

Lorien Trust Safeguarding Policy

This policy demonstrates the Lorien Trust's commitment to keeping the wellbeing and health of customers and staff safe. The Lorien Trust acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Although this document may be used as a guide, this document does not directly cover sanctioned events or other events that are not directly run by the Lorien Trust. Sanctioned events are events run with permission to utilise the Lorien Trust plot and game rules but not directly influenced and run by the Lorien Trust. Therefore these policies are not applicable and the event's own suitable safeguarding SOP/policies should be followed for each sanctioned event.

Policy Statement

This policy and associated procedures will enable the Lorien Trust to ensure that any allegations or suspicions of abuse or harm are dealt with appropriately and the person experiencing abuse or harm is supported.

Definitions

The policy and procedures relate to both the safeguarding of **adults** and **children**.

An adult is any person who has reached and surpassed their 18th birthday.

A vulnerable adult as defined in the Care Act 2014 as someone who is in need or at risk as a result of a physical and/or mental disability or because of impairment due to age or illness. This also applies to an adult who is unable to take care of themselves, or who is unable to prevent themselves from, or is currently experiencing, harm or exploitation.

A child is defined in the Children Act 1989 as "Anyone who has not yet reached their 18th birthday". Young people aged 16 or 17 who are living independently of family or care givers are still defined as "children" and have a statutory right to protection from abuse, harm or neglect. This approach is aligned with the policy 'Working Together to Safeguard Children (2018)'.

NB: Children (under 16 years of age) will wear a different colour wrist band to other attendees. Young people (16-17) will also have their own colour of wrist band. This will vary by event so staff and volunteers are expected to familiarise themselves with the respective colours and their meanings at the start of each event.

Responsibilities of Lorien Trust

Lorien Trust will endeavour to:

Raise awareness of safeguarding, and this policy, to ensure that everyone understands the importance of this so that each person can play their part in preventing, identifying, and responding to abuse, harm, and neglect.

Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult or child, including training for those in positions of responsibility.

Supplemental information/documentation:

Derby and Derbyshire Safeguarding Children Partnership (DDSCP)

Derbyshire Safeguarding Adults Board

Working Together to Safeguard Children (2018)

Mental Capacity Act 2005

Care Act 2014

Childrens Act 2004

(Links found within the appendices)

Lorien Trust will:

- a) Ensure that all staff are aware of the importance of safeguarding as well as familiar with this policy and associated procedures.
- b) Make a safeguarding referral to appropriate authorities if there is an immediate danger to the child/adult.
- c) Endeavour to keep up to date with national developments relating to preventing abuse and welfare of children/adults and provide training to those staff in positions of responsibility, including updates when appropriate.
- d) Have a Designated Safeguarding team who understands their responsibility to refer incidents of abuse to the relevant statutory agencies (Police/Local Authorities).
- e) Respond appropriately and sensitively if abuse is suspected or has occurred.
- f) Understand diversity and beliefs and that may influence the identification and response to safeguarding concerns.
- g) Have a dedicated Lorien Trust Under 16s Plot team, normally with a relevant professional background, and trained in safeguarding. All Under 16s Plot team members are either DBS checked or supervised directly by those who are.
- h) DBS checks are undertaken for staff in positions of responsibility for players and other staff.
- i) Implement dual control wherever practical and possible, to ensure that two staff (or volunteers) are present for player/staff interactions in both IC and OC interactions. This is for the safety of all of those who attend Lorien Trust events.

Responsibilities of Lorien Trust Staff:

- a) To always follow the safeguarding policy and procedures regarding the safety or welfare of an adult or child.
- b) Always discuss any concerns about the welfare of any adult or child with a member of the safeguarding team.
- c) Remain alert at all times to the policy and possibility of any abuse, welfare issues or harm. Recognising the Signs and Symptoms of Abuse. Lorien Trust is committed to ensuring that all staff gain a basic awareness of the signs and symptoms of abuse in adults and children.
- d) Commit to safeguarding training and updates, when required, to ensure that knowledge is of a safe level, and current, in order to best protect those who attend Lorien Trust events. All designated safeguarding staff (as named in this document) will have undergone safeguarding training.
- e) Consider 'Think family' in all cases of safeguarding concerns where families are considered in the reporting or concern process, this means a person is seen as part of a bigger picture and not as an individual in order to best protect and support those who are at risk of or are suffering harm.

