



THE STROUDWATER TEXTILE TRUST

SAFEGUARDING POLICY & PROCEDURES

adopted at a meeting of the Trustees on 23 April 2026

(the Trustees shall review this policy annually)

Trustees

Trevor Ford (chair), Marianne Barton, Rob Cotterill, Jane Ford,
Julia Harrison Place, *Ann Taylor
*(*Safeguarding Lead)*

Registered Address: Upper Mill House, Millswood Lane, Chalford, Stroud GL6 8FY
The Trust is a Charitable Incorporated Organisation – registered charity no: 1078398

1. GENERAL SAFEGUARDING POLICY

- (i) Concern for the physical, spiritual, emotional, sexual and psychological well-being of all who visit a mill, attend a talk or take part in an event or a guided walk is of paramount importance. The charity's Trustees believe that no-one should suffer abuse of any kind. The Trustees are accountable for good safeguarding practice in all venues and at all activities organised by the Trust and are committed to promoting safe practice by all people in positions of trust or authority.
- (ii) Everyone, regardless of age, disability, gender, racial or ethnic origin, religious belief or sexual orientation, has the right to be protected from harm. It is the responsibility of those in charge of visits/events, be they Trustees, volunteers or staff, to protect visitors and each other from physical, emotional, sexual or financial abuse and from bullying, intimidation and inappropriate language.
- (iii) The Trustees recognise that the welfare of children is paramount (see **Section 2**).
- (iv) The Trustees recognise that all people have different levels of vulnerability and that anyone may be temporarily vulnerable at some point in their lives.
- (v) All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. Trustees and volunteers working for The Stroudwater Textile Trust recognise that it is not for them to judge the validity of a concern, to offer opinions on or try to resolve the issue raised (but see *clause vi* below). Listeners should be calm and supportive and avoid displays of personal feeling; they should listen carefully to the allegation and report it (however trivial it might appear) to the event leader, to the designated Safeguarding Lead, or to the relevant outside authority (Police or Social Services).
- (vi) If bullying, intimidation or inappropriate language is observed, a discreet word with the perpetrator might be in order if it is deemed that the behaviour is out of character and unintentional. In such a case, escalation might be avoided by a full and sincere apology. An approach should only be made if the person raising the subject feels fully confident to do so.

Otherwise, or in cases of doubt, the matter should be 'referred up' to the event leader or to the STT Safeguarding Lead, with written notes as described below.

- (vii) Anyone listening to an allegation of abuse may ask questions in order to clarify the situation, but not in such a way as might encourage a particular answer.
- (viii) If an incident arises, written notes should be made at the time (if practicable) or as soon afterwards as possible. Notes should be signed and dated and shared only with those authorised to receive such information. A Safeguarding Concern Form (included here at **Appendix B**) should be completed when practicable.
- (ix) Accidents or 'near misses' involving trips, slips, falls, machinery etc. should be logged using the Accident Report Log at **Appendix E**.
- (ix) All incidents are to be brought to the attention of the Trustees at their next meeting if not immediately.
- (x) Where personal computers are used for the storage of personal reports and records, Trustees, staff and volunteers are required to ensure that such records are password protected, stored securely and destroyed when no longer required.
- (xi) The Trustees shall designate one of their number to be in overall charge of safeguarding issues (the Safeguarding Lead).
- (xii) All aspects of STT's Safeguarding Policies & Procedures will be reviewed annually along with the Trust's Health & Safety Policy.

2. ADDITIONAL CHILD PROTECTION ISSUES

- (i) The Stroudwater Textile Trust does not engage in Regulated Activity with children (as designated by the Government; see **Appendix A**). However, Trustees acknowledge that they have a particular responsibility to safeguard all children (defined as young people under the age of 18). To ensure the safety of children during visits/events, the following additional procedures should be followed:
 - (ii) Unaccompanied children under the age of 16 are not permitted to visit the mills. Children under 16 (individuals or groups) must always be under the supervision of a parent, guardian, schoolteacher or other responsible adult.
 - (iii) All Trust personnel who come into contact with children must make themselves aware of and follow good practice in relation to child protection. They must familiarise themselves with all the Trust's safeguarding documents.
 - (iv) All activities and workshops devised by the Trust will be planned with due consideration for all aspects of care and safety as appropriate to age and ability of the children involved. Such advanced planning involves a formal Risk Assessment. A template RA is included at **Appendix F**, as well as a Risk Assessment Checklist (**Appendix D**) for points to be considered.
 - (v) Photographs/videos of children will only be taken with the consent of parents or guardians; children 16–17 will additionally be asked for their personal consent. Those consenting are to be made aware of the use to be made of such images. If the images are to be published in any form, with or without the child's name, written consent will be obtained, and a record kept of any such consent. (There is a form, **Appendix C**, attached to this document for this purpose.)

