

Children and vulnerable adults protection policy statement

Wey Valley Radio is a community radio station and recording studio run mainly by volunteers. Though we are a separate company, we work with schools and colleges and students and staff may take part in our activities.

We are committed to best practice which protects young and vulnerable people from harm. Workers and volunteers in this organisation accept and recognise it is our duty to understand, avoid and report problems which could lead to such people being harmed.

The policy and procedures set out in this guide apply to all children and young people regardless of gender, ethnicity, disability, sexuality or religion. All adult workers and volunteers will receive a copy of the guide, which will form part of their preliminary induction and training.

Some volunteers may also be required to sign a confidential declaration and apply for and receive a satisfactory enhanced disclosure from the DBS before commencing certain activities with us.

Official guidance

Volunteers who come into contact with children should read the guidance published by the Department for Education:

- [Keeping children safe in education](#)
- [Working together to safeguard children](#)

Designated People

The Designated Safeguarding Lead at Wey Valley Radio is Julie Cottrell, reachable at info@weyvalleyradio.uk

The deputy is Stewart Ireland..

Responding to an allegation of abuse

- Stay calm.
- Listen carefully to what is said.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others. Do not promise to keep secrets.
- Allow the child to continue at his or her own pace.
- Do not question any child; listen to what they say but do not attempt to initiate any local investigation.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said, using the child's own words as soon as possible. Note the date, time, any names mentioned, to whom the information was given and ensure that you sign and date the record.
- Immediately report to the Designated People.

In the case of a suspected emergency where a child is in immediate danger or is at risk of harm, you should **call the Police immediately on 999**.

It is important to be aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies following a referral to them of concern about a child.

Note: confidentiality cannot be preserved in circumstances where there is an allegation of abuse or other criminal investigation proceedings.

If you are unable to report your concern through internal channels — for example, if the allegation involves the Designated Safeguarding Lead or another senior member of the organisation — you should contact the **Local Authority Designated Officer (LADO)** for your area, or call the **NSPCC helpline on 0808 800 5000** (free, 24 hours).

You do not need to wait for internal agreement before making such a referral if you believe a child is at risk.

Children and Vulnerable Adults - Code of Conduct

You must:

- Treat all children and young and vulnerable people with respect.
- Provide an example of good conduct you wish others to follow.
- Ensure that whenever possible there is more than one approved adult present during activities with children and young people, or at least that an approved adult is within sight or hearing of others.

- Respect individual rights to personal privacy and encourage everyone involved with Wey Valley Radio to feel secure enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Be aware that physical contact with a child or young person may be misinterpreted.
- Recognise that special caution is required when you are discussing sensitive issues with children or young people.
- Operate within Wey Valley Radio's principles and guidance and any other procedures.
- Challenge unacceptable behaviour and report all allegations or suspicions of abuse.

You must not:

- have inappropriate physical or verbal contact with children or young people.
- allow yourself to be drawn into inappropriate attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of children or young people.
- jump to conclusions about others without checking facts.
- either exaggerate or trivialise child abuse issues.
- show favouritism to any individual.
- rely on your good name or that of Wey Valley Radio to protect you.
- take a chance when common sense, policy or practice suggests another more prudent approach.

Supervision of children

- Adult supervisors must be satisfied that any staff, volunteers and adults present are approved and have a current enhanced DBS check on file.
- Children must be supervised by an approved adult at all times, preferably by two or more such adults.
- Children must not be left unsupervised at any venue.
- Adult supervisors should know at all times where children are and what they are doing.
- Any activity using potentially dangerous equipment must be approved in advance by management and must have constant adult supervision.
- Dangerous behaviour by children should not be allowed.

Online Safety and Digital Communications

Wey Valley Radio's work may involve recording, producing and broadcasting content. Where children or vulnerable adults are involved, the following rules apply to all staff and volunteers.

Recording and broadcasting

- Written consent must be obtained from a parent or guardian before any child is recorded, photographed or featured in any broadcast or online content. Consent forms should be kept on file and reviewed if the nature of the activity changes.
- Children must never be identifiable by full name alongside audio, video or photographic content in any public-facing output, unless explicit consent has been given for this specifically.

