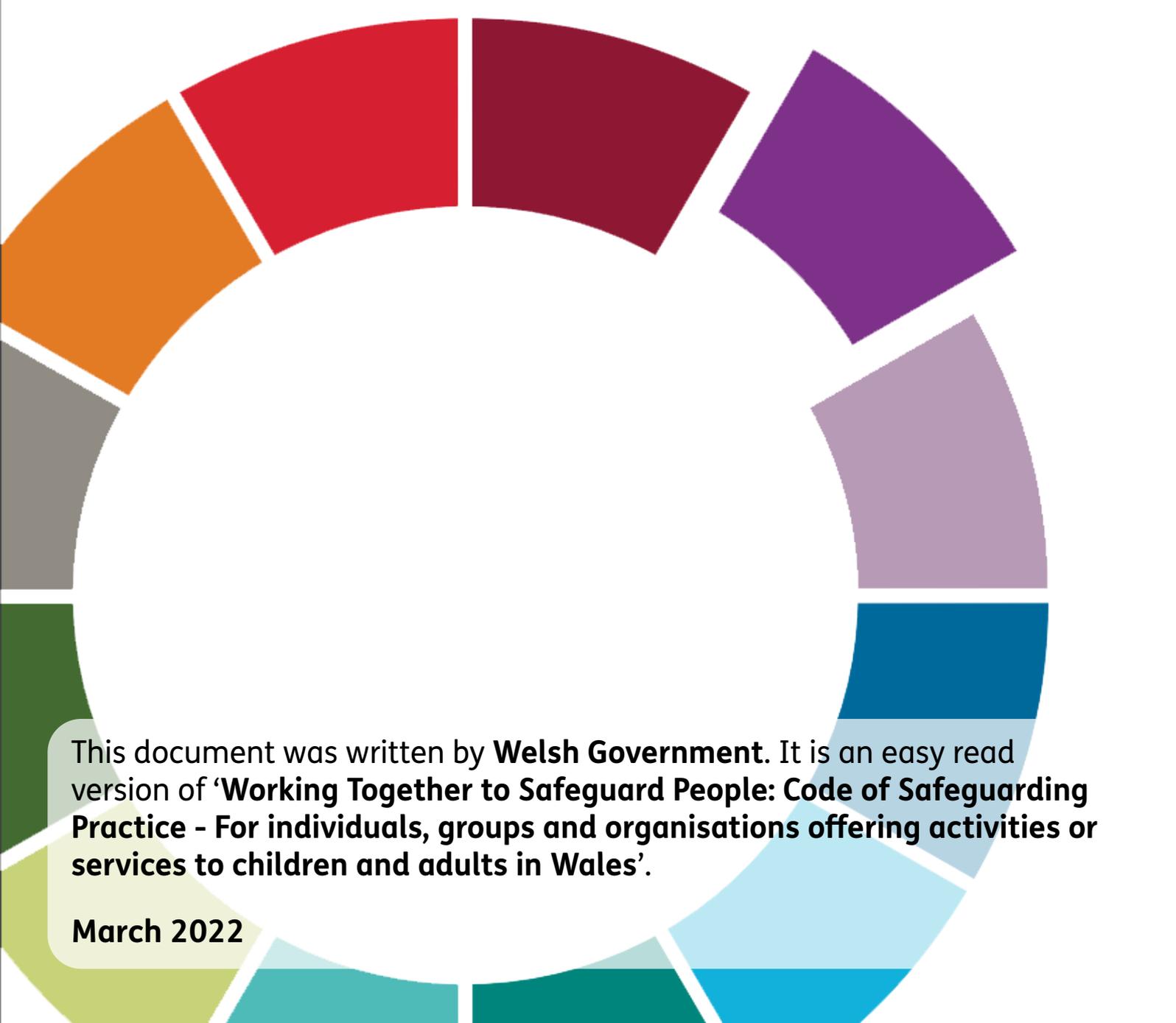




Working together to keep people safe

Rules for what to do if you run activities or services for children or adults in Wales



This document was written by **Welsh Government**. It is an easy read version of '**Working Together to Safeguard People: Code of Safeguarding Practice - For individuals, groups and organisations offering activities or services to children and adults in Wales**'.

March 2022

How to use this document



This is an easy read document. But you may still need support to read it. Ask someone you know to help you.



Words in **bold blue writing** may be hard to understand. You can check what the words in blue mean on **page 24**.



Llywodraeth Cymru
Welsh Government

Where the document says **we**, this means **Welsh Government**. For more information contact:

Website: gov.wales/working-together-safeguard-people-code-safeguarding-practice



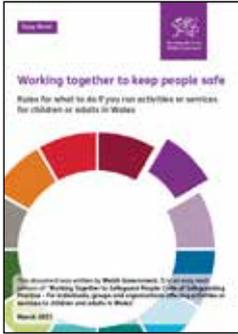
This document was made into easy read by **Easy Read Wales** using **Photosymbols**. To tell us what you think about this easy read version, [click here](#).

