



## HART'S POLICY STATEMENT

### SAFEGUARDING OF YOUNG PEOPLE AND VULNERABLE ADULTS

HART welcomes volunteers aged 18 and over. We also welcome volunteers aged 16 or over who are taking part in work experience through their school/college or university. We may, on occasions, need to limit the number of under 18 volunteers to ensure we have a balance of volunteers from all age groups.

HART acknowledges its duty of care to those under 18 and vulnerable adults (Vulnerable People). HART will therefore work to safeguard and promote the welfare of Vulnerable People and is committed to ensuring its safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and HART's requirements. HART aims to ensure that Vulnerable People

- Have a positive and enjoyable volunteering experience at HART in a safe environment
- Are protected from abuse whilst volunteering at HART

As part of our safeguarding policy we will ensure

- Everyone understands their roles and responsibilities in respect of safeguarding and is provided with learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to Vulnerable People
- Appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- That confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- It promotes and prioritises the safety and wellbeing of Vulnerable People
- Robust safeguarding arrangements and procedures are in operation.
- That it does not employ or deploy unsuitable individuals as employees or volunteers
- All those employed to work at HART's hospital, its Volunteer Coordinator and at least one Trustee undergo a Disclosure and Barring check and, if this discloses evidence of unsuitability, appropriate actions will be taken

Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from HART.

#### **Action to take when inappropriate behaviour occurs or is witnessed or is suspected**

Any concerns should be disclosed in strict confidence to either the Hospital Manager, Hospital Staff or the Volunteer Coordinator. If someone feels unable to talk to one of these people they should approach somebody they trust, ideally within HART, and it is that person's responsibility to speak to either the Hospital Manager or Volunteer Coordinator as a matter of urgency.

The Hospital Manager, Volunteer Coordinator and a Trustee shall review the issues raised and take appropriate action.

*Policy Owner – Chair of Trustees*

*Policy Manager – Hospital Manager and/or Volunteer Coordinator*

*This policy will be reviewed*

- a. A year after it is published and every three years thereafter*
- b. When there are changes in legislation and/or government guidance*
- c. If there are any other significant change or event*



## HART'S POLICY STATEMENT – APPLICANTS WITH CRIMINAL RECORDS

HART is not exempt from the Rehabilitation of Offenders Act 1974. So, we only ask applicants to disclose convictions which are **not yet spent** under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact Nacro for further advice.

The declaration of a criminal record will not necessarily prevent a person from being offered a role at HART Wildlife Rescue. We recognise the contribution ex-offenders can make as employees and volunteers. We therefore welcome applications from them. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at, or make them a, risk in the role for which they are applying. When considering any offence, we will consider the following

- Whether the offence(s) is relevant to the position applied for.
- The seriousness of an offence revealed.
- The applicant's age at the time of the offence(s).
- When the offence(s) occurred.
- Any pattern of offending behaviour.
- The circumstances surrounding the offence(s)
- The explanation(s) for the offence(s) given
- Whether the applicant's circumstances have changed since the offence.

**On your application form, you will be asked *DO YOU HAVE ANY UNSPENT CONVICTIONS?* This question must be answered by all applicants. If you answer YES, please give details of your convictions.**

By submitting your application form to HART Wildlife Rescue employees and volunteers are declaring that all the information contained on the application form and any supporting statements or information is correct. Failure to disclose all unspent convictions could result in disciplinary proceedings and/or dismissal.

*Policy Owner – Chair of Trustees*

*Policy Manager – Hospital Manager and/or Volunteer Coordinator*

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## HART'S POLICY STATEMENT – VOLUNTEERS on the AUTISM SPECTRUM, with LEARNING DIFFICULTIES, PHYSICAL DISABILITIES or MENTAL HEALTH ISSUES

HART welcomes **ALL** applicants who share their passion for British wildlife.

Many affected by autism, learning difficulties, physical disabilities or mental ill health find volunteering with HART helpful in the management of their wellbeing. The animals we help do not judge or label humans – they simply respond to kindness, gentleness and empathy. Qualities many people possess, regardless of any “label” they may find attached to them.

We encourage people on the autism spectrum, with learning difficulties, physical disabilities or mental health issues to disclose this on their application form. They can then let HART know if there is anything it can do to ensure they get the most from their volunteering experience.

HART will make reasonable adjustments to accommodate those affected by autism, learning difficulties, physical disabilities or mental ill health. Although, in some instances, it might be in the best interests of the applicant and HART, for some people to be restricted from certain tasks.

Anything you disclose will be treated in confidence by HART's Volunteer Coordinator and Hospital Manager. It is up to the individual applicant to decide who else they tell at HART. However, if there is something we need to do to enhance the applicants experience, we may need, with the applicant's permission, to inform others at HART of the need for any special arrangements.

*Policy Owner – Chair of Trustees*

*Policy Manager – Hospital Manager and/or Volunteer Coordinator*

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