

## JUST RIDE SOUTHEND – SAFEGUARDING POLICY

### INTRODUCTION

Just Ride Southend is committed to providing a safe, supportive, and inclusive environment for all participants and volunteers involved in our sessions. The safety, wellbeing, and dignity of every individual—particularly children and vulnerable adults—are of paramount importance.

This safeguarding policy outlines the measures we have in place to protect all individuals from harm, abuse, or neglect. It sets out the responsibilities of staff and volunteers and provides clear procedures to follow in the event of a safeguarding or child protection concern.

Our aim is to ensure that everyone who engages with Just Ride Southend feels respected, protected, and empowered to speak up if they have any concerns. This policy serves as a practical guide to identifying, responding to, and reporting safeguarding issues in line with relevant legislation and best practice.

### EMERGENCY INTERVENTION & SUPPORT

**SOUTHEND** | For safeguarding issues within areas covered by Southend-on-Sea City Council

It is important to tell someone, as soon as you can, if you are concerned that an adult or a child is being abused, neglected or may be at risk of harm.

Contact details are shown below:

**CHILDREN** in areas covered by Southend City Council | If there is an emergency that's ongoing or life is in danger, call 999 now.

Southend City Council: C-SPOC@southend.gov.uk | 01702 215007 then option 1

Southend City Council Out of Hours Emergency Duty Team: 0345 606 1212

Southend City Council LADO (Local Authority Designated Officer): 01702 534539

#### Additional resources

NSPCC Child Protection Helpline: 0808 800 5000

Childline: 0800 1111 (Free)

**ADULTS** in areas covered by Southend City Council | If there is an emergency that's ongoing or life is in danger, call 999 now.

Southend City Council Prevention Team: 01702 215008 then option 5 then option 1

To make an adults safeguarding referral visit: <https://www.livewellsouthend.com/care-support-adults/adultsocial-care-portal>

Southend City Council Out of Hours Emergency Duty Team eds@essex.gov.uk | 0345 606 1212

### Additional resources

Domestic abuse services – COMPASS. Helpline available from 8 am to 8 pm weekdays and 8 am to 1 pm

weekends: 0330 333 7 444

Essex Police emergency: 999

Essex Police non-urgent: 101

Crimestoppers: 0800 555 111

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## DEFINITIONS

### Definitions:

#### 1. Physical Abuse

Definition: The intentional use of physical force that results in, or has the potential to result in, injury, pain, or harm.

Examples:

- Hitting, slapping, punching
- Shaking or choking
- Burning or scalding
- Throwing objects at someone
- Restraining or confining a person inappropriately

#### 2. Emotional (or Psychological) Abuse

Definition: A pattern of behaviour that damages a person's emotional well-being and sense of self-worth through manipulation, intimidation, or humiliation.

Examples:

- Verbal insults or constant criticism
- Threats or intimidation
- Gaslighting (manipulating someone into doubting their reality)
- Isolation from friends, family, or support
- Controlling behaviour (e.g., restricting freedom, finances, or decisions)

#### 3. Sexual Abuse

Definition: Any unwanted sexual activity, including touching or penetration, where consent is not freely given or the person is unable to give consent.

Examples:

- Withholding food, water, clothing, or shelter

- Rape or attempted rape
- Unwanted sexual touching or fondling
- Sexual comments or harassment
- Forcing or coercing someone into sexual acts
- Exploiting or exposing someone to sexual content or acts (including children)

#### **4. Neglect**

Definition: The failure to provide for a person's basic physical, emotional, educational, or medical needs, especially when the caregiver has the responsibility to do so.

Examples:

- Withholding food, water, clothing, or shelter
- Ignoring medical or dental needs
- Failing to provide supervision (especially for children or vulnerable adults)
- Lack of emotional support or affection

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## **SAFEGUARDING POLICY**

### **1. PRINCIPLES OF SAFEGUARDING:**

- Everyone, regardless of age, disability, gender, racial origin, religious belief, sexual identity and/or social or economic status, has a right to be protected from abuse.
- Abuse can be physical, sexual, psychological, financial, or based on control and authority. It may manifest as domestic abuse, sexual assault or harassment, discrimination, or institutional abuse.
- Children under 16 and vulnerable adults attending Just Ride Southend sessions remain the responsibility of their parent or carer and should not be left unsupervised.

### **2. DESIGNATED SAFEGUARDING LEAD (DSL):**

Just Ride Southend will comply with government regulations and maintain a Designated Safeguarding Lead (DSL), who is a named Trustee and responsible for:

- Managing safeguarding concerns.
- Referring or seeking advice from appropriate authorities.
- Ensuring safeguarding procedures are followed and up to date.

All safeguarding concerns must be reported to the Session Leader who will refer the matter to the DSL.

