

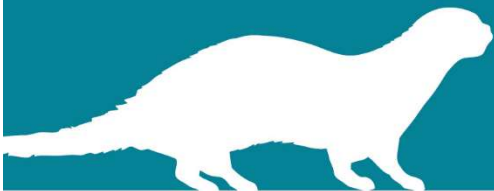


**Manx**  
Wildlife Trust  
Treisht Bea-Feie  
Vannin

# Safeguarding Procedure

---

Manx Wildlife Trust



<b>Title:</b>	Manx Wildlife Trust Safeguarding Policy
<b>Version:</b>	1 (January 2024)
<b>Approval authority:</b>	Leigh Morris (MWT Chief Executive Officer)
<b>Date 1<sup>st</sup> approved:</b>	27/03/24
<b>Review due date:</b>	Every 1-2 years
<b>Authored by:</b>	Emma Darby c/o Safeguarding Community of Practise
<b>Revised by:</b>	Beth Penhallurick (MWT Designated Safeguarding Lead)

**Safeguarding Lead:** Beth Penhallurick (DSL)

**TWT Safeguarding Lead:** Emma Darby

**Trustee Lead for Safeguarding:** Paul Thomas

**Email for referrals or queries:** [beth@mwt.im](mailto:beth@mwt.im)

## Contents

Purpose .....	3
Safer Recruitment .....	3
Responding to Safeguarding concerns .....	4
What to do when you have concerns about a child or adult at risk .....	4
Reporting procedure: .....	5
Allegations against a staff member, volunteer, or trustee .....	6
Training .....	7
Ensuring Trust Activities and Events are Managed Safely .....	8
Work Experience for Young People (13-17 years) .....	8
Young Volunteers .....	9
Supervision .....	9
Photography and Filming .....	10
Online Safety .....	11
Reporting of Serious Incidents .....	11
Consent for Children’s Referrals .....	12
Consent for Adult at Risk Referrals .....	12
Storage of Safeguarding referrals/case notes and personal information .....	13
Retention periods for documentation relating to Child Protection .....	13
Retention periods for documentation relating to Adults .....	13
Appendix 1 – Example Safeguarding Reporting Form.....	14
Appendix 2 – Defining Regulated Activity.....	17
Appendix 3 – Example of a photography consent form .....	18
Appendix 4 – Safer Recruitment Policy .....	19

## Purpose

The purpose of this Procedure is to outline a clear process for staff, volunteers, and trustees to follow when they have concerns regarding the abuse or neglect of a child, young person, or adult at risk.

MWT is committed to the highest standards of charity governance for Safeguarding; this Procedure and associated guidance are the foundation of a universal approach that puts Safeguarding at the heart of MWT's engagement with children and adults at risk.

MWT endeavours to embed a positive and inclusive culture towards Safeguarding where vigilance and awareness of the issues surrounding the protection and safety of children, young people and adults at risk are paramount and concerns can be raised in good faith without fear of reprisal.

This procedure applies to all staff, volunteers and trustees working on behalf of MWT.

This Procedure will be reviewed annually and in due regard to emerging legislation and evolving best practice to ensure it is fit for purpose and meets legislative criteria.

## Safer Recruitment

All staff and volunteers are recruited following the MWT Safer Recruitment Policy (Appendix 4).

Appointing roles and offers of contact will only be made, subject to:

- a satisfactory DBS check at the appropriate level (if the role is eligible – See Appendix 2),
- satisfactory references,
- satisfactory explanations of any gaps in employment history,
- confirmation of work permit or 'Isle of Man worker' status.

As part of the onboarding process, each new member of staff or trustee will receive a Safeguarding induction. This will include information on the Trusts' approach to Safeguarding, how this applies to specific roles as well as where to find MWT's Policy, Procedure, and guidance.

Staff in specific roles, identified as working with children or adults at risk will receive additional training and refresher training specific to their role.

All appropriate staff and trustees will be made aware of issues of vulnerability arising from an individual's background or abilities e.g. those facing barriers in communication or who are dependent on others for personal care.

