



Safeguarding Policy

A policy for trustees, employees, volunteers, volunteers, contractors and people booking the garden and/or Thomson's Tower for private use.

Dr Neil's Garden Trust is a Scottish registered charity and company limited by guarantee. Its purpose is to offer a welcoming oasis and breathing space for all members of the public including families and accompanied children whilst at the same time offering comradeship and horticultural training to volunteers. The Garden stimulates change through play, learning, the arts, healthy activity and by addressing the special needs of people.

The Garden project is not constituted, staffed or registered to take responsibility for the care of children or vulnerable adults. It is open to the public during day light hours throughout the week on a drop in basis, and by prior arrangement it and the Thomson Tower is bookable by individuals or groups for guided visits and organised events such as art classes.

The Trustees of Dr Neil's Garden recognise that safeguarding children and vulnerable adults is vital and that as charity trustees we have a duty of care towards the children and vulnerable adults who use the garden.

The Trustees are committed to the principle that all children and vulnerable adults without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.

The Garden employs a gardener (but only) on a part time basis and in addition at certain times of the week, the gardener is assisted by unpaid volunteers who give their time and talents to help maintain and develop the Garden. Along with the Trustees, it is one of the gardener's responsibilities to ensure the health and safety of the environment and to manage the garden in line with the Trust's charitable objectives and policies.

At no time are the gardener, volunteers, including the Trustees, permitted to take responsibility for the care or supervision of children or adults in their capacity as employee or volunteers nor are they permitted to carry out what would constitute "regulated work" for the purposes of the Protection of Vulnerable Groups (Scotland) Act 2007.

When recruiting volunteers, applicants will be asked whether they have any disabilities, as defined in current legislation, and whether there are any reasonable adjustments needed for them to work in the Garden. All applicants with a disability who meet the essential criteria for volunteering in the Garden will be interviewed and considered on their merit.



Prospective volunteers will be required to supply the names and addresses of two people from whom references can be obtained, one of whom should normally be the applicant's current or most recent employer.

It is the Trustees' policy that children under 8 are not allowed to access the garden unless accompanied by an adult or carer or as part of a properly organised group which has booked the garden as a venue.

The Garden trustees sometimes employ others to provide services such as event planning, entertainers etc. At no time are contractors required or permitted to take any responsibility for the care of children or adults whilst working for the Trust.

The Garden also provides a bookable venue which is used by local families and groups such as those from other charities, schools, children's centres, and for exhibitions, parties and community functions. A pre-booking form is required which makes clear that this is a self-managed arrangement. The person booking signs an agreement to adhere to the garden policies requiring responsible and respectful behaviour toward people and the environment. The person booking is required to undertake their own risk assessments and be responsible for the health, safety and welfare of the group for the duration of the booking. In many cases these are family-orientated events such as wedding groups taking photographs. Constituted groups caring for children are required to have their own registration (if required) and safeguarding policy.

Where concerns about the welfare of vulnerable adults, children and young people's welfare are raised, the Garden trustees are committed to working with all relevant agencies to take appropriate action to address those concerns, working to agreed local policies and procedures and legal requirements. Any concerns or allegations of abuse will be taken seriously by the trustees, the gardener and volunteers and will be responded to appropriately - this may require a referral to the police and social work agencies.

This policy will be reviewed annually or more frequently if required.

The policy is approved and endorsed by the Board of Trustees on: 2nd April 2019.