DSL Contact: Amber Dunn, Just Ride Southend Trustee

Email: [amber.dunn@justridesouthend.com](mailto:amber.dunn@justridesouthend.com)

### 3. SAFEGUARDING PROCEDURE

#### a. If You Have a Concern:

- Speak to the Session Leader immediately.
- Record details of the concern as soon as possible.
- The Session Leader will escalate the matter to the DSL.
- Do **not** delay reporting.

#### b. If a Child or Vulnerable Adult Discloses Abuse:

- Remain calm and listen.
- Do **not** promise confidentiality.
- Ask only essential questions to clarify the situation—**do not** probe for details.
- Make a written record of what was said.
- Inform the Session Leader or DSL immediately.

### 4. GUIDELINES FOR PARTICIPATION

Volunteers and participants must adhere to the following:

- Avoid being alone with a child or vulnerable adult.
- Do not accompany them to the toilet or engage in personal care.
- Always gain consent from a carer/parent before physical contact (e.g., fitting helmets).
- Rough, provocative, or inappropriate conduct is not permitted.
- No photos or videos are to be taken unless explicit consent is given via a signed Just Ride Southend consent form.

### 5. GDPR, PERSONAL DATA AND MEDIA

- Just Ride Southend does not collect personal information without prior permission.
- Only Session Leaders or Administrators may collect information for First Aid, feedback, or complaints.
- Volunteers must not collect or share personal details or images of others without written consent.
- Communication with other volunteers or participants via personal channels (e.g., social media) is strictly prohibited without prior approval from the Session Leader and the individual's parent/guardian (if applicable).

### 6. VOLUNTEER RECRUITMENT AND DBS CHECKS

- The minimum age for volunteering is 16. Volunteers under 16 must be accompanied by a parent or guardian.
- Volunteers aged 18 and above must complete a Disclosure and Barring Service (DBS) application, funded by Just Ride Southend.

- Flagged DBS checks will be assessed individually and discussed with the applicant.
- Volunteers may be asked to supply references.
- All volunteers will be provided with this Safeguarding Policy, as well as Health and Safety and Risk Assessment documentation.
- All volunteers must sign two copies of the volunteer agreement—one for them to keep and one for the administrator.

## 7. TRANSPORT AND SUPERVISION

- Volunteers must not offer or accept lifts from anyone under 18, vulnerable adults, or members of the public without prior written consent from the parent/guardian.
- Volunteers should avoid being left alone with children or vulnerable adults at any time before, during, or after sessions.

## 8. WHISTLEBLOWING

We believe that anyone who raises any type of concern about work that they believe to be true should be treated with respect and should not suffer as a result. Some examples of whistleblowing concerns include:

- Any criminal offence (such as fraud or theft)
- Any breach of a legal obligation or duty
- A miscarriage of justice
- A danger to the health and safety of any individual
- Dangers to the environment
- Deliberate concealment of information tending to show any of the above five matters.

### How to raise a concern

Usually, the first step is to contact your session leader, who is then required to refer the matter to the trustees.

If you don't feel able to approach your supervisor, you can raise a concern with Just Ride Southend's whistleblowing officer who is name: email. Alternatively, you can contact Just Ride Southend's Designated **Safeguarding Lead Amber Dunn**: [amber.dunn@justridesouthend.com](mailto:amber.dunn@justridesouthend.com) Concerns may be raised orally or in writing in the form of letter or email.

We believe that everyone should feel confident and able to voice whistleblowing concerns openly under this policy. However, we accept that some workers may wish to raise a concern confidentially or anonymously. The Employment Rights Act 1996 provides protection under the law for whistle-blowers, and any whistle-blower will be protected and supported by Just Ride Southend.

## 9. ONGOING COMMITMENT

Just Ride Southend is dedicated to maintaining a culture of safety and respect. This policy will be reviewed regularly, and updated as needed to reflect current legislation, guidance, and best practices.

If in doubt—report your concern. Safeguarding is everyone's responsibility.

## SAFEGUARDING DECLARATION

- I declare that I have no convictions or cautions that would prevent me from working with children or vulnerable adults.
- I confirm that I have read and understood the **Just Ride Southend Safeguarding Policy** and agree to fully abide by its principles, procedures, and guidelines.
- I understand my responsibility to uphold the safety and wellbeing of all participants, and to report any concerns in accordance with the policy.

Please sign and return to the administrator.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### For Volunteers Under 18

**Date of Birth:** \_\_\_ / \_\_\_ / \_\_\_\_\_

I confirm that I have read and discussed the Just Ride Southend Safeguarding Policy with my parent or guardian.

**Signature of Volunteer (Under 18):** \_\_\_\_\_

**Date:** \_\_\_\_\_

I confirm that I have read and understood the Just Ride Southend Safeguarding Policy, and that I have discussed it with the under-18-year-old volunteer named above.

**Signature of Parent/Guardian:** \_\_\_\_\_

**Name of Parent/Guardian (please print):** \_\_\_\_\_

**Date:** \_\_\_\_\_