairly and with respect, and that we are responsive to the individual needs and circumstances of our donors, particularly those who may be vulnerable or in a vulnerable situation.
 - 5.2.2 An adult at risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support.
 - 5.2.3 Where ORCT staff have reason to suspect that a donor may be vulnerable, whether through age, mental or other disability, or illness, particular care will be taken to ensure that the donor fully understands and is happy with the decisions they are making. Staff will be given specific training and guidance to help them to identify people who may be vulnerable, and what steps they can take to help them make an informed decision.
- 5.3 Reporting concerns or incidents**
- 5.3.1 If an ORCT staff member or other person working on behalf of the ORCT has cause for concern over the welfare of a child or adult at risk, the concerns or instances should be reported immediately to the Director, who will ensure that a prompt and thorough

investigation is made into any allegation or concern, from whatever source, and recommend further course of action, which may include appropriate disciplinary action.

- 5.3.2 Where there may be suspicion of criminal activity, or risk of harm to a child, or modern slavery, an immediate report should be made to the Police.

6. **MONITOR AND REVIEW**

The policy will be reviewed every 3 years on the anniversary of first approval.