Any third-party individual or organization involved in delivering activities on behalf of The Trust will have appropriate experience, qualifications and/or accreditation and insurance. If they are operating with any degree of autonomy, MWT staff must assure themselves that safeguarding procedures are equivalent, and arrangements are adequate for the activity.

## Responding to Safeguarding concerns

- Stay calm and be aware of your body language and how it may be received
- Listen carefully and make sure they understand you are taking what they're telling you seriously
- Give them reassurance that they have done the right thing in telling you
- Let them know you will try and help and you understand how difficult this must be for them
- Try to make notes and capture words or sentences in the child or adults 'own words'
- Stick to recording the facts such as what has been said, heard, seen, date and time
- Make a record and share with the Designated Safeguarding Lead

### What you must not do

- Do not show shock or surprise
- Do not ask leading questions or be tempted to look further into this issue yourself (unless you are a trained Safeguarding lead)
- Do not promise to keep a secret as you may need to share this information to help keep them safe
- Do not discuss the issue outside of work or with colleagues who do not need to know the information
- Do not make any comments about other individuals involved

## What to do when you have concerns about a child or adult at risk

If you are concerned there **is immediate risk of harm** do not delay in contacting the emergency services and a Safeguarding Lead. Do not leave the person and ensure you remain in a place of safety until an appropriate member of the emergency services or social care arrive.

**If the situation is not an emergency** inform a Safeguarding Lead ASAP and complete the Safeguarding Reporting Form (found in Appendix 1) as soon as reasonable possible and within 24 hours then email to [beth@mwt.im](mailto:beth@mwt.im).

Designated Safeguarding Lead: Beth Penhallurick

Email: [beth@mwt.im](mailto:beth@mwt.im) Phone: (01624) 844 432

## Local Area Safeguarding Team contact details

To report a concern about a child:

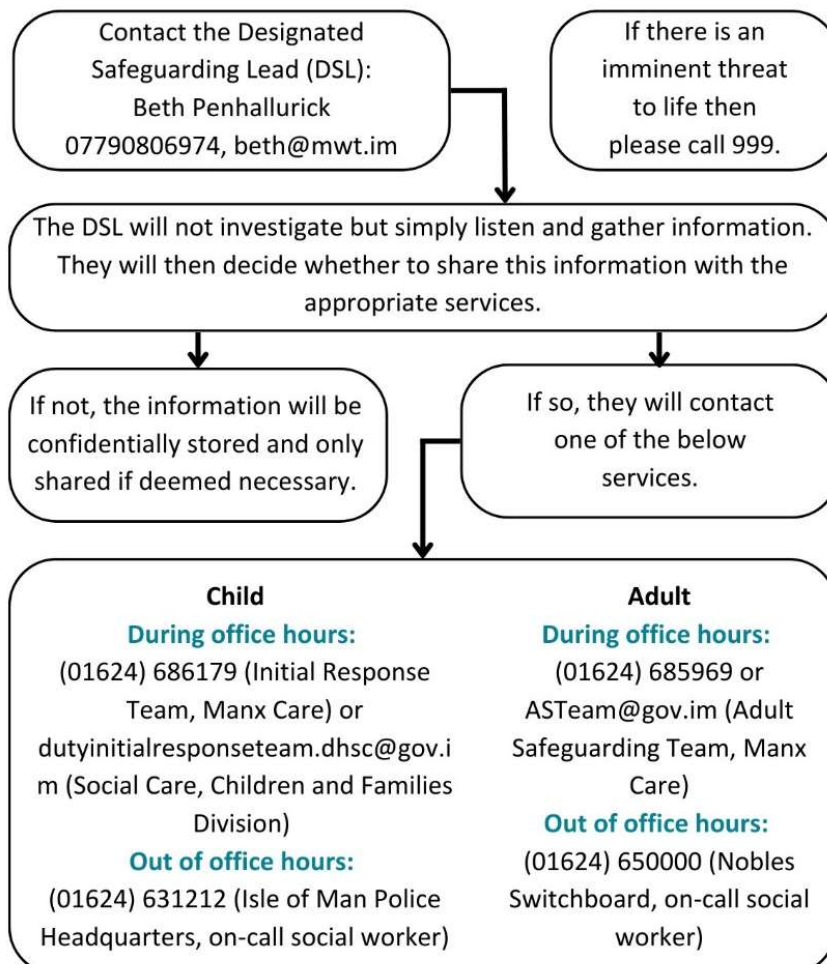
- During office hours: call (01624) 686179 to speak to the Initial Response Team at Manx Care or email the Children and Families Social Care Division: [dutyinitialresponseteam.dhsc@gov.im](mailto:dutyinitialresponseteam.dhsc@gov.im)
- Out of office hours: call the Isle of Man Police Headquarters on (01624) 631212 and ask to speak to the on-call social worker

