

Cotswolds Conservation Board

Safeguarding Procedures

January 2026



**Cotswolds
National
Landscape**

Our operational procedures for safeguarding children, young people (defined as 14-17yrs) and adults at risk:

1. Safeguarding roles and management
2. Safer recruitment
3. Induction and training
4. Confidentiality
5. Handling disclosures
6. Responding to concerns
7. Communicating our safeguarding actions
8. Record keeping
9. Whistle-blowing
10. Procedure review

Annex A – Safeguarding Code of Conduct

Annex B – Reporting Concerns : Local Authority Contacts

Annex C – School / group contract with CCB and volunteers

Annex D – Safeguarding Incident Report Form

Annex E – DBS procedures

Annex F – Guidance on receiving a disclosure

1. Safeguarding roles and management

CCB Safeguarding Lead and Deputy

	Safeguarding Lead	Safeguarding Deputy
Name	Rebecca Jones	Rebecca Waite
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Their roles and responsibilities are to:

- 1.1 Oversee and ensure that CCB's Safeguarding Policy is fully implemented.
- 1.2 Ensure the CCB Safeguarding Policy and Procedures are communicated to all board members, employees, volunteers and contractors as appropriate.
- 1.3 Ensure the CCB Safeguarding Policy is available on our website.
- 1.4 Ensure relevant employees receive appropriate training in safeguarding.
- 1.5 Ensure DBS (Disclosure and Barring Service) reporting procedures are adhered to. See Annex E
- 1.6 The Safeguarding Deputy will handle any complaints or allegations against the Safeguarding Lead if appropriate.
- 1.7 Consult with the relevant child protection agencies about the concerns as soon as possible.
- 1.8 Make a formal referral to children's services or the police if a crime has, or may have been, committed, without delay.
- 1.9 Periodically review all safeguarding reports and make recommendations to the Chief Executive.
- 1.10 Be fully conversant with all aspects of the CCB Safeguarding Policy and Procedures.
- 1.11 Have an understanding of the laws relating to child protection.
- 1.12 Ensure that the CCB Safeguarding Policy and Procedures are in effect.
- 1.13 Be proactively responsible for determining and administering additional training.
- 1.14 Make recommendations for change or improvements to the current CCB Safeguarding Policy and Procedures.
- 1.15 To know and establish links with local child protection agencies.
- 1.16 Ensure a securely held detailed report of all child or employee protection issues is held on the secure safeguarding folder on the CNL Sharepoint, even if at the time no further action is deemed necessary.
- 1.17 To openly encourage and nurture a protective culture and environment that puts the children's, young person's and/or adults at risk interests first and actively supports a whistle-blowing policy.

2. Safer recruitment

- 2.1 We recruit employees and volunteers by obtaining appropriate personal details using application forms. When a role involves working regularly with children, young people or adults at risk, two relevant references will be sought which comments on the applicant's suitability to work with children, young people and/or adults at risk. The recruitment process is as follows:
 - 2.1.1 A detailed application form is received and vetted by Chief Executive and the CCB's HR advisors for staff, or the Access and Volunteers Lead for volunteers.
 - 2.1.2 Provisional offer of employment accepted or volunteer role offered, pending receipt of references, qualifications and DBS (for roles with contact).
 - 2.1.3 The employee and volunteer references are verified.
 - 2.1.4 Original qualification certificates and the applicant's identity are verified (for employees only).
 - 2.1.5 Employment or volunteering commences. If the DBS check results have not been received by this time, safeguarding assessment is undertaken and employees are restricted to supervised duties only.
 - 2.1.6 Their contract, or role as outdoor learning volunteer is confirmed upon receipt of

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the satisfactory DBS check where applicable and successfully passing the probationary period.

2.1.7 Ongoing support, development training and monitoring is provided.

- 2.2 It is not possible to check applicants from overseas via the DBS so we require an Overseas Police check from their home nation.
- 2.3 A disclosure will not automatically act as a bar to employment/volunteering with the CCB. Consideration is always given to the legal limitations on appointing certain ex-offenders and the organisation's duties in law; however, disclosures may contain details of spent convictions irrelevant to working with children, young people or adults at risk and therefore we risk assess each case individually. When considering whether to appoint an ex-offender we consider a range of factors, including the nature of the crime, when it happened and the success of rehabilitation, the sentence, re-offending patterns, job requirements and safeguards against offending in their role. We will keep a record of our considerations and any representations made by the individual as part of the assessment.
- 2.4 Current CCB employees who have not been subject to a DBS check prior to the start of their employment must submit to a DBS check before undertaking any regular and unsupervised work with children, young people or adults at risk. See Appendix E.