- (vi) Common sense should always be used. If anything appears unsafe with regard to the venues, machinery or the behaviour of an adult or another child, action should be taken immediately.
- (vii) Trustees, staff and volunteers should not put themselves at risk. They should never be present, one to one, with someone else's child in a situation which could give rise to a misunderstanding. Physical contact should be avoided unless essential to avoid harm.
- (viii) The Trustees expect all personnel, paid or unpaid, who might find themselves in a situation where they have direct involvement with unaccompanied children to show evidence of a current DBS (Disclosure & Barring Service) check.
- (ix) Workshop leaders or the individual responsible for safeguarding should ensure that children are properly supervised at all times, including (e.g.) a short break to visit the toilet or get a glass of water.
- (x) Should a child report an incident, it should be taken seriously, and appropriate action must be taken immediately. If physical or sexual abuse is alleged, from any quarter, it is a legal requirement to report this to Social Services.
- (xi) At no time should the person hearing allegations of abuse from a child promise to the child that they will keep the matter confidential.
- (xii) The Trustees accept and endorse the principles of the Children Act (1989) and the Keeping Children Safe in Education Act (2021).

3. SAFEGUARDING PROCEDURES

(a) Responding to and reporting a concern

- (i) If someone sustains an injury due to contact with machinery, ensure that the machinery is immediately stopped or switched off and other are people removed from the area. If the safety of others is threatened, call for evacuation of the building and call the emergency services if required.
- (ii) If you are not in the person in charge of the group, report any incidents of harm immediately to that person. If you consider that someone, adult or child, is still at risk from harm, remove them from the source of harm; do not leave them on their own, or where they might be at further risk from the harm they are describing. It is not your responsibility to engage with anyone accused of harm.
- (iii) The responsible person should listen carefully to the allegation of harm being reported. Do not judge or evaluate but make careful notes. Use the Safeguarding Concern Form (included here at **Appendix A**); if this is not practicable, note the following:
 - The full name, role and contact details of the person making the allegation
 - Details of the allegation being reported, with full names and contact details for all concerned
 - A statement from the person who has been harmed (if possible)
 - Details of the person responsible for causing harm (if possible)
 - Names and contact details of any witnesses
 - Any previous incidents relating to the person who has been harmed
 - What actions you took at the time the harm was reported to you
 - The names of anyone else with whom details of the allegation have been shared
- (iv) If the concern has been raised by a third party, they should (if possible and practicable) sign and date any notes you have written on their behalf to confirm they are correct.

- (v) Any notes you have made should be kept only until you are satisfied that they have been passed on and recorded appropriately; your notes should then be destroyed.
- (vi) Be sympathetic and understanding to the person making the allegation but avoid expressing any opinion of your own. Never promise to keep the information a secret as you must certainly inform the Trust's Safeguarding Lead and may be required to inform the Police or Social Services.
- (vii) If you are taking notes, explain why you are doing so. If you include an opinion in your notes, make sure you are clear that this is opinion, not fact.
- (viii) Offer comfort and reassurance where appropriate, but avoid close physical contact (unless required to prevent harm), and particularly when no other adults are present. This is especially important if the person making the allegation is a child.
- (ix) Avoid showing personal emotion and do not make personal comments. Do not ask questions which are designed to elicit a specific answer.
- (x) If the victim alleges physical or sexual abuse, you are legally required to report it to Social Services (see contact numbers at the end of this section).
- (xi) If you suspect a crime has been committed, or the victim is in immediate danger, dial 999 and request the appropriate agency.

(b) Where/how to report concerns externally

Regarding children

If a child is in immediate danger, dial 999

Call the Children and Families Front Door Service: 01452 426565 (9 am–5 pm, Monday to Friday)

or, outside these hours (if the matter cannot wait until the next working day), call the Children and Families Services Emergency Duty Team: 01452 614758.