To report a concern about an adult:

- During office hours: call or email the Adult Safeguarding Team at Manx Care on (01624) 685969 or [ASTeam@gov.im](mailto:ASTeam@gov.im)
- Out of Office Hours: call the Nobles Switchboard on (01624) 650000 and ask to speak to the on-call social worker

## Reporting procedure:

If you are concerned about a child or adult at risk, then please follow these steps. It is always best to seek advice, even if you're not sure, you will always be taken seriously. Incidents should be reported within 24 hours.



**When contacting your Local Area Safeguarding Team (or when a MWT Safeguarding Lead contacts them on your behalf) the following information will be required:**

- Who you are
- Details of the child or adult at risk including date of birth and address if available
- What they have told you, or you have observed
- Details of the person allegedly posing a risk
- Any additional information that might be relevant
- If you have consent for this referral
- What they want to happen as a result of this referral (adult safeguarding only)
- Ask them what will happen next or if you need to make a referral to any additional agencies such as the Police

## **Allegations against a staff member, volunteer, or trustee**

MWT has a responsibility to respond to allegations or concerns raised about a person, whether an employee, volunteer or trustee who works with children or adults at risk as part of their role. These individuals are known as People in a Position of Trust (PiPoT).

If a PiPoT is alleged to have abused or harmed a child or adult at risk, or who may pose a risk of abuse to a child or adult at risk, it is essential that the concerns are appropriately reported to MWT's Designated Safeguarding Lead who in turn will need to notify the appropriate local services (e.g. SIRO, Victoria Creed, at the Children Families Social Care Division).

Examples of concerns could include allegations that relate to a person who works with adults with care and support needs who has:

- Behaved in a way that has harmed, or may have harmed a child or adult at risk
- Committed a criminal offence against, or related to, a child or adult at risk
- Behaved towards an adult at risk in a way that indicates they may pose a risk of harm to children or adults with care and support needs

Any allegations must be investigated promptly in line with the Trusts internal allegations management process. Unless it puts the adult at risk or a child in danger, the person should be informed of an allegation against them.

Alongside the duty of care towards the child or adult at risk, is the duty of care to the staff member/volunteer/trustee who the allegation has been made against. MWT must ensure they provide support to minimize stress associated with the process e.g. support to understand the procedures being followed, regular updates on developments, as well as the opportunity to respond to allegations/concerns and support to raise questions or concerns about the allegation.

## Training

Below are guidance suggestions of Safeguarding training and the levels for specific job roles that Trusts may wish to put into place:

<b>Role</b>	<b>Level</b>	<b>Source</b>
Designated Safeguarding Lead, Safeguarding Trustee lead, Chief Executive Officer	Level 3	Available via the Isle of Man Safeguarding Board.
Staff and Volunteers working with children and adults at risk as part of their role	Introduction to Safeguarding Training via the Central Team at RSWT  Or Level 2	Emma Darby, Strategic Safeguarding Lead  Available via local Safeguarding Children's Boards/Partnerships and Safeguarding Adults Boards or NSPCC
Staff and Volunteers recruited to work directly with Children or Adults at risk in regulatory activity (please see appendix 2 for information on regulatory activity).	Level 2	Available via local Safeguarding Children's Boards/Partnerships and local Safeguarding Adults Boards or NSPCC
All Trustees, Staff and Volunteers	Safeguarding induction as part of their onboarding process that includes familiarisation with Trust Policy and Procedures and an overview of Safeguarding.	RSWT 7-minute video.

MWT considers it best practice to renew/ refresh safeguarding training every 2-3 years.



