



Transition Town Kingston

Policy documents for projects:

1. VULNERABLE PERSONS SAFEGUARDING POLICY, P.1
2. HEALTH AND SAFETY GUIDANCE, & CODES OF CONDUCT, EXAMPLES, P.4
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The policies gathered together below in order to inform and protect TTK projects, old and new, and their coordinators, volunteers and visitors. Anyone considering setting up a new project or taking over or reviving an existing one is strongly advised to read and adhere to these policies and guidelines, and/or to use and adapt them as needed for their particular project.

Please also check that your project's aims, ethos, and practices conform with [Transition Town Kingston's Constitution](#).

1. VULNERABLE PERSONS SAFEGUARDING POLICY

This policy recognises that there is a risk of abuse happening to children and vulnerable adults attending our events, even though most of our activities are carried out in public places, in full view of all participants, thus reducing considerably opportunities to abuse vulnerable persons or anyone else.

The policy below sets out other steps that TTK takes to safeguard project leaders/event organisers, volunteers and visitors. It is our duty to be alert to indicators or instances of abuse and to take effective action when abuse is suspected or disclosed to help and protect vulnerable persons,

Scope and Purpose

TTK takes the safeguarding of adults at risk and children seriously, and is committed to ensuring their rights and safety while engaged in our activities, and to ensuring that every person has the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. This policy applies to every organiser or volunteer in respect of other volunteers and any visitors attending or participating in TTK projects or events.

The purpose of the policy is to ensure that volunteers and visitors are afforded as much protection as possible from instances of abuse going undetected by organisers, and that it is known and understood how to identify instances of abuse, and what to do if we suspect it is taking place. This policy is also designed to ensure that TTK discharges its duties and commitments in respect of safeguarding in accordance with statutory guidance, and sets out our roles and responsibilities.

Policy

All volunteers and visitors are entitled to be treated with dignity, courtesy and respect. Their rights to privacy and confidentiality should be respected, photographs should be taken and shared only with permission (if in doubt, don't use the photos/video footage), and organisers should be aware

of data protection issues and regulations. Safeguarding incidents are rare, and ensuring that adults at risk of harm, children and volunteers are protected from unnecessary risks or allegations is largely a matter of common sense.

Volunteers and visitors should be reminded that most TTK activities are not child-focussed, and children and other vulnerable persons should not attend unless they are accompanied and supervised at all times, and have a good reason for being there. School visits should be accompanied and supervised by the appropriate number of teachers and assistants.

Organisers and volunteers with visitor contact have a responsibility be alert to instances of abuse and how to tackle them by reference to this policy. All have a duty to report any abuse that they become aware of, and failure to do so is a serious abdication of responsibility. All reasonable steps will be taken to ensure that unsuitable individuals are prevented from having any involvement with TTK.

Volunteers should look out for the safety and wellbeing of all visitors and in particular any who could be classified as vulnerable; for the purposes of this policy a child is anyone under the age of 18 and a vulnerable adult is defined as a person of 18 years and over who is at risk of experiencing neglect or abuse and is or may be unable to take care of themselves or to protect themselves against significant harm or exploitation.

TTK will refer all evidence of abuse of any person, whether relating to a volunteer, a visitor or an organiser, to the appropriate authority, including the Police, and will fully co-operate with any investigation that may be carried out. In the first instance, complaints should be made to a lead volunteer or project organiser.

Prevention and Risk Management

TTK provides safeguarding guidance to all volunteers, and requests them to read the guidance. TTK will review reporting procedures, advice and training ad hoc as required (e.g., as reminders and to new volunteers).

TTK events, including those online, should be a safe environment for attendees, which for online events could mean password-protected meetings, publicising links only to registered ticket holders, not to the general public, etc. Most of our in-person activities are carried out in public places, in full view of all participants, thus reducing considerably opportunities to abuse vulnerable persons or anyone else. The appropriateness of venues for particular activities needs to be considered, and a suitable level of organisers/supervisors should be present. If required to visit someone at home (for example for an energy-efficiency survey) volunteers should go in pairs or arrange a chaperone of some kind.

It should be made clear at all volunteering sessions whom to report abuses to: project leads/organisers, who will treat complaints confidentially and enable safe communication for any person who wishes to report suspected abuse against any individual. Reports may be made in person, by phone or by e-mail. A 'suggestions box' may be provided as an additional means of confidential reporting. Records of complaints should be made promptly and kept until the matter is resolved.

Bullying and harassment are not acceptable; offenders will be asked not to return.