Abuse and neglect can take many forms and we will always consider the circumstances of an individual case.

Abuse in adults as defined in the *Care Act (2014)*

Discriminatory Abuse including Harassment: Bullying, slurs, isolation, neglect, denial of access to services or similar treatment; because of race, gender and gender identity, age, disability, religion or because someone is lesbian, gay, bisexual, or transgender or any other protected characteristic. This includes racism, sexism, ageism, homophobia or any other form of hate incident or crime.

Domestic Abuse or Violence including coercive control: Including an incident of a pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse, by

someone who is, or has been, an intimate partner or family member regardless of gender or sexual orientation. This includes psychological/emotional, physical, sexual, financial abuse.

Physical Abuse: Including assault, hitting, slapping, pushing, burning, misuse of medication, restraint or inappropriate physical sanctions.

Psychological (sometimes referred to as emotional) Abuse: Including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber-bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.

Sexual Abuse/Exploitation: Including rape, indecent exposure, sexual assault, sexual harassment, inappropriate touching, sexual photography/video, sexual exploitation or witnessing/perform sexual acts when NO consent was given or where a person was pressured into this. This may also include acts of grooming.

Neglect or Self-neglect: Includes a person neglecting to care for their personal hygiene, health or surroundings or an ability to provide essential food, clothing, shelter, or medical care necessary to maintain their physical and mental health, emotional wellbeing and general safety. This may be by another person not providing an appropriate level of care for vulnerable adults.

Financial/Material abuse: Involves the unauthorized or improper use of someone's money or property. This can include theft, fraud, scams, coercion in financial matters, or the misuse of benefits. It's a form of abuse that can significantly impact a person's freedom and ability to manage their own affairs

Modern Slavery: Modern slavery is defined as the recruitment, movement, harbouring or receiving of children, women or men through the use of force, coercion, abuse of vulnerability, deception or other means for the purpose of exploitation. This is illegal according to the Modern Slavery Act 2015.

Organisational/Institutional abuse: It includes neglect and poor care practice within a specific care setting. This could be a hospital or a care home, but also the care you receive in your own home.

Abuse in children as defined in *Working Together to Safeguard Children 2023*

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Abuse may be

carried out deliberately or unknowingly. Abuse may be a single act or repeated acts. People who behave abusively come from all backgrounds.

Designated Team Member for Safeguarding:

Lorien Trust has a Designated Safeguarding team who are responsible for leading safeguarding in the organisation.

A list of names and locations are available at various departments such as Games Control, First Aid and Security.

Location of and names of Safeguarding team members:

(F) = Female (M) = Male (GF) = Gender Fluid (NB) = non-Binary

Event support (Security) First Aid	David Cox (M) Harriet Evley (F) All other first aid staff (M/F/NB)
Liaison Team	Lorraine McKee (F) Richard Cooper (M)
NPC Management	Alan Ashcroft (M)
IC Office	David Ross Shaw (M)
Monster Room	Grace Currah (F)
Management	Sam King (M) John Pellett (M)
Under 16s Team	Stephanie Waldron (F) Megan Childs (F)

For non emergency concerns for safeguarding call the police: 101

For emergency concerns and those concerns with imminent risk of significant harm to call the police: 999

For reporting of safeguarding concerns at any time call Derbyshire telephone: 01629

533190. For non-urgent concerns: contact.centre@derbyshire.gov.uk (Monitored Mon to Fri 9-5 not including bank holidays)

For free advice 24/7 contact the NSPCC on 0808 800 5000.

Potential Risks

There are many ways a safeguarding concern can arise; sometimes it is difficult to know when you need to ask for advice or act.

A concern may arise from any of the following situations:

- Because of poor organisational practice.
- Because someone is putting a child at risk.
- Because someone is harming a child.
- Because the needs of a vulnerable person are not being adequately met.