## Ensuring Trust Activities and Events are Managed Safely

There will be instances when MWT hosts events or activities such as Festival of the Sea and must take additional steps to keep children and adults at risk safe:

- If the help and assistance of additional staff or volunteers is required, MWT will ensure they have been recruited in line with the MWT Safer Recruitment Policy/Statement/Guidance to confirm they are suitable to work with children or adults at risk.
- All staff and volunteers will have received appropriate safeguarding training and know how to recognise a concern as well as being familiar with MWT Safeguarding Policy and Procedure and how to raise a concern.
- There will be a detailed event risk assessment that takes into account the following areas:
  - The physical environment of the activity/event
  - Numbers of children, young people, adults at risk
  - Whether consent is required for any of the activities
  - Other people using the venue/site/reserve
  - Specific activities being undertaken and equipment/tools being used
  - Checks/maintenance on any equipment used
  - What actions to take if a child is lost
  - First aid equipment, points and training as well as a process for recording any incidents
  - Gain consent/emergency contact details/dietary requirements/allergies/care and support needs as appropriate
  - Photography and filming
  - It's good practise to host an event de-brief to understand what worked well and what could have gone better to ensure lesson's have been learnt and changes can be made to improve events and activities in the future

## Work Experience for Young People (13-17 years)

MWT will ensure that relevant staff have appropriate levels of training and DBS checks in place to supervise the young person as well as a member of staff to be the young person's Workplace Supervisor (WPS). Even with DBS checks in place, it is best practice to always have appropriate supervision by more than one member of staff/volunteer. Long term and regular placements may fall into 'regulated activity' with children and therefore staff may require a more enhanced level of DBS check.

MWT must have parental/carer's consent for the work experience as well as a workplace agreement that includes examples of the nature of the activities to be undertaken and a code of conduct to outline expected behaviour from the student. Parents and carers are responsible for ensuring they get to and from work experience safely – staff and volunteers should never offer or provide lifts to young people taking part in MWT activities.

Before a work placement commences it is good practice to facilitate a meeting between MWT, the student and the parent/carer. This is to establish the nature and motivation of the student, and to ensure that the student and their responsible adult are aware of the nature of the work experience and risks involved.

## Young Volunteers

### Volunteers under 16

Children aged under 16 can only undertake any volunteering activities with MWT if:

- It has been discussed and agreed with the staff member leading the activity
- If the staff member agrees to allow them to volunteer, they must be accompanied by an adult parent/carer at all times
- Staff involved with the activity (or at least one member of staff) must be trained in Child Safeguarding
- Activity risk assessments need to be completed taking into consideration the physical ability and experience of children
- Children must be closely supervised all the time and you must make a note that you have an under 18 volunteer within activity risk assessments

### Volunteers aged 16-18

- MWT will allow 16 to 18 year old volunteers unaccompanied by an adult as long as their parent/carer has given explicit consent and this is recorded on MWT's Volunteer Database.
- Staff involved with the activity must be aware of MWT's Safeguarding Policy and Procedure
- Activity risk assessments need to be completed taking into consideration the physical ability and experience of the young people
- The young people must be supervised and a note made of the activity risk assessment that a young volunteer is present
- If a work party or engagement activity falls within 'regulated activity' a DBS check for the lead staff member will be required (please see Appendix 2 for more information on regulated activity).

## Supervision

MWT must always ensure there is appropriate level of supervision to ensure we are keeping children or adults at risk in our care safe. It is recommended that employees wear recognised MWT branding at events. This helps children, young people, and adults at risk to recognise trusted adults and who they can go to in an emergency or if they have a concern.

Staff and volunteers working in this area must be provided with:

- An understanding of their responsibility and code of conduct to keep children, young people and adults at risk safe
- Guidance and clear advice to follow if they have any concerns about an individual
- Insurance if the activity requires it

Staffing and volunteer ratios are likely to differ depending on the age of the children or adults at risk, environment, and nature of the activity.

Each activity must be risk assessed and appropriate supervision ratios in place.