For information particularly focussed on protecting children, see

<https://learning.nspcc.org.uk/research-resources/templates/example-safeguarding-policy-statement>

Safeguarding guidance for specific TTK projects:

Repair Café Kingston: We require at least 2 volunteer repairers per table/group (#2, clothing and textiles; #3 & #4, electrical and electronics; #5 & #6, triage and miscellaneous repairs) - so that volunteers can advise and support each other and cope with demand. Working in pairs and in the one large Library room ensures that no volunteer is ever alone with a visitor, and protects volunteers and visitors from unreasonable behaviour or complaints.

Visitors are informed that this repair activity is not child-focussed, and children and other vulnerable persons should not attend unless (a) they are accompanied and supervised at all times and (b) they have a reason for being there (e.g., a favourite toy being repaired).

We ask volunteers to read our House Rules and Information and Guidance for volunteers at <https://www.ttkingston.org/ttk-groups-and-projects/kingston-repair-cafe/repair-cafe-volunteering/>, and visitors to register, read our House Rules at <https://www.ttkingston.org/assets/other/repair-cafe-house-rules>, and sign disclaimers, which clarify what to expect in terms of repairs and behaviour.

In the first instance, complaints should be made to one of the organisers, who can be recognised by their red badges.

2. HEALTH AND SAFETY GUIDANCE & CODES OF CONDUCT

Documents prepared for Repair Café Kingston in 2023:

- **Information and guidance for volunteers** at <https://www.ttkingston.org/ttk-groups-and-projects/kingston-repair-cafe/repair-cafe-volunteering/>
- **Repair Cafe House Rules for volunteers and visitors** at <https://www.ttkingston.org/assets/other/repair-cafe-house-rules>
- **Repair Cafe Manual** at <https://www.ttkingston.org/assets/other/repair-cafe-manual>
- **Working safely in the Repair Café** at <https://www.ttkingston.org/assets/other/working-safely>
- **Our Guidance for Visitors** at <https://www.ttkingston.org/ttk-groups-and-projects/kingston-repair-cafe/repair-cafe-volunteering/>

Health and Safety notice for Canbury Community Garden

Displayed prominently in the Garden with advice to read before starting work:

- **Protect yourself:** wear gloves and clothes that will protect you from dirt, cuts and stings. Wear sturdy sensible shoes. Be careful with tools, especially sharp ones. Mind your head when using the shed. Use litter-pickers for broken glass and dirty rubbish and put it into rubbish sacks.
- **Protect other volunteers:** don't leave tools, equipment or materials lying around where they could be a trip hazard and cause an accident.
- Maintain sensible **Covid precautions** and distances for as long as they are needed.
- **Lifting:** don't try to lift or carry too many items or ones that are too heavy for you – get help, use a wheelbarrow, or leave them where they are. Bend your knees, not your back.
- **Toilets:** Boaters Inn toilets are open to the public during pub opening hours, and there are also toilets in Sainsburys.
- **Children:** allowed only with a responsible adult who will supervise them.
- **First Aid:** basic kit on-site. In case of need, please inform us of any allergies.
- **Wash your hands thoroughly** before eating and when you get home.

3. TTK INSURANCE POLICY

TTK's Avivia insurance documents are filed at

<https://drive.google.com/drive/u/0/folders/1WzYtk8f8azLf6stqFRhipo2fcxfjWDTW> - if you can't access them please ask a core group member to forward them to you. The cover is for Public Liability, recently upgraded to include Repair Café Kingston, Please make sure that the activities of all new TTK projects are covered, and if they are not, consult the core group about any extra insurance that may be needed.

Some potential hazards or accidents may be covered by the insurance policy of venues used for events.

4. RISK ASSESSMENTS

TTK activities range from the safe (meetings in pubs and other public places) to the slightly more risky (stall with gazebo in public spaces, community gardening...) to the potentially hazardous (fruit harvesting and juicing, Repair Café...). Consider the worst that can happen (e.g., trips and falls, cuts, virus-spreading, electrocution...) and what you need to do to prevent it. The (incomplete) example below is from a Repair Café Kingston risk assessment, using a template from the Health and Safety Executive - more information on managing risk can be found at www.hse.gov.uk/simple-health-safety/risk/

Organisation name: Transition Town Kingston

Assessment carried out by:

Date of next review:

Date assessment was carried out:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Sharp tools	Volunteers and users, cuts	Volunteers will have read safety guidance				
Faulty electrical appliances	Volunteers and users - electric shock, blown fuses	Volunteers will have read safety guidance. Use of 2 circuit-breakers + borrowed PAT.	Purchase and/or borrow a PAT			
Trailing cables	Trip hazard for all	Volunteers will have read safety guidance. Cables laid under/behind furniture.	Purchase or borrow and use high vis cable-covers			