

MNLOT Safeguarding

Safeguarding is a blanket term, covering many topics used when formulating Policies, Principles & Procedures within a group. These documents are made not to alarm, but to protect the volunteers, the visitors & stakeholders to MNLOT events and activities. We want the people associated with us to feel safe & comfortable with us. They also need to know what is expected of them, what they expect of us & how to manage if circumstances change.

We will not turn anyone away on the grounds of Race, Gender, Ethnicity, Disability, Mental Health or Religion, etc. if after discussion their needs can be safely & happily accommodated with dignity.

These thoughts are not unchangeable. They can readily be discussed if they are not sufficient or no longer useful. After discussion the team may wish to put different improved procedures in place.

No children or vulnerable adults will be left alone at MNLOT sessions. Should there be a vulnerable adult volunteer at MNLOT, they will be accompanied at all times by their designated carer and given training in appropriate areas.

First Aid

An up to date First Aid box will be held in the MNLOT area
All volunteers to be aware of its contents & to know where it is stored.
To learn from First Aider what to do in an emergency.
Name of the First Aider to be written on the cover of the Incident Book

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

Accidents & Incidents

There is an Accident & Incident book in the MNLOT area.
Volunteers need to be aware of where it is kept.
If there is an accident or Incident worthy of report please record it in this book.

Try to inform of the need within the group to read the latest comments.
Then inform either, or both the chair person of MNLOT &/or a committee member.

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Nov 2024

Review Nov 2025

Commented [1]: Where do you list the First Aiders - how will they know who they are?

Commented [2]: Well there is only one First Aider. It's been minuted. She's either on duty or not. She gave us a training session at last meeting. We could put the name on the front of the Incident Book & make it part of Induction.

Commented [3]: Ideally everyone or at least the leader should be aware of any recent accidents, incidents or near misses.

Commented [4]: They've been told to look at the Incident book each shift & share by email after an Incident.