There is no legislative guidance for charities working with children, young people, and adults at risk. The NSPCC provides best practise guidance for children as follows:

- It is recommended having at least two adults present at all times when working with children. The guide below is the NSPCC suggested adult to child ratio, however, the number of adults providing supervision should be increased if the nature of the activity being undertaken presents additional risks:
  - 0-2 years – one adult to three children
  - 2-3 years – one adult to four children
  - 4-8 years – one adult to six children
  - 9-12 years – one adult to eight children
  - 13-18 years – one adult to 10 children
- Staffing ratios for working with adults at risk will depend entirely on the nature of the activity, whether the adult is attending on their own or with a carer or support worker and the level of support each adult needs. When working with adults at risk talk to the adult (if that's not possible then their parent, carer or support worker) about the activity/group they are joining and ask what support they may need to allow them to participate safely.

Staff who do not meet the criteria for a disclosure and barring (DBS) check should be supervised at all times.

All staff who have contact with children and adults at risk should understand and agree to follow the MWT Safeguarding Policy and Procedures.

## Photography and Filming

When taking photographs, videos, or audio:

- All staff should act in accordance with the [Isle of Man Data Protection \(Application of GDPR\) Order 2018](#), including using approved Trust forms when collecting children, young people or adults at risk's images.
- Consent should always be sought from parents or carers for children or young people under the age of 16 to be filmed or photographed by any member of the Trust, including how their images will be stored and for how long.
- Young people aged 16-17 can give their own consent
- It's good practice to ask the child if they are happy to have a photograph taken too before proceeding

- Parents and carers must be made aware of how we use data and images and must give written consent if we wish to place these images in the public domain e.g. focal points, website, social media etc
- Adults may give their own consent, if they have capacity to make the decision at the time. If this is not the case, permission should be sought from a carer or guardian.
- Consent forms must make it clear that if an individual withdraws consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- The names of children whose images are being used in MWT's published materials should be changed whenever possible (and only using first names if we do need to identify them)
- Ensure children, parents and carers know who they can talk to if they have any concerns about images being used or shared by the Trust.

Please see Appendix 3 for example photo consent form.

MWT understands that it is not always possible for images and videos to be exclusively taken on MWT equipment. Images and videos taken on non-MWT equipment should be transferred onto MWT equipment and deleted from any other devices as soon as reasonably possible.

## Online Safety

Being safe online means RSWT and individuals are protecting themselves and others from potential online harms and risks which could expose their personal information, lead to unsafe communications e.g. online grooming or trolling and effect individuals mental health and wellbeing or the reputation of RSWT.

If an incident occurs online that amounts to abuse against a child or adult at risk, the Safeguarding procedures outlined above must be followed, and the Safeguarding lead may also need to contact the Police if the incident amounts to a crime e.g. online grooming, non-contact sexual abuse, exploitation or radicalisation.

Please refer to MWT's Online Safety Guidance for further information.

## Reporting of Serious Incidents

Trustees are responsible for the reporting of Serious Incidents to the Isle of Man Chamber of Commerce.

A serious incident is an adverse event, whether actual or alleged, which results in or risks significant:

- harm to MWT beneficiaries, staff, volunteers, or others who come into contact with MWT
- loss of MWT money or assets
- damage to MWT property
- harm to MWT's work or reputation

The regulatory bodies will be seeking assurances that the charity has taken steps to limit the immediate impact of the incident and, where possible, learnt from practice to prevent it from happening again.

In all circumstances RSWT must be notified of any member of staff, trustee or volunteer reporting a serious incident to a charity regulator.

## Consent for Children's Referrals

If there are concerns regarding a child, wherever possible (and this doesn't place the child at additional risk) speak to a family member or carer about the concerns and that MWT would like to make a referral to get them some help or support and ensure they give their consent for this.

If MWT is working with children facilitated through a school, then speak to the school's Designated Safeguarding Lead as a first point of contact regarding any concerns. Ensure this conversation is documented and the Trust Safeguarding Lead informed too. If staff remain concerned or are not satisfied by the approach taken by the school, a referral to the Initial Response Team (Manx Care) should be made.

If speaking to family members or carers about the issue may place the individual at additional risk, or the issue involves family or carers, you can and should still share information with the relevant professionals without consent.

## Consent for Adult at Risk Referrals

Wherever possible it is best practice to talk to an adult when you have concerns for them and their wellbeing and gain their consent for making a referral for help and support.

