

## Amber Valley Green Party – Safeguarding Protocol

This Protocol is based on the approach of the Green Party of England and Wales (GPEW) as set out in four documents:

1. Safeguarding Policy - <https://www.greenparty.org.uk/safeguarding.html>
2. Safeguarding Procedures - <https://www.greenparty.org.uk/safeguarding/procedures.html>
3. Safeguarding Commitment - <https://www.greenparty.org.uk/safeguarding/commitment.html>
4. Safeguarding Guidance for Chairs - <https://www.greenparty.org.uk/safeguarding/guidance-for-chairs.html>

The **Safeguarding Policy** defines safeguarding as: “a preventative and precautionary organisational approach to planning and procedures required to protect children and adults-at-risk from actual or potential harm resulting from their contact with any part of the organisation.”

All members of the Green Party have agreed to adhere to the Safeguarding Commitment and the [Code of Conduct](#) as part of the ‘join’ process.

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Amber Valley Green Party has agreed to interpret the Safeguarding Commitment as follows:

- Always be open, frank and honest about matters concerning the health, welfare and safety of children and young people and never to seek to cover up, obscure or hide concerns of abuse or neglect or concerns about systems, people or working practices that could place children, young people and adults-at-risk in danger of abuse or neglect.
- Report immediately to the police or Derbyshire County Council any concerns that a child, young person or adult-at-risk is being abused or neglected
- Report immediately to the AVGP Coordinator and to the Green Party’s National Safeguarding Officer any factors in the member’s own circumstances or history which may make it unsafe for them to have contact with children, young people and adults-at-risk, including all charges and/or convictions of sexual abuse or neglect.
- Report immediately to the AVGP Coordinator and to the Green Party’s National Safeguarding Officer, any concerns the member has about the behaviour or history of any other member of the Green Party which may place children, young people and adults-at-risk in danger of abuse and neglect, including all charges and/or convictions of sexual abuse or neglect.
- Report immediately to the AVGP Coordinator and to the Green Party’s National Safeguarding Officer any inappropriate behaviour the member witnesses between adults and children, young people or adults-at-risk.
- Draw to the attention of the AVGP Coordinator and the Green Party’s National Safeguarding Officer any concerns the member has that Green Party systems, people or working practices place children, young people or adults-at-risk in danger of abuse or neglect.
- Always behave appropriately in the member’s own interactions with children, young people and adults-at-risk

GPEW’s National Safeguarding Officer can be contacted here: [safeguarding@greenparty.org.uk](mailto:safeguarding@greenparty.org.uk) or 020 36919 391

In Amber Valley Green Party (AVGP), responsibility for safeguarding rests with the Coordinator.

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## Definitions

With regard to adults-at-risk, Amber Valley Green Party has adopted the term 'vulnerable adults'.

We wish to promote the participation of vulnerable adults in our activities and are mindful that within this is a broad and complex group, there are many people who are able to take an active and rewarding role in our activities. It is therefore our intention that we find ways of enabling their involvement while at the same time keeping them safe and respecting their autonomy.

When an activity is planned in which vulnerable adults are, or are expected to be, involved, the organiser must find out if they have an particular access needs or other adjustments to enable them to take part and must agree with them (and their carers, if necessary) the best ways to encourage and facilitate their participation.

With regard to young people, we have agreed that anyone under the age of 18 is a child.

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Amber Valley Green Party (AVGP) has agreed to implement the Safeguarding Guidance for Chairs as follows:

1. All members of AVGP will familiarise themselves with the GPEW Safeguarding Policy and Safeguarding Procedures.
2. If a member of AVGP feels unable, for any reason, to raise concerns with the AVGP Coordinator, they must inform another member of the Committee who will decide what action should be taken, including referring the matter to the Green Party's National Safeguarding Officer.
3. It is expected that AVGP will NOT normally organise any activities specifically for children or vulnerable adults. If any such activity is planned, the organiser must advise the Coordinator as early as possible in the planning stage. It is likely that the advice of the national Safeguarding team will be sought, a risk assessment will be required and the organiser will be expected to undertake an enhanced Disclosure and Barring Check.
4. It is likely that members of AVGP will attend external events organised for, or involving, children or vulnerable adults, such as schools and clubs. In this case, the organiser should find out in advance what safeguarding measures are in place and follow safeguarding instructions at all times. You must always act in ways which safeguard those around you and in accordance with the Code of Conduct.  
It is especially important to check whether photographs can be taken, explaining that they could be used in AVGP's newsletters, election leaflets, social media, press or website, immediately or in the future. If possible, you should obtain the written consent of the host organisation for the use of photographs.
5. Permission must be obtained in the most appropriate way before photographs are taken. For example, you should ask an individual for permission but you might ask members of a group to make themselves known to you if they do NOT want their photograph taken or used. You should explain that the photographs might be used immediately or in the future in AVGP's newsletters, election leaflets, social media, press or website.  
Permission for a child to be photographed must be given by their parent/guardian.  
Vulnerable adults must have enough understanding to give their informed consent. If in doubt, ask their parent/guardian.  
Whenever possible, consent should be in writing, either on paper at the time or by email later, and the records retained.

6. Members of AVGP must not contact a child directly using personal emails, mobile phone numbers or social media. All contact must be through official Green Party email channels or be relayed through a parent/guardian.
7. Physical contact with children and vulnerable adults must be appropriate, respectful and in accordance with the Code of Conduct.
8. A child may take part in an AVGP activity **only after** a parental consent form from their parent/guardian has been received.
9. For non-residential events, the parental consent form (attached as Appendix 1) must be completed. The form may cover one event, or a series of events not exceeding 12 months duration overall. Additional forms should be completed as appropriate. It is the responsibility of the person organising the event to ensure that appropriate forms are completed and retained.
10. Members of AVGP should aim not to be on their own with children. Where this is unavoidable, for example if a child will be alone in a car with an adult, it should be included in the parental consent form. Whenever possible, a third party should be informed of the destination, expected time of arrival and a check-in should be completed by phone at the end of the journey.
11. Parents/guardians must be informed that they may withdraw their consent at any time with immediate effect and without justification.
12. It is expected that AVGP will NOT normally organise any activities requiring a night away from home. If such an event is planned, the organiser must advise the Coordinator as early as possible in the planning stage. It is likely that the advice of the national Safeguarding team will be sought, a risk assessment will be required and the organiser will be expected to undertake an enhanced Disclosure and Barring Check.
13. Children taking part in direct electoral campaigning must always be accompanied by adults with one child to one adult. The person in charge of the canvassing session (the Session Leader) will be responsible for ensuring that the adult and child are aware of the following:
  - the adult will maintain communication with the Session Leader and relay information to and from the child
  - the adult and child will work as a pair and will maintain visual contact at all times.
  - the child will not knock on doors alone
14. Everyone taking part in direct electoral campaigning must receive a copy, either on paper or by email, of the GPEW Safeguarding Commitment. They must also confirm in writing (see Appendix 2) that they have read, understood and will abide by the Commitment before they participate in any direct electoral campaigning for the Green Party. It is the responsibility of the Campaign Manager for each campaign to ensure that copies are distributed, signatures are received and records are retained. Records must be retained securely and in accordance with data protection regulations.

## Keeping Everyone Safe When Campaigning

AVGP believes that no campaigning activity warrants putting anyone at risk. With this in mind, we recommend that campaigners:

### Do:

- ✓ Go out in pairs or more, and as far as possible keep within sight of each other.
- ✓ Share mobile phone numbers and keep in touch
- ✓ Make sure your mobile phone is fully charged before you leave home
- ✓ Let someone know if you decide to go home early
- ✓ Follow the instructions given to you by the event leader. Ask for clarification if you're not sure
- ✓ Wear comfortable clothing and shoes which you can move swiftly in
- ✓ Think about the area around you and make sure you keep valuables safe
- ✓ Be proactive about keeping everyone safe and raise any concerns with the event leader
- ✓ Be especially mindful of your commitment to safeguard children, young people and vulnerable adults as set out in the GPEW Safeguarding Commitment
- ✓ Make sure you have confirmed in writing that you will abide by the Commitment before you undertake any campaigning activity.