Regarding Adults

For the emergency services, dial 999

Contact Gloucestershire's Adult Social Care helpdesk: 01453 426868 (8 am–5 pm, Monday to Friday)

or the out-of-hours Emergency Duty Team: 01452 614194

If there is no urgency, you can email socialcare.enq@gloucestershire.gov.uk or complete an online form: <https://forms.gloucestershire.gov.uk/AdultSocialCareEnquiry>

If a crime has been committed

In an emergency, call 999 and ask for the appropriate service. The following situations are classed as an emergency:

- an immediate danger to life
- someone using violence or threatening to be violent
- a crime is in progress
- the suspect is still at the scene

If it is not an emergency, dial 101 or report online:

- report sexual offences at <https://www.gloucestershire.police.uk/ro/report/rsa/alpha-v1/v1/rape-sexual-assault-other-sexual-offences/>
- report antisocial behaviour at <https://www.gloucestershire.police.uk/ro/report/asb/asb-v3/report-antisocial-behaviour/>

(c) Safe recruitment of trustees and volunteers

- (i) All Trustees are required to sign the Trustee Eligibility Declaration, as supplied by the Charity Commission.
- (ii) New Trustees must sign a Trustee Declaration Form, available from the Charity Commission (CC30).
- (iii) All Trustees are expected to show evidence of a current DBS (Disclosure & Barring Service) check at the start of their trusteeship. If they do not have one, an application will be made by the Trust through Due Diligence Checking (a specialist DBS screening provider).
- (iv) All personnel working (paid or unpaid) under the auspices of the Trust, who might find themselves in a situation where they have direct involvement with unaccompanied children, will also be required to: show evidence of a current DBS check; OR provide details so that the Trust can check their Update Service status; OR or undergo a new check.
- (v) Volunteers only require a DBS check if they undertake Regulated Activity (**Appendix A**).
- (vi) Everyone undergoing a new DBS check will be encouraged to subscribe to the DBS Update Service, enabling checks to be made by the appropriate STT officer whenever deemed necessary.
- (vii) In accordance with the DBS Code of Practice 2015 and the Rehabilitation of Offenders Act 1974, an individual with a criminal record may still be recruited, providing the Trustees can be fully satisfied that the offence is irrelevant to the position sought.
- (viii) All Trustees, staff and volunteers, and all tutors engaged to work with children, must make themselves aware of the Trust's safeguarding policies and procedures. They will be given copies of the safeguarding documentation and will be asked to confirm in writing that they have read it and will abide by the guidance.
- (ix) All safeguarding documents will also be accessible on the Trust's website for reference at any time.
- (x) All Trustees, staff and volunteers will be notified of the name and contact details of the Trust's Safeguarding Lead; personal introductions will be arranged as soon as is practicable.
- (xi) Trustees, staff and volunteers will be encouraged to attend locally-arranged or online safeguarding training courses.



APPENDIX A
REGULATED ACTIVITY

(The list of what constitutes 'regulated activity' with children as designated by HM Government.)

Activity	Period condition	Supervision	Age of child
Teaching, training, or instruction, care for, or supervision of children	On more than 3 days* in a 30-day period, or once overnight between 2am and 6am with the opportunity for face-to-face contact with children	Department for Education statutory guidance must be considered	Under 18 – but not if the activity is in relation to the child's paid or unpaid employment and they are 16 or 17 years old
Advice or guidance provided wholly or mainly to children about their educational, emotional, or physical wellbeing	On more than 3 days in a 30-day period, or once overnight between 2am and 6am with the opportunity for face-to-face contact with children	Not required	Under 18 – but not if the activity is in relation to the child's paid or unpaid employment and they are 16 or 17 years old
Moderating a web service wholly or mainly for children	On more than 3 days in a 30-day period	Not required	Under 18
Driving a vehicle for children	On more than 3 days in a 30-day period	Not required	Under 18
Healthcare or personal care	No requirement – once is enough	Not required	Under 18
Registering to be a foster carer or private foster carer	No requirement	Not required	Under 18
Registering to be a childminder or childcare provider, including voluntary registration	No requirement	Not required	In line with regulations
Day-to-day management of someone in regulated activity with children	No requirement	Not required	Under 18

** A 'day' is defined as 'any period of work carried out on a calendar day (midnight to midnight), even if the activity lasts only a short time'. Multiple short sessions on the same calendar date count as one day, not multiple days.*



APPENDIX B

SAFEGUARDING CONCERN FORM

(Complete all sections. Write clearly, using block capitals for names/addresses. Share only with those authorised.)