However, under the Care Act a referral can be made **without** an adults consent when any of the following apply:

- Other people are being put at risk
- It is necessary to prevent crime, or a serious crime has been committed
- It is believed the adult is being coerced or fearful of repercussions
- If there is an over-riding public interest
- There is reason to believe that their health and/or wellbeing will be adversely affected by the ongoing harm or abuse
- The person posing a risk also has care and support needs and may also be at risk

In these circumstances and unless an emergency, always seek advice from the MWT Designated Safeguarding Lead or Strategic Lead at the Central Team.

## **Storage of Safeguarding referrals/case notes and personal information**

Safeguarding records must be kept confidential and stored securely. If they are electronic files, these should be password protected and only open to those who need to know or are members of the safeguarding team.

Information about specific cases and individuals must be kept in separate files for each individual, rather than in one concern log and saved in a different place to general records.

If you need to share information about a Safeguarding concern, ensure documentation is kept confidential by addressing documents to a specific recipient or using passwords and encryption when sharing electronic files. If you need to email colleagues or professionals about a specific case, try to anonymise details by using initials instead of full names.

If MWT Designated Safeguarding Lead leaves, a new DSL will be appointed to take over this responsibility and MWT leadership will arrange a thorough handover that includes all details about where MWT records are kept, and the systems used.

## **Retention periods for documentation relating to Child Protection**

Advice from the [Isle of Man Public Record Office](#) states that all documentation should be kept until the child is 25.

## **Retention periods for documentation relating to Adults**

It is good practice to keep records on file, including allegations against staff and trustees, those that have left the organisation or no longer volunteer/work with us until the person reaches normal retirement age or for ten years, if that is longer.

## Appendix 1 – Example Safeguarding Reporting Form

**Child/Young person's or adult at risk's name:**

**Date of Birth:**

**Address if known:**

**Your name:**

**Role:**

**Date:**

**Please details your concerns – try to be as factual as possible e.g. who, where and what happened? Include date and time of the incident (if applicable) and if there were any witnesses present?**

**Has anybody been named as the alleged abuser? If yes, give details e.g. name, address and date of birth if known:**

**Have you spoken to the child/young person/adult at risk - what is their perspective and what would they like to happen (if applicable).**

**Have you spoken to parents or primary carer about your concerns and do you have their consent to make a referral if necessary? If not, reason why**

**Any other details you feel might be relevant**

**Part 2 - For use by the Safeguarding Leads**

**Date and time received:**

**Any advice sought? Provide details of who and when:**

**Action taken e.g. referral to children's social care / early help services / another service:**

**Date and time referral made:**

**Please detail any further actions, if any, that have been taken:**

NOTE: Confidentiality must be maintained at all times.

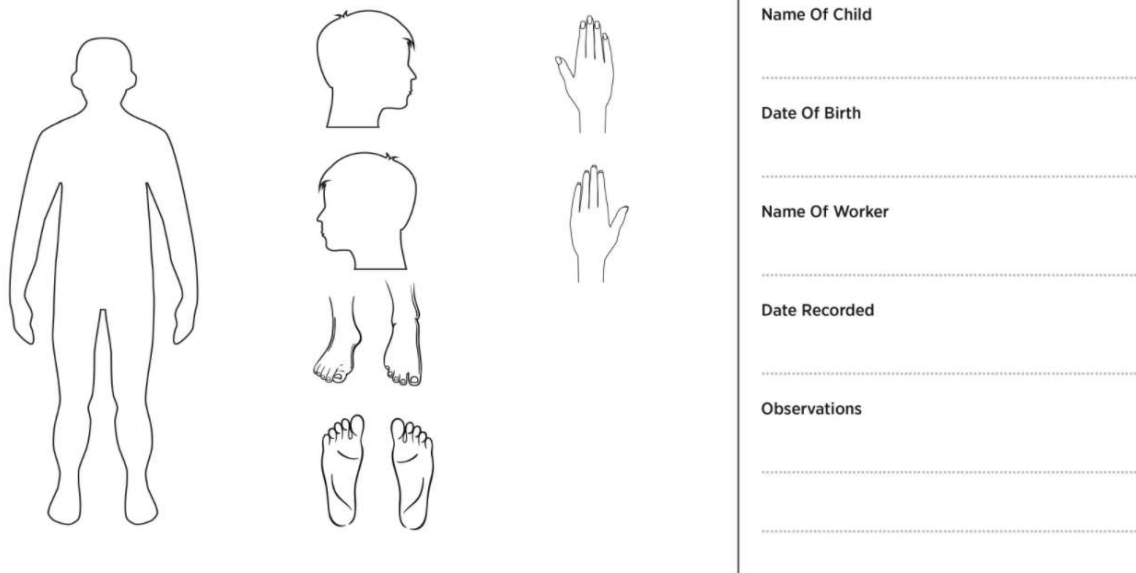
Information must only be shared on a "need to know" basis i.e. only if it will protect the child/adult at risk.