### Don't

- ❖ Knock on doors after dark
- ❖ Go inside the house of a stranger, even if invited
- ❖ Go door-knocking alone
- ❖ Move on to a different street or block of flats without making sure another member of the team knows where you are
- ❖ Knock on the door of a house which makes you feel uncomfortable
- ❖ Engage in conversation with children or young people who answer the door. If you're not sure a young person is over 18, ask if they vote and, if the answer is 'no', ask to speak to their mum or dad. If a parent isn't available, end the conversation as quickly as you can.

For more very relevant advice about keeping yourself and others safe, please go to:

<https://lgiu.org/publication/personal-safety-for-councillors-2/>  
<https://www.suzylamplugh.org/Pages/Category/personal-safety-advice>

## APPENDIX 1

### Amber Valley Green Party - Parental Consent Form

Dear Parent or Legal Guardian,

Your child would like to participate in an event organised by Amber Valley Green Party. A brief description of the event your child seeks to attend is as follows.

*Event Leader's name and contact details (phone and email address):*

*Name of event:*

*Where it will take place:*

*When it will take place:*

*Additional information (including any transport arrangements):*

If you would like your child to participate in this event please complete, sign and return this form to the Event Leader in person or by email. Please keep a copy of the form for your own records.

#### Statement of Consent

- I consent for my child \_\_\_\_\_ to participate in the event described above. I further consent to the conditions stated above on participation in the event, including the method of transportation to get there.
- I consent for my child to be photographed while at the event and understand that the photographs may be used in AVGP's newsletters, election leaflets, social media, press or website, immediately or in the future. (Delete if necessary)

In consideration of my child being allowed to participate in this event I agree to indemnify and hold harmless the Green Party and all affiliated organisations, its/their employees, representatives and volunteers from any and all claims, I or my child may have, excluding claims for intentional misconduct or gross negligence, arising from or relating to my child's participation in this event.

I understand that I may withdraw my consent at any time with immediate effect and without justification. To withdraw my consent I will contact the event leader.

I understand that if I or my child has any concerns about the behaviour of anyone they come into contact during this event, we should contact immediately the Event Leader or the National Safeguarding Officer: [safeguarding@greenparty.org.uk](mailto:safeguarding@greenparty.org.uk) or 020 36919 391

I authorise the Green Party to obtain necessary medical treatment for my child in the case of illness, injury or accident.

- My child has the following medical conditions or allergies which a health care provider should be told about
  
- In the case of emergency my mobile phone number is:

Name

Relationship to child

Signature

Date

**APPENDIX 2**

## **Amber Valley Green Party - Safeguarding Commitment**

Thank you for volunteering to take part in direct electoral campaigning for the Green Party.

Because this activity provides opportunities for unstructured contact between adults and children and vulnerable adults, we ask you to confirm that you have received, read, understood and will abide by the Green Party's Safeguarding Commitment even if you are not a member of the Green Party.

*I confirm that I have received, read, understood and will abide by the Green Party's Safeguarding Commitment.*

<b>Name</b>	<b>Signature</b>	<b>Date</b>





# The Safeguarding Commitment for Green Party members and employees

The Green Party's Safeguarding Policy states that:

No child, young person or adult at risk should have their welfare compromised through their involvement with the Green Party. The Green Party is committed to developing a Party culture whereby all Green Party members feel empowered to report safeguarding concerns in the knowledge that they will be appropriately acted on. The Green Party is committed to developing ever more effective systems for safeguarding children, young people and adults at risk.

By agreeing to and abiding by the Safeguarding Commitment you can help uphold this policy and help to make children, young people and adults at risk who have contact with the Green Party safer. The Safeguarding Commitment should be read and applied alongside the Code of Conduct that applies to all Green Party members. You can read more about Safeguarding, the definitions we use for children, young people and adults at risk, and our Safeguarding Procedures [here](#).

## Urgent Action

Whenever you believe that a specific child or young person is being abused or neglected, your first action should always be to report your concerns immediately to the police or to the Children's Services section of the local authority. You can contact the police by phoning 999 (in emergency) or 101 (if time allows) and following the instructions of the emergency services personnel or by phoning your local authority and saying that you wish to report a child protection concern.