The following signs could alert you to the fact that a child is being abused:

- The child says that they are being abused, or another person says they believe (or know) that abuse is occurring.
- Unexplained bruising or injuries for which the explanation seems inconsistent.
- The behaviour of the child changes, either over time or quite suddenly, they become quiet and withdrawn, or alternatively becomes aggressive.
- The child appears not to trust adults e.g. parent or family friend with whom they would have, or once had a close relationship, and does not seem able to make friends.
- Inappropriate sexual behaviour or language or engaging in sexually explicit behaviour.
- The child is prevented from socialising with other children.
- The child has difficulty making friends or engaging with others.
- They become increasingly neglected-looking in appearance or loses or puts on weight for no apparent reason.
- The child becomes increasingly dirty or unkempt.

The list is not exhaustive and the presence of one or more of the symptoms is not proof that abuse has taken place but should raise concerns.

It is not the responsibility of the staff member concerned to decide that the child is being abused but it is their responsibility to act upon their concerns.

In accordance with our responsibilities under Data Protection Law and in compliance with the Human Rights Act (Article 8), the Lorient Trust can only assist with Safeguarding issues at or arising out of Lorient Trust events. Safeguarding issues not involving our events must be dealt with by the corresponding event organiser or relevant local authority. All councils, social services and local police forces have access to facilities to assist and/or report such incidents.

Supervision of Under 16s at Lorien Trust Mainline Events

The Lorien Trust understands that every child will reach developmental milestones at different times however it is important that there is clarity regarding the supervision of Under 16s at Lorien Trust events therefore the only way to ensure fairness is to apply rules based upon the age of the Under 16.

The best person to decide regarding direct or indirect supervision of an attendee at a Lorien Trust event under the age of 16 is their Parent and/or Guardian and therefore the required supervision levels stated by the Lorien Trust are a minimum supervision level required. Under 16s must always be accompanied by a responsible adult when entering the Lorien Trust Bar and Casino.

LARGE SCALE BATTLES: Players under the age of 16 are not to be involved in Large Scale battles at the Lorien Trust unless they are specific battles that are run by the Under 16s Department. As a rough guide, more than 15 monsters would usually be classed as a Large-Scale battle, although this is not a fixed number and the referee or marshal in charge of the encounter may permit/deny players under the age of 16 from joining in for a variety of factors, some of which may not be obvious to onlookers. If a player is in any doubt as to whether they can take part in a combat, they must enquire with the referee or marshal running the encounter as to whether they can be involved.

AGES 14+: A Young Person must know they are not to involve themselves in any Large-Scale battles then it is for the parents to make the decision as to when they are ready to be able to travel around the site without direct supervision, although regular “check-ins” with parents and/or guardians should take place.

AGES 11-13: The Lorien Trust always expects that parents are aware of the whereabouts of their Young People and that the Young People are also aware of the location of their respective adults and regular “check-ins” are to take place. After 8pm or once it goes dark (whichever is soonest), these Young People are not to be allowed in and around the marketplace/guild area without a responsible adult.

AGED 10 AND UNDER: Young people 10 and under must always remain under direct supervision of a responsible adult.

All Under 16s MUST always have their Character Card on them as well as wearing their wrist band. This is how we as the Lorien Trust can identify Young People and their responsible adults and is for their safety.

The Lorien Trust will intervene in a situation where our Staff or Volunteers feel that the mental or physical safety of a young person is of concern, at which point our Safeguarding policy will be followed. It is important to stress that unless a player under the age of 16 is taking part in an official Lorien Trust Under 16s Department Activity where supervision of Young People is a component, that responsibility for Under 16s remains with the parents and/or guardians. Any Young Person who is to be supervised indirectly should be made aware of the location of Event Support should they need assistance and not be able to locate their relevant Parent or Guardian.

The Lorien Trust and Young Volunteers (volunteers aged under 16 and 16-17 years)

The Lorien Trust supports Young Volunteers in a variety of age appropriate roles, under the supervision of the member of staff with responsibility for that team or department. Roles in which young people may volunteer have been specifically risk assessed by the Lorien Trust Safeguarding team as appropriate, with specific regard to:

- The potential risk of harm to the young volunteer;
- The potential risk of exploitation of the young volunteers;
- The possible emotional impact of tasks;
- The impact of pressures young people might be experiencing;
- Whether the young person is able to carry out the role, and has everything they need to safely complete tasks.