Details of person at risk			
Name		DOB:	
Address			
Details of person completing this form			
Name		Role	
Event		Date	
Details of the safeguarding concern being raised			
Was the cause for concern witnessed by you personally?	YES / NO		
If no, please give the full name and contact details of the person who raised the concern and their reason for being at the event (event volunteer/organiser/tutor or member of the public attending the event)			
Is the person who raised the concern the person at risk?	YES / NO		
Please give details of the concern, including (if known) dates, times, descriptions of events, full names of those involved, and whether the information is first hand or the account of others			

Please continue overleaf ...

If the person at risk is able/willing to give their own account, they should do so here, including stating how they would like the matter resolved

If the identity of the person suspected of causing harm is known, give as much detail as possible here

Give names and addresses of any witnesses to the incident/concern

Has the person at risk ever reported a similar concern in the past? YES / NO

If YES, give an approximate date _____

and indicate who was informed: Social Services / Police / Teacher / Other

Actions taken by you in response to this concern

Names of anyone with whom you have shared this concern. Give their name(s), position, contact details and the date and time they were contacted

Declaration: The above details are completed and described to the best of my knowledge

Signed

Date

This form includes confidential information. You must keep it securely and hand it as soon as possible to the appropriate supervisor/agency. Do not allow third parties to make copies.



APPENDIX C

IMAGE CONSENT FORM

(To be completed by the parent/guardian of a child participating in an event organised by the Stroudwater Textile Trust.)

Permission must be given by a parent or guardian before images/video footage of individual children can be taken and published (in print, electronically or on social media). In the case of 16–17 year-olds, the consent of the child is also required. Parents may also email their consent to email@stroudtextiletrust.org.uk, either by scanning this form or by giving the title and date of the event for which permission was requested.

Event details			
Title of event		Date	
Where held			

Details of participating child and parent / adult responsible for the child	
Name of child	
Own name	
Relationship to child	
Is the child 16 or 17?	YES / NO <i>(if yes, we also require the child's signature below)</i>
Own address (including postcode)	
Email address	
Telephone	

Declaration of parent/responsible adult named above (and child if aged 16 or 17)			
<p>I hereby grant Stroudwater Textile Trust the absolute right to use the images from photography or filming at this event, including any reproductions or adaptations of the images. I understand that these images may be stored by the Trust and used for general publicity purposes (connected solely to the work of the Trust) including press releases, TV and media coverage, website, newsletters and promotional releases.</p> <p><i>Only in rare circumstances would the Trust name an individual child in association with a published image. Strike out the following sentence if we have not requested permission:</i></p> <p>I also give Stroudwater Textile Trust permission to print my child's name in association with their photograph.</p>			
Signed (adult)		Date	
Signed (child aged 16/17)		Date	



APPENDIX D

CHECKLIST FOR RISK ASSESSMENTS

(This is not a substitute for the RA itself, which should be carried out by the person in charge of the event as part of the planning.)

Working through this Risk Assessment checklist will help to determine the level of risk, and actions required to mitigate those risks, in order to make the activity/event as successful as possible. It should be used to inform the completion of the formal Risk Assessment (**Appendix F**).

The following should be considered:

EVENT DETAILS AND STAFFING

- Date and venue of event and does it coincide with other public events nearby?
- Would another nearby but unconnected event impinge on the safety and the smooth running of the STT event?
- Is the event for adults only / for children only / for adults and children?
- Who is leading the event?
- Is a fall-back leader required?
- How many people are likely to attend? (Consider adults and children separately)
- Is a list of attendees required?
- Is group transport required? What are the details?
- What circumstances would cause you to cancel the event?

HEALTH & SAFETY / SAFEGUARDING

- Have adequate volunteers been recruited?
- For a large number of attendees, might additional medical cover be required (St John Ambulance, for example)?
- Are you aware of anyone attending with a disability?
- How are under-18s to be chaperoned?
- Are additional DBS checks required? (Allow time for these to be completed)
- How will STT personnel be identified?
- Will it be necessary to prevent attendance from unauthorised members of the public?
- Do you have the necessary emergency contact numbers?
- Will attendees need to walk adjacent to the public highway/transport routes?
- If this is a regular event with its own RA, would changes in (e.g.) the weather require modifications to the usual RA?
- What are the arrangements for cash receipts, if relevant?
- Have you identified an emergency meeting point?