Do not discuss this incident with anyone other than those who need to know.



## Body Maps

If you are working with a child or adult at risk who is showing signs or has made a disclosure of physical abuse you may wish to use a body map like the example below to document and illustrate signs of harm. Use the pictures to draw on your observations – look out for signs that indicate injuries have not occurred accidentally e.g. clusters of bruises on the upper arm or outside of the thigh as well as bruises with the imprint of a hand or fingers.



**Name Of Child**  
.....

**Date Of Birth**  
.....

**Name Of Worker**  
.....

**Date Recorded**  
.....

**Observations**  
.....  
.....  
.....

## Appendix 2 – Defining Regulated Activity

### Regulated Activity with Children

MWT will follow the guidance from England, Northern Ireland and Wales, which suggests that regulated activity with children means carrying out any of the following activities frequently or with intensity (more than 3 days in a 30 day period or overnight):

- Unsupervised activities: teaching, training, instructing, caring for or supervising children; providing advice/guidance on wellbeing, or driving a vehicle only for children.
- Working for a limited range of 'specified places' with the opportunity for contact with children and young people, for example schools, children's homes, childcare premises.

These are also examples of regulated activity if unsupervised:

- engaging in intimate or personal care of children.
- health care (including by a registered health care professional).

### Regulated activities with adults in the UK means carrying out the following activities once or more:

- Providing health care by, or under the direction or supervision of, a regulated health care professional
- Providing personal care e.g. physical assistance with eating, drinking, toileting, washing, bathing, dressing, oral care or the care of skin, hair or nails for adults who can't carry this out themselves because of age, illness or disability
- Prompting and then supervising with eating, drinking, toileting, washing, bathing, dressing, oral care or the care of skin, hair or nails for adults who can't decide to do this for themselves because of age, illness or disability
- Providing social work by a social care worker to an adult who is a client or potential client
- Assisting an adult who can't manage themselves because of their age, illness or disability with the day-to-day running of their household relating to managing money, bills or shopping
- Assistance in the conduct of an adult's own affairs, where a lasting power of attorney is created, an enduring power of attorney is registered or applied for or the Court of Protection has made an order in relation to the making of decisions on the adult's behalf
- Conveying adults to, from or between health care, personal care and/or social work services who can't convey themselves because of their age, illness or disability
- Day to day management or supervision of anyone carrying out the above activities.

## Appendix 3 – Example of a photography consent form

In accordance with our Safeguarding Policy, we will not permit photographs, video, or other images of young people to be taken without consent. If the child is under 16, consent must be obtained from a parent / carer.

MWT will take all steps to ensure these images are used solely for the purposes for which they are intended and processed in compliance with the [Isle of Man Data Protection \(Application of GDPR\) Order 2018](#).