Social media and online contact

- Staff and volunteers must not make direct contact with children or young people via personal social media accounts, messaging apps or any other personal digital channels.
- Any communication with children relating to Wey Valley Radio activities must take place through official organisational channels only, and should be visible to at least one other approved adult (e.g. copied to a parent/guardian or a second member of staff).
- Volunteers should not accept friend or follow requests from children or young people they have met through their role at Wey Valley Radio.

Messaging and communication tools

- Where group messaging tools (such as WhatsApp or email groups) are used to coordinate activities involving children, a parent or guardian must be included in the group.
- No one-to-one private messaging between a volunteer and a child is permitted under any circumstances.
- Any safeguarding concern arising from digital communications should be reported to the Designated Safeguarding Lead in the same way as any other concern.

Bullying

Bullying will not be accepted or condoned. All forms of bullying will be addressed.

Bullying can include: offensive, intimidating, malicious or insulting behaviour; an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Bullying or harassment may be by an individual against an individual (perhaps by someone in a position of authority such as a manager or supervisor) or involve groups of people. It may be obvious or it may be insidious. Whatever form it takes, it is unwarranted and unwelcome to the individual.

Examples of bullying/harassing behaviour include:

- Spreading malicious rumours or insulting someone by word or behaviour (particularly on the grounds of race, sex, disability, sexual orientation, religion or belief).
- Copying or sharing messages that are critical about someone to others who do not need to know.
- Ridiculing or demeaning someone - picking on them or setting them up to fail.
- Exclusion or victimisation.
- Unfair treatment.
- Overbearing supervision or other misuse of power or position.
- Unwelcome sexual advances - touching, standing too close, the display of offensive materials.
- Making threats or comments about job security without foundation.
- Deliberately undermining a competent worker by overloading and constant criticism.
- Preventing individuals progressing by intentionally blocking promotion or training opportunities.

Bullying and harassment are not necessarily face to face. They may also occur in written communications, email, phone, online and automatic supervision methods such as computer monitoring of work, if these are not applied to all workers.

Bullying and harassment make someone feel anxious and humiliated and feelings of anger and frustration at being unable to cope may be triggered. Some people may try to retaliate in some way while others may become frightened and de-motivated.

Stress, loss of self-confidence and self-esteem caused by harassment or bullying can lead to insecurity, illness, absence from work, and even resignation.

Performance is affected and interpersonal relations suffer.

Be aware that children from ethnic minorities, disabled children, young people who are gay or lesbian or those with learning difficulties are more vulnerable to this form of abuse.

Where a child is found to be exhibiting sexually harmful behaviour to another child, it is important to involve the child protection social work team as soon as possible.

Anti-bullying policies

- Everybody has the responsibility to work together to stop bullying – the individual, the parent/carer, volunteers and members of the local community.
- Children should be encouraged and supported to take a role in stopping bullying in their community.
- Policy and practice should be reviewed regularly in the light of changing needs and changes adopted by the expert agencies.

Support to a child or vulnerable adult

- Individuals should know who will listen to and support them.
- Any advice and assistance should be given by an appropriately trained and experienced volunteer.
- Children should have access to helpline numbers.
- Individuals should be told what is being recorded about them, in what context and why.
- Services should be established to enable children and others to have access to a safe adult to talk about bullying or any other issue that affects them. These adults need to be trained in listening skills, particularly in counselling. They must also know the limits of their confidentiality and understand the nature of consent.
- Anyone who reports an incident of bullying will be listened to carefully and will be supported, whether it is the individual being bullied or who is accused of bullying.
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.
- Children or adults being bullied will be supported and assistance given to uphold their right to learn, develop and play in a safe environment which allows them to reach their potential.
- Those who bully will be supported and encouraged to stop bullying. It should be recognised that the bully may well be a victim as well as the bullied.
- Sanctions involving long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, should be avoided.

Updates

This policy will be reviewed annually, or sooner if legislation or guidance changes. It was last updated on 2 May 2026.