3. Induction and training

- 3.1 We have a clear recruitment, induction and training strategy detailing clear role descriptions, terms and conditions of employment/volunteering, employee/volunteer responsibilities and all relevant procedures.
- 3.2 All new employees/volunteers receive health and safety and safeguarding information as part of their induction.
- 3.3 All new employees/volunteers will have a probationary review period. Employees will then be observed and appraised at regular intervals throughout their period of employment. Their line managers are responsible for ensuring this happens.
- 3.4 Following the biennial review of the CCB Safeguarding Policy and Procedures all relevant employees/volunteers will be updated.

4. Confidentiality

- 4.1 We fully endorse the principal that the welfare of children, young people and adults at risk override any obligations of confidence we may hold to others.
- 4.2 Individual cases will only be shared or discussed on a 'need to know' basis. All media enquiries will be handled by the CEO.
- 4.3 All information gathered (including decisions to refer or not to refer) will be recorded, stored and used professionally and securely, in line with data protection legislation and guidance.
- 4.4 Appropriate sharing of information with public bodies is, at times, essential and permissible.

5. Handling disclosures

- 5.1 If you are concerned about a child, young person or adult at risk, it is important that this information is communicated promptly to the CCB Designated Safeguarding Lead (DSL) or Deputy DSL.
- 5.2 A disclosure may be made verbally or through the behaviour of a child, young person or an adult and it is important for everyone to remember how to respond to safeguarding concerns.

6. Responding to safeguarding concerns

We ensure that everyone in our organisation understands and knows how to share any concerns immediately with the DSL or Deputy DSL. We do this through training, inductions and by ensuring all board members, employees and volunteers are aware of the CCB Safeguarding Policy and Procedures.

Everyone, including the DSL and Deputy DSL, will deal with concerns using the following process:

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Review due January 2028

STEP 1 – if you are worried a child, young person or adult at risk has been abused because:

- You have seen something
- A child, young person or adult at risk says they have been abused
- Somebody else has told you they are concerned
- There has been an allegation against a team member
- There has been an anonymous allegation
- Someone has disclosed they are abusing a child, young person or adult at risk

STEP 2 – Record and report (using form Appendix D and Guidance Appendix F):

- Name, date of birth, address, contact info (if known)
- Nature of concern
- Sign/ date/ time
- Include name and job title of person reporting concern
- Be factual and non- judgmental

STEP 3a – when working with children, young people or adults at risk refer the concern to social care services:

- The DSL or Deputy DSL (or anyone else if they are unavailable) will refer the concern to children’s or social care services within 24 hours.
- In an emergency, call the police without delay.
- Refer to Appendix B for contact details of social care services.

STEP 3b – when working with someone who doesn’t fall into one of these categories:

- Ask the individual if they would like support to take this further.
- If yes, talk to the DSL or Deputy DSL for support and guidance
- If no, focus on sign posting the person to professional services in the field of concern. Do not take on personal responsibility for the situation. Anonymise the information and talk to the DSL or Deputy DSL.
- In an emergency, call the police without delay.

In allegations against a person with a ‘duty of care’, the LADO (Local Authority Designated Officer) will co-ordinate the next procedural steps.

7. Communicating our safeguarding actions

It is important that we give information to members of the public and children, young people and adults at risk on how to report a safeguarding incident.

7.1 Details of the CCB Safeguarding Lead and Deputy will be on CCB’s website - <https://www.cotswolds-nl.org.uk/about-cotswolds-nl/our-team/>

8. Record keeping

- 8.1 All records will be kept securely in the ‘Sensitive Data’ documents folder on the CCB Sharepoint . Any records must be immediately sent to the CCB Safeguarding Lead or Deputy. No additional copies will be made or retained. Only the CCB Safeguarding Lead and Deputy will have access, and records will only be kept as long as necessary.
- 8.2 It is equally important to record the reasons for not referring to social care services as it is when the decision is taken to refer. Always sign, date and time these records and also record name and job role.

9. Whistle-blowing

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If an employee or volunteer is concerned that the organisation is not dealing with safeguarding concerns appropriately they may use CCB's Confidential Reporting Procedure to address the issue.

10. Procedure review

This procedure will be reviewed every two years or when there are substantial organisational changes.
