

## **MNLOT Safeguarding Policy for Children, Young People & Adults**

MNLOT will not have any young children, under 16 years working within the project.

If young people, over 16 -18 years wish to work within the project or collecting for the project, perhaps for a Duke of Edinburgh award they must be accompanied by a parent or legal guardian at all times.

They will read the Safeguarding policy & sign our disclaimer.

Vulnerable people are welcome to work for MNLOT if there has been a Risk Assessment filled out as to their needs & capacity. Their role will be formulated accordingly.

The carer & volunteer will together read & comprehend our policy & sign the disclaimer. The volunteer will be accompanied by a carer, parent or guardian as deemed necessary.

## **First Aid**

An up to date First Aid box will be held in the project area.

All volunteers to be aware of its contents & to know where it is stored.

Obtain direction from First Aider what to do in an emergency.

Do not attempt more help than you are trained for.

If necessary contact emergency services, or be sure the person can get home safely.

Be aware that we hold phone numbers of friends or family of the volunteers who could be notified.

Enter the incident in the Accident Book. Inform all after the Incident/share at volunteers meeting.

## **Accidents & Incidents**

There is an Accident & Incident book held in the project area.

Volunteers need to be aware of where it is kept.

If there is an accident or Incident or near miss please record it in this book.

Then inform either, or both the chair person of MNLOT &/or a committee member.

We will need to discuss, evaluate & process what has happened with a view to it not happening again if possible. A risk assessment may need to be filled out, & any mitigating action taken, so we can also learn from the event.

Nov 2023

Review Nov 2024

## **Risk Management & Risk Assessments**

These are assessments designed to keep you safe by evaluating processes or equipment that might pose a harm to MNLOT volunteers & project visitors. What seems a small thing at home where you take responsibility can become a hazard if no-one takes responsibility in a workplace or thinks it's all been sorted. These actions are designed to protect you.

There will be a designated Risk Management Officer. A Committee member.  
Risk Assessments will be kept on the premises for all to view.

If there is an incident, a new concern or change needing a fresh consideration the Risk Assessment will need to be updated. Then the team will need to be informed.

Any volunteer can raise a concern at any time.  
Please do. It is better to chat a thing over rather than ignore it.  
Thanks..

Nov 2023

Review Nov 2024