



Duxford Community Centre

A Charitable Incorporated Organisation. Registered Charity Number: 1157964

Policy for Safeguarding Children, Young People and Vulnerable Adults

1. Introduction and Context

- 1.1 Duxford Community Centre will provide a safe and secure venue for a range of services, activities and events. These can be accessed by all members of the local and neighbouring communities including Children, Young People and Vulnerable Adults. The Trustees of Duxford Community Centre CIO recognise the importance of ensuring, and will make all efforts to secure, the safeguarding and welfare of all Community centre users.
- 1.2 This policy will be made available to all adults who book the centre for any activities, covering the expectations on those adults, including any trustees who run events or activities on behalf of the Centre.
- 1.3 In most cases children will be accompanied by an adult (a parent or carer), who will take responsibility for them. Young People, (defined as school age or above for the purposes of this policy), and Vulnerable Adults may attend activities independently and need additional protection accordingly.
- 1.4 This policy includes child and adult protection procedures, recruitment and selection of paid staff and volunteers, Code of Behaviour, Whistle Blowing and monitoring.
- 1.5 In addition to our own policies and procedures, the Trustees will ensure that they are fully conversant with and following the Government and Cambridgeshire County Council current expectations and recommendations for safeguarding. In the case of Vulnerable Adults, the Care Act 2014 will apply.
- 1.6 At least two Trustees will be named for Child Protection purposes, and these Trustees will have received training to Safeguarding Level 3 standard. Currently (June 2019), the named Child Protection Trustees and Vulnerable Adult Safeguarding Officers are **Sue Clarke** and **Lesley Hale**.

- 1.7 The Trustees have a responsibility for ensuring that safeguards are in place and that policies and procedures are current and fit for purpose.
- 1.8 For the purpose of this policy, the relevant safeguarding authority will be informed through Cambridgeshire County Council Customer Services, Tel: 0345 045 5202 (vulnerable adults): 0345 045 5202 (children)
- 1.9 The policy covers two areas concerning Children, Young People and Vulnerable Adults that all individuals involved with the Centre need to be aware of. The first is the need to ensure that all Centre users are safe with all staff, volunteers and other users, (see 2.5/2.8). The second is that something which happens outside the scope of the Centre may be disclosed to a member of staff, a volunteer or other centre user, (see 2.6/2.7/2.8).
- 1.10 Safeguarding policies are subject to annual review and the procedures are updated as and when necessary, (i.e. when regulations or recommendations change or in the light of any case reviews).

2. Procedures for Safeguarding

- 2.1 Any Community Centre organised events/activities where unsupervised children, young people or vulnerable adults are present will have at least one staff/trustee member with appropriate experience, training and full DBS check in attendance.
- 2.2 Groups and individuals hiring a room or the entire centre are responsible for their own safeguarding arrangements. The Community Centre's responsibility is to ensure that anyone who runs events or activities specifically for Children, Young People or Vulnerable Adults have the appropriate levels of disclosure, supervision and training.
- 2.3 Groups which serve the under 3, 3 - 5 and 5 - 11 age groups will follow the OFSTED guidelines for levels of supervision. In addition, Cambridgeshire County Council provide guidelines which will be followed to ensure that all activities are suitably supervised.
- 2.4 If any member of the Trustees or a Centre user has concerns about the behaviour or actions of anyone associated with the Centre, they should immediately inform the named safeguarding person. Failure to share information could result in a ban from the Community Centre. Anyone acting in an unsafe or unwise manner will be subject to referral to the relevant authorities, (see 1.8), and a similar ban according to a decision made by at least three Trustees.

- 2.5 If a disclosure is made to a Community Centre user it will be recorded. Leading questions should not be asked but a clear factual record made of what has been disclosed. If a concern is noticed, (such as evidence of physical abuse, severe neglect or distress), this should be reported in the same way as for disclosures. All referrers should follow the summary guidance:
- Record the time and date
 - Don't promise to keep what you're told a secret
 - Tell the child or young person what you will do next
 - Don't make promises you cannot keep
- 2.6 All disclosures should be immediately reported to the named safeguarding person for the relevant group who will in turn inform relevant authorities, (see 1.8). Where appropriate, responsible adults (i.e. parents, guardians and carers), will be informed unless such a disclosure would cause significant distress or threat to the individual making it. This decision will be made by the relevant safeguarding named person.
- 2.7 Confidentiality cannot be promised in any case where an individual may be in danger of any form of abuse. Abuse can include physical, sexual, emotional or neglect. Staff and volunteers are expected to record and report any concerns. Referral is made to the relevant authorities, (see 1.8), with the adults responsible for the individual who has made a disclosure being notified if appropriate, (see 2.6).
- 2.8 Once the matter has been referred to the named person they will take the necessary action and follow up cases. It is not usually appropriate to feed back to the individual making the disclosure although they should check that the information has been passed on.
- 2.9 Any individual making a referral will be protected by the Trustees under whistle blowing procedures. Similarly, if the individual making the referral feels that insufficient action/follow up has taken place they should inform the Duxford Community Centre Board of Trustees without fear of repercussions, (see 5).