Contents

Page

About this guide.....	4
Making safeguarding plans.....	10
Getting advice and support.....	21
Hard words.....	24

About this guide



These are the rules we have put in place to help keep people safe during activities.



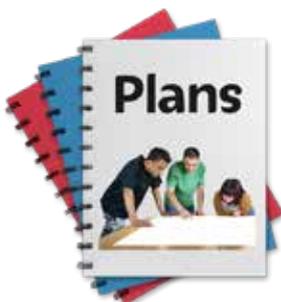
It is for any person, group or organisation who **run activities** for children and adults.



There are lots of different types of activities being run in Wales.



Activities are important. They help people stay healthy. Learn new skills and meet other people.



But there must plans in place that help keep people safe when they are doing activities.



People and groups running activities must think about risks.



Safeguarding means keeping people safe from:

- **Abuse**
- **Neglect**
- Harm



Abuse is when someone hurts you or treats you badly. For example:

- Physically hurting someone
- Speaking to someone in a cruel way
- Hurting someone sexually
- Taking someone's money



There are lots of different types of **abuse**.



Neglect is also a type of **abuse**. It means not giving someone the care they need.



People who run activities with adults and children need to know what to do if they think someone is being:

- **abused**
- **neglected**
- or harmed.



They need to make sure their activity is safe for people.



Some organisations get checked anyway as part of their service. This is called an **inspection**. They should carry on following the rules they are already.



Some services will have support from those who fund them to manage **safeguarding**. For example, the local authority.

Why is this advice important?



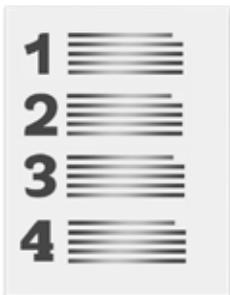
- **Abuse, neglect** and harm can have a very bad effect on people.



- You can make a big difference to these people. For example, maybe someone is being **abused** at home but you are the only ones who know.



- If someone was hurt during an activity it could mean the people running it get into trouble.



- Safeguarding plans can help keep everyone safe. And make sure activities are run well.



If you have any questions please email:
safeguardingandadvocacy@gov.wales

Activities

There are lots of different types of activities being run for adults and children in Wales. This includes things like:



- Sports clubs and classes



- Dance classes



- Youth clubs



- Childcare and play groups



- Religious groups



Some activities will be free. Some you have to pay for. But **all** will still need to put safeguarding plans in place.

Keeping people safe is known as a **duty of care**. This means:



- taking steps to make sure people are safe when taking part in your activity



- and taking steps if you think they are being **abused, neglected** or harmed somewhere else.



Following the rules in this guide will help you carry out your **duty of care**.

Making safeguarding plans



It is important to make sure that everyone involved in running the activity understands **safeguarding**.



At the end of this document there are details about organisations that can help with **safeguarding**.

A safeguarding policy



A **safeguarding policy** is a list of rules and advice telling people what to do to keep people safe.

It will explain things like:



- What needs to happen to help keep people safe.
- What to do if someone was hurt.



- What to do if you think someone is at risk of **abuse, neglect** or harm somewhere else. For example, maybe you have heard someone is being **abused** at home.



The safeguarding policy should say how to report something you are worried about to Social Services or the local authority.



It should also say when to ring emergency services, like the police or 101.



If the activity is run by a group of people, it is a good idea to make someone in charge of **safeguarding**. They are called the **Designated Safeguarding Person (DSP)**.



The safeguarding policy must be reviewed. This means it must be checked to make sure it is up to date. You must set a date for checking your safeguarding policy every year.



The **Wales Safeguarding Procedures** is a guide that helps people understand what they need to do. Please go here for more information: www.safeguarding.wales/int/i1/i1.p1.html

Safeguarding training



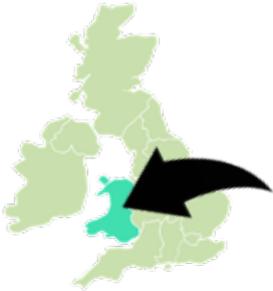
Everyone involved in running the activity should have training about **safeguarding**.



This will help them spot the signs of when someone might be at risk from harm, **abuse** or **neglect**.



The **DSP** must do the training. Or the person who runs an activity, if they do it alone.



Wales has different rules to England. So make sure any training is for Wales.



There is also training available online. Please go here for more information: <https://learning.wales.nhs.uk/course/index.php?categoryid=781>

Sharing information to keep people safe



There are rules in place to help keep people's information safe. It is because of a law called **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018**.



But when it comes to safeguarding, it is important that information is shared with the right people. And urgently.