### **Child/ Young Person Photo Consent Form**



*The following consent options concern photography, video, and audio footage of the young person in this form being published via the following: MWT internally controlled publications and communication channels, such as online news, email, websites, newsletters, at the MWT offices, MWT [and The Wildlife Trusts] social media channels, MWT [and The Wildlife Trusts] advertising and/or promotional material including press. If you wish to withdraw your consent it may not be possible to delete photos, video and audio that have already been shared or published.*

*Photos, video, or audio of the young person named on this form will not be used unless you give us your consent below.*

*Please select:*

- I am happy for photos, video and audio to be published of the young person named on this form whilst undertaking activities with MWT across all channels; or*
- I do not want any photos, video or audio to be used.*

Name of Young Person: \_\_\_\_\_

Name of Parent/ Guardian: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## Appendix 4 – Safer Recruitment Policy

### Context

Safer Recruitment is the crucial first step in promoting the welfare of children and adults at risk at Manx Wildlife Trust (MWT). Outlined in this policy statement is a set of practices to help make sure staff, volunteers and trustees are suitable to work with children and adults at risk. It's a vital part of creating a safe and positive environment and making a commitment to keeping everyone safe from harm, as well as sending a clear message that this organisation prioritises the safety and welfare of the people we work with.

### Purpose

The purpose of this statement is to help deter, reject, or identify people who might abuse or are otherwise unsuitable to working with children or adults at risk, by having appropriate recruitment procedures in place.

MWT has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job for the role as per the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with the [Isle of Man Equality Act 2017](#) Statutory Code of Practice on Employment. If a member of staff involved in the recruitment process has a close personal relationship or vested interest with an applicant, they must declare as soon as they are aware of the individual's application.

### Recruitment and Selection

A job description is a key document in the recruitment process, that will clearly and accurately set out the duties and responsibilities of the job role.

The Wildlife Trusts is a Disability Confident Employer. As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post.

All documentation relating to applicants will be treated confidentially in accordance with the [Isle of Man Data Protection Act 2018](#).

When advertising for posts which require working with children or adults at risk, the advert will include the statement:

*“Manx Wildlife Trust is committed to Safeguarding and promoting the welfare of children and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level”.*

Successful candidates will be asked about any unspent criminal convictions in accordance with the Isle of Man [Rehabilitation of Offenders Act 2001 \(Exceptions\)](#). For those with convictions, a risk assessment will be made regarding the role, implications of the conviction and suitability of the candidate.

### Interviews

Where possible, interviews will be undertaken face to face, based on the job description, if the role requires working with children or adults at risk.

MWT will keep appropriate records of interviews to evidence that the applicant is appropriate and suitable.

Any concerns about candidate suitability or gaps in employment history will be explored by the interview panel in their questions.

Once the recruitment process is complete, all irrelevant personal data for unsuccessful applicants are removed and their details archived - minimal identifying details (e.g. name and address) and the fact that they applied and were unsuccessful, will be kept on file.

### **Job Offers**

MWT will always take up two references, one from the most recent employer or place of education and will seek to request more information from referees if it is felt to be beneficial and relevant to the role.

Appointing roles and offers of contact will only be made, subject to:

- a satisfactory DBS check at the appropriate level (if the role is eligible),
- satisfactory references,
- satisfactory explanations of any significant gaps in employment history,
- confirmation of work permit or 'Isle of Man worker' status.

### **Safeguarding induction and Training**

As part of the onboarding process, each new member of staff or trustee will receive a Safeguarding induction. This will include information on the Trusts' approach to Safeguarding, how this applies to specific roles as well as where to find MWT's Policy, Procedure, and guidance.

**Questions to ask referees of applicants whose role may involve contact with Children or Adults at Risk.**

*It is suggested that this section is used to obtain details on an individual that relates to their ability to work in an environment where there may be contact with Children or Adults at Risk. This is a useful tool to safeguard vulnerable groups and so we ask that this section is completed fully and that referees provide as much information as possible, where appropriate. This information will be handled sensitively and confidentially.*

1. In line with the Safeguarding Vulnerable Groups Act (SVGA) 2006, during the applicant's employment with your organisation, were there any safeguarding concerns raised or incidents related to the safety or well-being of individuals, particularly vulnerable populations, that you are aware of?

Yes/ No

2. Has the candidate been subject to a disciplinary procedure relating to the safety and welfare of children or young people or adults at risk?

Yes/ No

3. Has the candidate been subject to any allegations or concerns in relation to the health and welfare of children or young people or behaviour towards children or young people or adults at risk?

Yes/ No

4. Is there any reason why you are not completely satisfied that the candidate is suitable to work with children or adults at risk?

Yes/ No

5. Would you be happy for us to contact you further about this reference?

Yes/ No