

# **Railholiday – a Cornish holiday with a difference**

## **Railholiday Safeguarding Policy February 2023**

v14-02-23

### **Purpose**

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming in to contact with Railholiday. This includes harm arising from:

- The conduct of staff or personnel associated with Railholiday.
- The design and implementation of Railholiday's carriages and activities

This policy lays out the commitments made by Railholiday and informs staff and associated personnel of their responsibilities in relation to safeguarding.

### **What is safeguarding?**

In the UK, safeguarding means protecting people's health, wellbeing and human rights and enabling them to live free from harm, abuse or neglect.

### **Scope**

- All staff contracted by Railholiday.
- Associated personnel whilst engaged with work or visits related to Railholiday, including but not limited to the following:  
Consultants, volunteers or visitors.

### **Policy statement**

Railholiday believes that everyone we come into contact with regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Railholiday will not tolerate abuse or exploitation by staff or associated personnel.

### **Prevention**

#### **Railholiday responsibilities**

Railholiday will:

- Ensure all staff have access to, are familiar with and know their responsibilities within this policy.
- Design and undertake all its carriage work and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Railholiday. This includes the way in which information about individuals in the carriages is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel.
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organisation.
- Follow up on reports of safeguarding concerns promptly and according to due process.

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## **Staff responsibilities**

### Child safeguarding

Railholiday staff and associated personnel must not:

- Subject a child to physical, emotional or psychological abuse or neglect.
- Engage in any commercially exploitative activities with children including child labour or trafficking.

### Adult safeguarding

Railholiday staff and associated personnel must not:

- Subject an at-risk adult to physical, emotional or psychological abuse or neglect.

Additionally, Railholiday staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.
- Report any concerns or suspicions regarding safeguarding violations by a Railholiday staff member to a Director.

## **Enabling reports**

Railholiday will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Staff who have a complaint or concern relating to safeguarding should report it immediately to a member of staff or a Director.

## **Response**

Railholiday will follow up safeguarding reports and concerns according to policy and procedure as well as legal and statutory obligations.

## **Confidentiality**

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management will be shared on a need-to-know basis only and will be kept secure at all times.