There is more information about this here: <https://gov.wales/sharing-information-safeguard-people-factsheet>

Disclosure and Barring Service (DBS)



This is a service that carries out checks on staff and volunteers.



It shows if someone has got a criminal record. Or if someone must not work with children or adults because of something they have done in the past.



For more information about DBS please go here:
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Position of trust



This is the legal name given to some jobs where people work with children. For example, a teacher or a doctor.



People who hold a position of trust must not have any sexual contact with a child, even if they are over 16 years old.



The position of trust may soon also include people like sports coaches or people who run other activities with children.

Worries about people who work with children or adults at risk



The **Wales Safeguarding Procedures** give guidance on what to do if you are worried about someone working with an adult or child who is at risk.



For example, maybe you think they are **abusing** a child or adult.



This could include carers and volunteers.



Please go to this link to find out more: <https://safeguarding.wales/chi/c5/c5.p1.html>



You must report your worries to Social Services.

Keeping young performers safe



If anyone is involved with children taking part in performances, they must apply for a licence.



For example, television, acting, theatre, modelling.



Please go here for more information: <https://gov.wales/keeping-young-performers-safe-performance-licences-children>

Duty of care and health and safety



People who run activities must make sure the place where the activity is being run is safe.

There are lots of things that need to be checked. For example:



- Making sure floors are not wet and slippery.



- Making sure electrical equipment is safe.



- If you hire a place, checking it has health and safety rules in place.



- Making sure there is a First Aid kit.



- Making sure someone there has had First Aid training.



- Knowing what to do if there is a fire.



Some activities may need to ask for people to give their **consent**. This means they agree with what is happening and are letting you do it.



Some activities need a **risk assessment**. This means carrying out checks for how to deal with risks that may occur. And writing it all down.



You should also have a health and safety policy. This will say what you are going to do to keep people safe. And when.



If you have 5 or more paid members of staff, you **must** have a health and safety policy.



Staff and volunteers must know and understand what is in the health and safety policy.



There is some advice about health and safety policies here: <https://wcva.cymru/resources/health-and-safety>

Reporting an incident to the Charity Commission



Charities must report serious issues to the Charity Commission.



This is as well as other organisations like Social Services or the local authority.

Getting advice and support



In Wales there are **Safeguarding Boards**. These are groups that give advice about safeguarding issues. They are known as **Regional Safeguarding Boards** or **RSBs**.

Here are the details of all the Safeguarding Boards in Wales:

For Cardiff and the Vale of Glamorgan:

Cardiff and Vale of Glamorgan RSB

Email: cardiffandvalersb@cardiff.gov.uk

Tel: 029 2233 0880 or 029 2233 0883

For Bridgend, Merthyr Tydfil and Rhondda Cynon Taf:

Cwm Taf Morgannwg RSB

Email: ctmsafeguarding@rctcbc.gov.uk

Tel: 01443 490 122

**For Blaenau Gwent, Caerphilly, Monmouthshire,
Newport and Torfaen:**

Gwent RSB

Email: Gwentsafeguarding@caerphilly.gov.uk

Tel: 01443 86 4373 or 01443 86 4546 or
01443 86 4670

**For Carmarthenshire, Ceredigion, Pembrokeshire and
Powys:**

Mid and West RSB

Email: cysur@pembrokeshire.gov.uk (children)

Email: CWMPAS@pembrokeshire.gov.uk (adults)

**For Anglesey, Conwy, Denbighshire, Flintshire,
Gwynedd and Wrexham:**

North Wales RSB

Email: regionalsafeguarding@denbighshire.gov.uk

Tel: 01824 712 903

For Neath Port Talbot and Swansea:

West Glamorgan RSB

Email: wgsb@npt.gov.uk

Tel: 01639 763 021

Here are other organisations that can offer advice and support, depending on the activity you run:

Wales Council for Voluntary Action (WCVA)

Website: <https://wcva.cymru/safeguarding>

Email: safeguarding@wcva.cymru

Phone: 0300 111 0124

Child Protection in Sport Unit (CPSU) – Welsh Sport Safeguarding Hub

Phone: 029 2033 4975

Church in Wales

Website: <https://www.churchinwales.org.uk/en/safeguarding>

The Catholic Safeguarding Advisory Service (CSAS)

Website: www.catholicsafeguarding.org.uk

Council for Wales of Voluntary Youth Services (CWVYS)

Email: catrin@cwvys.org.uk

Play Wales/Chwarae Cymru

Website: www.playwales.org.uk/eng/about

Hard words

Abuse

Abuse means someone has treated someone badly. For example:

- Physically hurting someone
- Speaking to someone in a cruel way
- Hurting someone sexually
- Taking someone's money.

There are lots of different types of abuse.

Neglect

This is also a type of abuse. It means not giving someone the care they need.