APPENDIX E

ACCIDENT/EMERGENCY REPORT LOG

(To be completed in the event of emergencies, falls, accidents involving machinery, etc, or 'near misses' of a similar nature.)

Accident/emergency summary			
Location		Date	
Brief description			
Name of person(s) making report			
Date of report (if not as above)			
Category (tick one)	Medical Emergency / Accident / Near miss		
Involvement of outside agencies	Site manager / Doctor or First aider / Police Ambulance / Fire service		

Description of accident/emergency	
Who was affected?	
Status of the above (tick all that apply)	Event leader / Volunteer / Visitor
Contact details (as appropriate)	
Details of accident or emergency	

Names/contact details of anyone (preferably over the age of 18) witnessing the accident. If the only witness is under 18, the date of birth should be given)			
Witness 1		DOB	
Witness 2		DOB	
Witness 3		DOB	



APPENDIX F

RISK ASSESSMENT TEMPLATE FOR SPECIFIC EVENTS

A Risk Assessment should be undertaken for each event where members of the public will be present. If the assessment is not initially undertaken by the lead organiser, then it should be subsequently approved by the lead organiser and shared with all supporting staff and volunteers for the event in question.

Event name:	Event date:
RA undertaken by:	Approved by:
Lead organiser's contact telephone: email:	Lead organiser's signature:
Company contact address: Upper Mill House, Millswood Lane, Chalford, Stroud, Gloucestershire GL6 8FY telephone: 01453 884047 email: info@stroudtextiletrust.org.uk	

Probability (P)	Severity (S)	Calculations of Risk	Action Level																																													
5 Almost Inevitable 4 Very Likely 3 Likely 2 Very Unlikely 1 Negligible	5 Multi Death/Injury 4 Single Death 3 RIDDOR Major Injury 2 RIDDOR 3 Day 1 Minor/First Aid	<table border="1"> <tr> <td rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Probability</td> <td>5</td> <td>5L</td> <td>10M</td> <td>15M</td> <td>20H</td> <td>25H</td> </tr> <tr> <td>4</td> <td>4L</td> <td>8M</td> <td>12M</td> <td>16M</td> <td>20H</td> </tr> <tr> <td>3</td> <td>3L</td> <td>6L</td> <td>9M</td> <td>12M</td> <td>15M</td> </tr> <tr> <td>2</td> <td>2L</td> <td>4L</td> <td>6L</td> <td>8M</td> <td>10M</td> </tr> <tr> <td>1</td> <td>1L</td> <td>2L</td> <td>3L</td> <td>4L</td> <td>5L</td> </tr> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td></td> <td></td> <td colspan="5" style="text-align: center;">Severity</td> </tr> </table>	Probability	5	5L	10M	15M	20H	25H	4	4L	8M	12M	16M	20H	3	3L	6L	9M	12M	15M	2	2L	4L	6L	8M	10M	1	1L	2L	3L	4L	5L			1	2	3	4	5			Severity					Low – no action required Medium – justify/review for each event day High – mediate action/further controls needed
Probability	5	5L		10M	15M	20H	25H																																									
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NOTES

- 1. The Stroudwater Textile Trust** reserves the right to alter, update or amend the details contained herein at anytime, in the light of new information or new procedures being required. Whilst we, as a responsible organisation, will adhere to all necessary control measures so far as is reasonably practicable, this Risk Assessment is a live document and the final physical safety arrangements on site may therefore differ from the written ones shown here.
- 2.** This risk assessment does not cover the premises in which the event is held if such premises are owned/maintained by a third party. Such risks are the responsibility of those who lease/own the building and/or the organisation which has engaged volunteers/staff of the Stroudwater Textile Trust to deliver and manage the event. STT accepts responsibility for additional equipment brought into the building.

Identified risk	Who is at risk?	Consequences before implemented controls	Risk Level PxS=R	Reasonably practicable controls implemented	Residual Risk Level (PxS=R)	Can anything else be done?
GENERAL RISKS						
EVENT-SPECIFIC						