3. Recruitment and Selection of Paid Staff and Volunteers

- 3.1 The Duxford Community Centre Board of Trustees is committed to carrying out relevant DBS checks for any staff or volunteers who have unsupervised access to Children, Young People and/or Vulnerable Adults. Suitable training will be offered to these individuals.

- 3.2 As the Community Centre currently under construction (June 2019), no staff have been employed. When conditions change, each post will be assessed and any checks carried out accordingly.
- 3.3 Volunteers will be assessed for level of activity (see 3.1) and DBS checked if appropriate. Any unchecked person will be supervised by a suitably checked and trained person if assisting with activities involving unaccompanied Children, Young People and/or Vulnerable Adults.

4. Code of Behaviour for Paid Staff and Volunteers

- 4.1 Safeguarding of all Community Centre users is a shared responsibility for the Trustees, staff and volunteers.
- 4.2 All staff and volunteers are expected to familiarise themselves with the Community Centre's Safeguarding policy and procedures.
- 4.3 Any disclosures or concerns about the behaviour of anyone connected to the Centre should be reported immediately to one of the two named safeguarding Trustees or the DCC Chairperson.
- 4.4 All Community Centre users are expected to be familiar with expectations of behaviour when working with Children, Young People and Vulnerable Adults including:
- Respecting privacy and preserving dignity at all times.
 - Having sufficient personnel so that there are no occasions where the worker is in an isolated situation with a child, young person or vulnerable adult other than in a public area.
 - Fully understanding the expectations of staff working with that particular age group and having clear procedures for any intimate care, (such as changing nappies).
 - Avoiding physical contact other than that necessary for the care of individuals and being aware of what is acceptable for them.
 - Knowing that all forms of verbal abuse, aggression or manipulative behaviour are totally unacceptable, refraining from such acts and reporting any infringements.

○

5. Whistle Blowing Policy

- 5.1 Any individual making a referral will be protected by the Trustees under whistle blowing procedures. Similarly, if the individual making the referral feels that insufficient action/follow up has taken place they should inform the Trustees without fear of repercussion.

5.2 Procedures for Whistle Blowing include:

- Protecting those who make referrals under the whistle blowing procedures so that there is a culture of informing without reprisal or negative consequence.
- As far as possible protecting the anonymity of the whistle blower, (except where so doing could endanger another individual).
- Thoroughly investigating any reported incidents regardless of how unlikely they seem.

6. Monitoring

- 6.1 All Trustees, staff, volunteers and Community Centre users are responsible for monitoring all behaviour within the Centre, reporting and following up any concerns.
- 6.2 Named individuals for Child and Vulnerable Adult Protection have overall responsibility for receiving referrals and reporting any incidents or concerns to the relevant authorities. They will scrutinise records, monitoring incidents and identifying any patterns which need following up.
- 6.3 The Trustees will receive reports of any referrals but not be given any details which break individual confidentiality or potentially interfere with an investigation by the authorities.
- 6.4 Named Trustees will seek feedback from the relevant authorities in order to review and improve practice.
- 6.5 Any incidents will be analysed at a case review which will identify any improvements to procedures which are needed to prevent reoccurrence.
- 6.6 Policies and procedures will be subject to annual review or be updated when circumstances or regulations change.

-oOo-

7: Appendices

- 7.1 Sign-off form for Community Centre hirers.

Issued: 25h July 2019

Version: 1.0

Author: Sue Clarke (Child Protection Trustee of the DCC CIO Board of Trustees)



Duxford Community Centre

A Charitable Incorporated Organisation. Registered Charity Number: 1157964

Policy for Safeguarding Children, Young People and Vulnerable Adults:

Information for those hiring the Community Centre

In discharging its duty to ensure that children, young people and vulnerable adults are suitably protected and cared for whilst on its premises, the Trustees of the Duxford Community Centre have established appropriate policies. These policies have been created following the appropriate local and national government guidelines, including the Care Act 2014. The policies set out clearly the legal and moral obligations of those who work for the Community Centre and those who wish to hire the centre where children, young people or vulnerable adults will be present.

As a hirer of the Community Centre, you will have to meet the criteria laid out in these policies to proceed with the hire process. You must ensure that all those who have a responsibility towards these groups whilst visiting the community centre are fully aware of their duties towards those in their care. You will be asked to read the DCC **Policy for Safeguarding Children, Young People and Vulnerable Adults** and then asked to sign this document to confirm that you have understood your obligations and that you are able to comply with policy standards. Both parties will keep a copy of the signed document. The Trustees of the Duxford Community Centre reserve the right to refuse the application for hire if the requirements cannot be met.

I have read and understood the DCC Policy for Safeguarding Children, Young People and Vulnerable adults and confirm that I/we can comply with the requirements therein.

Signed:.....Name.....

Organisation.....Date.....

Accepted by.....on behalf of the DCC

Issued: 25th July 2019

Version: 1.0

Author: Sue Clarke (Child Protection Trustee of the DCC CIO Board of Trustees)