

EuCAN CIC Safeguarding Policy

EuCAN CIC · October 2026

In this policy, a child is anyone who has not yet reached their 18th birthday.

In this policy, “EuCAN appointed supervisor / leader” means the person appointed by EuCAN to supervise and lead an activity or session.

1. Introduction

EuCAN CIC leaders, members and volunteers do not have regular responsibility for, or contact with, children. However, the company has this policy to cover those situations where its members do have contact with children.

In recent years there has been growing recognition that abuse of children and vulnerable adults can and does happen within organisations. There is also a growing acceptance of the potential risks arising from the following.

1.1 Unintentional acts

These can result from a lack of due diligence or organisational negligence. They can lead to harm through inadequate care and supervision, a lack of policies and procedures, or a failure to comply with legal requirements.

1.2 Deliberate actions

These are taken by people with the intent to abuse children. Research and practice show that predatory offenders sometimes deliberately place themselves in an organisation or role that gives them access to children.

2. Responsibilities

2.1 Duty of care

It is the duty of ALL staff and volunteers to ensure the safety and well-being of any child, young person or adult who attends our activities. Preventing every type of abuse is a priority.

2.2 Taking concerns seriously

All allegations and concerns of abuse must be taken seriously. This applies irrespective of the identity of the alleged perpetrator or victim, and regardless of how unbelievable the situation may seem.

2.3 No private confidences

No volunteer may agree to keep information about actual or suspected abuse private as a personal confidence.

2.4 Reporting

Allegations and concerns must be reported to:

- a) the EuCAN appointed supervisor / leader;
- b) at least one EuCAN Director; and
- c) the Public Protection Unit (a county constabulary department).

2.5 Confidentiality

All sensitive and personal data must be kept confidential and shared on a strictly need-to-know basis. This includes the name of anyone who makes a report of abuse and the name of the person accused.

3. Safeguards

Prevention is the best solution.

3.1 Supervision and ratios

The EuCAN appointed supervisor / leader must ensure there is adequate support on site before the session starts. The following ratios of staff to children or vulnerable adults must be maintained:

- a) 1 to 8 for children under 8 years old;
- b) 1 to 10 for children aged 8 and over;
- c) higher levels of carer support where participants have special needs. These will be identified before sessions start, through liaison with care providers; and
- d) 16 and 17 year olds must be accompanied by a parent, guardian or carer, unless the parent, guardian or carer has given written consent for them to attend. This also applies to students aged 16 and 17 on placements.

3.2 Right to refuse

The EuCAN appointed supervisor / leader has the right to refuse to lead an activity if adequate support is not provided.

3.3 Responsibilities and risk assessments

The EuCAN appointed supervisor / leader for each activity is responsible for ensuring that all staff and volunteers are aware of their obligations and duties. They will provide a risk assessment for the task. The child's supervisor will provide a risk assessment for the child, covering behavioural issues, disabilities, limitations and similar matters.

3.4 DBS checks

All EuCAN appointed supervisors / leaders must hold a current enhanced DBS (Disclosure and Barring Service) check.

3.5 Volunteers under police supervision

The EuCAN appointed supervisor / leader should be aware that some volunteers may be under the supervision of the police Public Protection Unit (PPU) and may not be allowed to mix with young people or vulnerable adults. Where they have been made aware of this, they must put measures in place to prevent the volunteer being placed in a compromising position. This may involve supervised separation from the group.

3.6 Standards of conduct

EuCAN appointed supervisors / leaders and volunteers must ensure that:

- a) they are never alone with, or out of view of, any one child or vulnerable adult;
- b) at least two EuCAN volunteers are always allocated to each group and present while working or providing transport;
- c) they take every precaution to ensure their actions cannot be misconstrued, particularly where physical contact is concerned. They must always ask a child's permission before any help that involves touching, for example helping them up a steep slope or demonstrating a craft activity;

- d) they ask the child's or vulnerable adult's permission before giving any help of a personal nature. Toileting and other personal care are the responsibility of the child's or vulnerable adult's parent, guardian or carer, who should be asked to help. If none is available and help is essential, a volunteer may assist only with the person's permission, with another adult aware of where they are and the door left open. The EuCAN appointed supervisor / leader must inform the parent, guardian or carer afterwards;
- e) they wear appropriate clothing at all times;
- f) they maintain a fair and consistent approach to all children and vulnerable adults, whatever their ability, background, race or religion;
- g) they do not smoke, and are not under the influence of drink or drugs;
- h) they do not swear or engage in any other kind of verbal abuse, such as teasing, sarcasm or belittling;
- i) they do not hit, smack or engage in any other kind of physical abuse;
- j) they do not take unaccompanied children or vulnerable adults in their car, unless they have the written consent of the parent, guardian or carer for that specific journey; and
- k) they do not give out personal details, or arrange to meet children or vulnerable adults outside normal working hours.

3.7 Photography, filming and social media

EuCAN appointed supervisors / leaders and volunteers must ensure that:

- a) no photograph, video or audio recording of a child or vulnerable adult is taken without the written consent of their parent, guardian or carer (or of the vulnerable adult, where they have capacity to consent). Consent must state how the image will be used, for example on the EuCAN website, on social media or in printed material;
- b) only equipment approved by the EuCAN appointed supervisor / leader is used to take images. Volunteers must not use personal phones, cameras or other devices to photograph or film children or vulnerable adults, and any images taken must be transferred promptly to EuCAN storage and deleted from the device;
- c) images are taken only of children and vulnerable adults who are appropriately dressed and engaged in the activity, and never in a way that could be considered intrusive, suggestive or demeaning;
- d) children and vulnerable adults are not identified by full name, home address, school or any other personal detail alongside a published image;
- e) images are stored securely, used only for the purpose for which consent was given, and deleted when no longer needed or when consent is withdrawn, in line with data protection law;
- f) they do not connect with, follow or message children or vulnerable adults through personal social media accounts, messaging apps or email. Any necessary contact must go through the parent, guardian or carer, or through official EuCAN channels, and must be open and appropriate;
- g) they do not post, share or tag images, locations or information about children or vulnerable adults on personal accounts; and
- h) any concern about inappropriate photography, filming or online contact is treated as a safeguarding concern and reported in line with section 2.4.

3.8 Parents, guardians and carers accompanying their own child

Parents, guardians and carers who accompany their own child, of any age, are not recruited, vetted or DBS checked by EuCAN, and their personal background may not be known to the EuCAN appointed supervisor / leader. Their presence must never be treated as a safeguard for any child other than their own. The EuCAN appointed supervisor / leader must ensure that:

- a) the parent, guardian or carer remains responsible for their own child at all times, and stays with them and within sight of them throughout the activity;
- b) a parent, guardian or carer is not counted towards the staff-to-child ratios in section 3.1, or as one of the two EuCAN volunteers required for each group by section 3.6 b);
- c) a parent, guardian or carer is not asked or allowed to supervise, assist, transport or be alone with any child other than their own, and is not given a volunteer role unless they have first been recruited and checked in the same way as other volunteers;
- d) the name of each parent, guardian or carer, the child they are accompanying and an emergency contact number are recorded at the start of each session;
- e) parents, guardians and carers are made aware of the photography and social media rules in section 3.7 and do not photograph, film or post images of other people's children without consent;
- f) any concern about a parent's, guardian's or carer's behaviour towards any child is treated as a safeguarding concern and reported in line with section 2.4; and
- g) the EuCAN appointed supervisor / leader may ask a parent, guardian or carer to leave the activity, together with their child, if they have concerns about their behaviour. They must report the reason in line with section 2.4 where it raises a safeguarding concern.

End