If you have concerns but are unsure about whether a specific child or young person is being abused or neglected, you can discuss your concerns with an adviser on the NSPCC's helpline. You can contact a trained NSPCC helpline counsellor 24 hours a day by email or by using an online reporting form ([help@nspcc.org.uk](mailto:help@nspcc.org.uk)). You can also telephone the Helpline on 0808 800 5000 on Monday to Friday 8am – 10pm or 9am – 6pm at the weekends.

If your concerns relate to a specific adult at risk, you should contact the Adult Social Care section of the local authority or in an emergency always contact the police by dialling 999. The police can also be contacted about an adult at risk by dialling 101, if an emergency response is not thought to be necessary.

If your concern relates to a child, young person or adult at risk suffering abuse or neglect as a result of contact with the Green Party, it will ultimately be important for the Green Party's Safeguarding Officer to be informed that a report has been made. However, once a matter has been reported to the police or the local authority you must be guided by them about what can be said to whom and when. In some cases the police or local authority will insist that nothing is said to any third party so as not to risk impeding investigations or protective actions. **Contact [safeguarding@greenparty.org.uk](mailto:safeguarding@greenparty.org.uk) or 020 36919 391 to report your concerns.**

As a Green Party member/employee I agree:

- To report immediately to the police or the local authority any concerns that a child, young person or adult at risk is being abused or neglected – see the above urgent action box for details onto how to do this.
- To report immediately to my local Party Chair and to the Green Party's National Safeguarding Officer any factors in my own circumstances or history which may make it unsafe for me to have contact with children and young people or adult at risk, including all charges and/or convictions of sexual abuse or neglect. This information will be recorded on a confidential basis by the national party, in line with data protection regulations. We will notify you in advance if we feel that it is necessary to disclose this information to a third party.
- To report immediately to my local Party Chair and to the Green Party's Safeguarding Officer immediately any concerns of which I am aware about the behaviour or history of any other member of the Green Party which may place children, young people or adults at risk in danger of abuse and neglect, including all charges and/or convictions of sexual abuse or neglect. This information will be recorded on a confidential basis by the national party, in line with data protection regulations.
- To report immediately to my local Party Chair and to the Green Party's Safeguarding Officer any inappropriate behaviour I witness in the Green Party between adults and children, and/or young people/at-risk adults.
- In all my dealings with the Green Party, to be always open, frank and honest about matters concerning the health, welfare and safety of children, young people and adults at risk and never to seek to cover up, obscure or hide concerns of abuse or neglect or concerns about systems, people or working practices that could place children, young people and adults at risk in danger of abuse or neglect.
- To draw to the attention of my local Party Chair and to the Green Party's Safeguarding Officer any concerns I have that Green Party systems, people or working practices place children, young people or adults at risk in danger of abuse or neglect.
- In my own interactions with children, young people and adults at risk in the Green Party always to behave appropriately. This includes:
  - Always interact with a child in the company of at least one other adult, either the parent/guardian, or a person nominated by the parent/guardian. Do not spend time alone with a child.
  - Securing written consent from the parent/guardian before taking any photos/video footage of a child. Parents/guardians should be made aware of when, where and how the images/video footage may be used to give their informed consent.
  - Minimising any direct contact with a child on social media, and never exchanging personal email addresses and mobile phone numbers.
  - Not seeking to develop relationships outside of a Green Party context with children met as a result of Green Party activities
  - Ensuring that if any form of physical touching of a child, young person or adult at risk is required (e.g. picking up someone who has fallen), it should be kept to a minimum and involve communication with that person to ensure that I have received consent and am aware of their boundaries.
  - Ensuring that a child or young person has given their full and informed consent to interactions and activities with me, and that I am aware of their boundaries.
  - Ensuring that an adult at risk has given their full and informed consent to interactions and activities with me, and that I am aware of their boundaries.
  - Seeking guidance from my Local Party Chair if I am unsure about how I should behave appropriately in particular circumstances with a child, young person or adult at risk.

I understand that I should report any safeguarding concerns to both my local Party Chair AND the Green Party's National Safeguarding Officer ([safeguarding@greenparty.org.uk](mailto:safeguarding@greenparty.org.uk) or through 020 36919 391).

I understand that breaches of this Safeguarding Commitment on my part could result in disciplinary action from the Party.

I commit to bearing the Commitment closely in mind, and adhering to it, throughout my time as a Green Party member.