



**& District Model Railway Club**

# **Protection Policy Statement and Implementation Procedures for Children, Young People & Vulnerable Adults**

**Document Status:**

**Draft awaiting approval and adoption by the Club and  
ratification by Fareham Community Association**

# Protection Policy Statement and Implementation Procedures for Children, Young People and Vulnerable Adults.

## ***Policy Statement***

The Fareham & District Model Railway Club (F&DMRC) is concerned to safeguard the wholeness and well being of every person in our community, of whatever age. It is the responsibility of each one of us to prevent physical, sexual or emotional abuse of every member of our community, and particularly the abuse of those most vulnerable among us, including children, young people and adults with learning disabilities.

It is the duty of anyone who works with anyone identified in these groups to prevent harm and abuse of every kind and to report any abuse discovered or suspected.

Further, because of the nature of the activities of the F&DMRC there is also a risk that members of these identified groups may inadvertently place themselves in harm's way during the Club's normal activity because they do not understand the Health and/or Safety implications of what they are doing. It is therefore the duty of every member of the Club "think safety" on behalf of these people and to intervene if they feel if they may be putting themselves at risk.

Because of its organisation and small size the F&DMRC is not able to set up and run separate sections for these groups of people and so it will be necessary for them to be included in normal club activities and meetings. The F&DMRC is not a care organisation but will organise itself so that it can be totally inclusive as possible for the benefit of all participants.

Therefore the club has adopted the following policies towards these groups:

- ***Children under the age of 16 are not able to join the club in their own right because they are not eligible to become members of our parent organisation, Fareham Community Association. It is therefore a requirement that if any child wishes to pursue the hobby of railway modelling with F&DMRC a parent or guardian is required to become a member of the club and to take full responsibility for directly overseeing their child's participation in all Club activities.***
- ***Young people between the ages of 16 and 18 are able to join our parent organisation in their own right. However, and as previously stated, because the Club is not able to either form a separate section to accommodate them they too must be accompanied by a parent or guardian who is a full member of the club and who will be required to take full responsibility for directly overseeing their participation in all Club activities.***
- ***Adults with a disability will be welcomed. An assessment of need will be undertaken before confirming membership. The club will make adjustments whenever possible so that participation is enabled. The club will not commit itself to undertaking care, supervision or training roles but will discuss additional needs or risks with the individual or their carers. Rules regarding the management of such appropriate risks will be at the discretion of the club.***

## **Implementation Procedures**

Normally the Club Chairman will act as the Vulnerable Member's Protection Officer (VMPO) for the Club.

The Club may appoint a Deputy VMPO at a general meeting.

Their roles are to:

- Monitor the effectiveness of this policy and associated procedures.
- Disseminate information on the protection of vulnerable members to all members.
- Liase with statutory and voluntary agencies, in particular Fareham Community Action and Fareham Community Association, in matters relating to protection for the identified groups.
- Ensure a proper written record is kept of the lifecycle of this policy and its implementation.
- Ensure all members are properly briefed about protection for the vulnerable within the club and, where appropriate, helped with obtaining training.

Both the VMPO and the Deputy will discuss their roles with the CE of Fareham Community Action

The F&DMRC as a whole will:

- Plan the work of the Club so as to minimise situations where abuse may occur.
- Work to create an environment where people feel able to report abuse of any member in any form to the Club's VMPO, the Deputy VMPO or to the Chief Executive of Fareham Community Action if neither of them are available. They must feel able to do this without fear of recrimination.
- Where a report is made and the reporter feels that it has not been dealt with in an appropriate manner they should not hesitate to "Whistle-blow" the matter by reporting it to the CE of Fareham Community Action.

It is expected that each individual member will:

- Maintain normal common sense vigilance for signs of abuse and report it to the VMPO or Deputy.
- Comply with the Do's and Don'ts set out in the attached Aide Memoire.
- Maintain vigilance in respect of the Health and Safety of all members in accordance with the Club's stated Health and Safety policy, but particularly in respect of the Club's vulnerable members.

This policy was adopted by the club at a general meeting on dd/mmm/yyyy.

This policy was ratified by Fareham Community Association on dd/mmm/yyyy.

Chairman & VMPO  
Fareham & District MRC

Chair  
Fareham Community Association

## ***Aide Memoire – Do's and Don'ts***

In any case of abuse or suspected abuse:

- **Do** treat any allegations extremely seriously and act at all times towards the abused as if you believe what they are saying.
- **Do** tell the abused that they are right to tell you.
- **Do** reassure them that they are not to blame.
- **Do** be honest about your own position , who you have to tell and why.
- **Do** tell the child what you are doing and when, and keep them up to date with what is happening.
- **Do** take further action – you may be the only person in a position to prevent further abuse – tell your nominated person immediately
- **Do** write down everything said and what was done.
- **Don't** make promises you can't keep
- **Don't** interrogate the member – it is not your job to carry out an investigation – this will be up to the police and social services who have experience in this.
- **Don't** cast doubt on what you are being told, don't interrupt or change the subject.
- **Don't** say anything that makes the abused person feel responsible for the abuse.
- **Don't** do nothing – make sure you tell your nominated person immediately – they will know how to follow this up and where to go for further advice.

## ***Aide Memoire – Keeping a Written Record***

When a vulnerable person protection concern arises it is essential you record what is said or seen and what action is taken.

This record, or any other written record, should be kept in a locked draw or cabinet. Access should be limited to only:

- The person who has made the record.
- The VMPO or Deputy VMPO.
- The Chief Executive of Fareham Community Action.

It may be shown to the police or social services and could be used in court, although this is rare. The person concerned can be shown the document but discretion should be used. Their permission should be obtained before showing it to a parent or carer.