In order to support compliance with our organisational responsibilities, it may be necessary for explicit parental consent to be obtained and recorded by the Lorien Trust before a young person may volunteer within that role. The need for specific parental consent will be clearly communicated by the supervising member of staff, and where this is deemed necessary must be obtained prior to any volunteering or induction activity taking place. Once obtained, a record of parental consent will be recorded and stored on secure Lorien Trust systems for the duration of the volunteer's role or until the volunteer attains the age of 18 (whichever is sooner).

It is always necessary to obtain explicit parental consent for volunteers under the age of 16.

The Young Volunteer Agreement to Volunteer and Parental Consent form is appended to this Policy.

All staff and volunteers at the Lorien Trust are expected to comply at all times with all Rules, Policy and Guidance published and updated from time to time. For the avoidance of doubt this includes (but is not limited to):

- The Lorien Trust Game Handbook & current game rules;
- This Safeguarding Policy;
- Any role specific Rules, Policy or Guidance document supplied by the Lorien Trust.

All young volunteers will be given specific, age appropriate training by the relevant department to complete their roles, which must include reference to how to raise a concern about their role, their experiences in volunteering, and the safety and wellbeing of themselves and others around them.

Any concerns for the safety and wellbeing of young volunteers must be raised with the Designated Team Member for Safeguarding without delay.

Policy Date:

Review By:

Approved by:

Appendices:



Care Act 2014

<https://www.gov.uk/government/publications/care-act-2014-part-1-factsheets/care-act-factsheets>

Mental Capacity Act 2005

<https://www.nhs.uk/conditions/social-care-and-support-guide/making-decisions-for-someone-else/mental-capacity-act/>

Safeguarding Vulnerable Groups Act 2006

<https://www.legislation.gov.uk/en/ukpga/2006/47/contents/england>

Working Together to Safeguard Children (2018)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Childrens Act 2004

https://www.legislation.gov.uk/ukpga/2004/31/pdfs/ukpga_20040031_en.pdf

Derby and Derbyshire Safeguarding Children Partnership

<https://www.ddscp.org.uk/>

East Midlands Combined County Authority Safeguarding Policy Document

<https://www.eastmidlands-cca.gov.uk/content/uploads/2025/03/SAFEGUARDING-POLICY.pdf>

Volunteer Details

Full name: _____ Faction _____

Date of Birth: _____ (Age _____)

Authorisation and Consent

I _____ (young volunteer) confirm that I have read the safeguarding policy section relating to volunteering as a young volunteer and wish to undertake volunteering with the Lorien Trust. The volunteer role I am undertaking is with _____ (Department) and is directly under the supervision and guidance of _____ (Named staff lead). I understand that I will not be undertaking work alone at any time in this role and will be continually supported by the named above staff member or other suitably qualified staff within the department. I confirm that I have been fully informed of the nature of the volunteer work I am wishing to undertake.

Signed _____ Date _____

Parent/guardian of volunteer above named (Emergency Contact)

Full name: _____ Faction _____

Relationship to young volunteer _____

Telephone (Primary) _____ (Secondary) _____

I _____ (parent/guardian) confirm that I am over the age of 18, have read the safeguarding policy section relating to young volunteers, have responsibility for the young person named above and give consent for them to undertake volunteering with the Lorien Trust. I confirm that I have been given a full brief of the nature of the volunteer work that the above named young person is undertaking, the young person is physically and mentally fit and able to take part in the volunteering role. I confirm that I understand any risks associated with this activity and accept responsibility for the above named young volunteer's participation. I authorise the Lorien Trust staff to take necessary action in case of emergency for the welfare and wellbeing of the young volunteer.

This form relates to activities at the **Moot 1/Great Edrejan Fayre/Moot 2/Gathering** (delete as appropriate) of the year as dated.

Signed _____ Date _____