

## **Tunbridge Wells Commons Conservators: Safeguarding Policy**

This policy applies to anyone working on behalf of Tunbridge Wells Commons Conservators, including Officers, Conservators, volunteers and contractors. All have a responsibility to ensure that children and or vulnerable adults stay safe and ensure that they work in a way that protects them.

The following requirements must be followed when dealing with children and or vulnerable adults:

- To protect all parties involved, ensure that time spent alone with children and or vulnerable adults is avoided wherever possible.
- In all activities, ensure that children and young adults are accompanied by their responsible adult.
- When invited to join school group sessions, uniformed group events etc ensure that the children are always supervised by their own teachers/leaders.
- Work wherever possible in an open environment and avoid contact in closed spaces where you are not overlooked.
- Never engage in inappropriate games/horseplay/conversations with a child or vulnerable adult, even in jest.
- Never administer first aid or provide assistance to a child or vulnerable adult unless absolutely necessary and always ensure that another person/member of the public is present if you do administer first aid.
- In an emergency, if you need to make physical contact with a child or vulnerable adult, always explain what you are going to do before you do it and seek their consent. Again, try to ensure that another person/member of the public is present.
- Report any incident involving a child or vulnerable adult or any allegation made by a child or vulnerable adult to the General Manager/Clerk or Chair of the Tunbridge Wells Commons Conservators and ensure that the incident is recorded so that it can be investigated thoroughly.

Date of review: January 2026

Date of next review: January 2027