

Arboricultural Association

SAFEGUARDING POLICY



Current Safeguarding Officer:
John Parker, Chief Executive Officer
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1. Policy statement

- 1.1 The Arboricultural Association (the Association) is committed to ensuring that all adults and children participating in any Association events, activities or work are protected appropriately, and that the risk of abuse is minimised.
- 1.2 Any safeguarding concerns must immediately be brought to the attention of the CEO. If for any reason the individual involved feels that they are unable to speak to the CEO, they should contact the Chair of Trustees at Chair@trees.org.uk.

2. Background

- 2.1 The vast majority of Association activities do not involve children or vulnerable adults. However, there is a possibility of their involvement at some public-facing events or as part of activities in schools or the community. This Policy also applies to work placements which the Association may host.
- 2.2 All third parties, including exhibitors and those running demonstrations, at Association events where children or vulnerable adults might be present must have the appropriate insurance and safeguarding policies in place.
- 2.3 Any Association employee or volunteer participating in an external event or visiting another organisation, such as a school, must adhere to any safeguarding policies which those organisations or events may have in place.
- 2.4 The Association would like to thank Trees for Cities for their assistance in the development of this Policy.

3. Definitions

- 3.1 Children are people under the age of 18. Children may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.
- 3.2 Abuse is maltreatment that can cause damage to a person. It can take place in any setting, public or private, and can be perpetrated by anyone.
- 3.3 Inappropriate behaviour is not always identified as abuse but contravenes the Association's Code of Conduct & Ethics and/or could be misinterpreted as grooming (preparing a child for abuse).

3.4 Adults are people who are over 18 years old. Adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people. They may be receiving or may need help and services to live in the community.

3.5 Both children and vulnerable adults may be less able to recognise risk or inappropriate behaviour, so vigilance is necessary where this might occur.

4. Rights and responsibilities

4.1 Responsibilities of the Safeguarding Officer

- To notify the appropriate agencies if abuse is identified or suspected.
- To ensure that all staff are aware of, and understand, this Policy, and that a copy of this Policy is provided as part of the induction pack for new employees.
- To support, and where possible secure, the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability.
- To ensure that all Association contractors, staff and volunteers engaged in activities which bring them into close contact with children or vulnerable adults – such as tree climbing sessions – will have enhanced DBS (Disclosure and Barring Service) certification as required.

4.2 Responsibilities of Association staff and volunteers

- To be familiar with this Policy.
- To take appropriate action in line with this Policy.
- To declare any existing or subsequent convictions relating to safeguarding.

4.3 All those reporting abuse or expressing concern (whether they are staff, a volunteer, trainee or member of the general public) should be reassured that:

- They will be taken seriously.
- Their comments will be treated confidentially, with the exception of passing on reports to the appropriate authorities.

4.4 The individuals about whom there is a safeguarding concern have the right:

- To be made aware of this policy.
- To have alleged incidents recognised and taken seriously.
- To receive fair and respectful treatment throughout.
- To be involved in any process as appropriate.
- To receive information about the outcome.

Arboricultural Association

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5. Work placements

- 5.1 The Association may provide work experience placements to school pupils aged 16 and over.
- 5.2 During such placements the pupil will be supervised at all times by a designated staff member liaison (the Supervisor) within the Association. The pupil will also be advised of a second adult in the Association to whom they can go if they feel uncomfortable or unsure about any interaction with the Supervisor.
- 5.3 Prior to the placement, the Supervisor must ensure that the Association has the telephone number and contact details of the teacher responsible for the placement, and the parent/carer of the pupil, so that they can be contacted in the event of an emergency.

6. Code of Conduct & Ethics

- 6.1 All members, volunteers and employees of the Association are required to adhere to the Association's Code of Conduct & Ethics.
- 6.2 The Code of Conduct & Ethics contains six key principles, which are:
 - Competence.
 - Honesty and integrity.
 - Independent professional judgement.
 - Due care and diligence.
 - Equality and respect.
 - Professional behaviour

6.3 Any breach of the Association's Code of Conduct & Ethics, or this Policy, may be subject to the Association's Complaints Procedure.

6.4 The full Code of Conduct & Ethics can be found here: <https://www.trees.org.uk/About-Us/Policies-and-Reports/Code-of-Conduct-and-Ethics>

7. Review

7.1 This Policy was adopted by the Board of Trustees on 02/02/26. It will be reviewed and ratified by the Board of Trustees no more than five years after this date.

8. Document control

Written by: John Parker, CEO and Association Safeguarding Officer

Reviewed by: Board of Trustees.

Approved by Board: 02/02/2026

Next review date: February 2031