



SAFEGUARDING POLICY

1. Purpose

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.

This policy defines how the Claygate Community Alliance (CCA) operates the Community Centre to safeguard children, young people and adults at risk of abuse or neglect.

The Trustees acknowledge that they have a duty of care and are committed to the protection and safety of everyone who enters our premises including, but not limited to, children, young people and adults at risk involved as visitors and/or as participants in all activities and events.

2. Definitions

Children and young people are defined as those persons aged less than 18 years old.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

3. Persons affected by the policy

- All trustees, officers and volunteers
- All those attending any activity or service that is being delivered from the Community Centre – these may be individuals or organised groups
- All visitors and contractors

4. Policy principles

The CCA accepts that there can be no excuses for not taking all reasonable action to protect children or adults at risk of abuse, exploitation, radicalisation, and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

The CCA has a zero-tolerance approach to abuse and has a Code of Conduct policy

The CCA recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

The CCA is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

The CCA is aware of the work of the local safeguarding Board/Partnership and other support organisations in the development and implementation of procedures for the protection of children and vulnerable adults from abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

The CCA is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount
- All children, young people and adults at risk have the right to protection from abuse
- Safeguarding is everyone's responsibility. For protection to be effective each individual and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately by a Trustee.

The CCA recognises that safeguarding and health and safety are closely linked and have a Health and Safety Policy. The need to keep the premises safe for disabled users is recognised.

Appendix A contains relevant contact details for referral and support organisations.

5. Procedures

- a. All Trustees, Employees and Volunteers will ensure that they understand the principles set out in this policy.
- b. All Trustees, Employees and Volunteers will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- c. No Trustees, Employees and Volunteers will have unsupervised access to children or adults at risk using the Community Centre, unless appropriately vetted and trained in safeguarding issues.
- d. The Trustees will follow safe recruitment practices in respect of Employees and Volunteers.
- e. All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation a

concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children or adult at risk who has:

- behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
- possibly committed a criminal offence against or related to a child or adult at risk; or
- behaved towards a child or children or adult at risk in a way that indicates they may pose a risk of harm to children.

- f. The CCA will ensure that users of the Community Centre are made aware of this Safeguarding Policy. The Trustees will ensure that it is available on the website with copy held in the policy folder at the Reception Desk.

As part of the Conditions of Hire or Rental, User Groups and Organisations will be required to provide a copy of their own safeguarding policies where applicable. Such bodies will as part of the Conditions of Hire, be required to confirm their understanding of the Mandatory Obligations set down in the Licensing Act 2003.

6. Organisational Responsibilities

The CCA's Safeguarding Officer will be responsible for implementing this Safeguarding Policy with the assistance of the Duty Manager.

It is the responsibility of the Safeguarding Officer to take appropriate action following any expression of concern, disclosure or reported incident and to make referrals to the appropriate agency.

The Safeguarding Officer will ensure that employees and all volunteers participate in regular safeguarding training so that they are aware of the procedures of identifying and reporting suspected cases of abuse and neglect and are up to date with any legal changes.

A Trustee will be nominated to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.

The named person is **Stephen Fleming** until **31st March 2027**

7. Employees and Volunteer Responsibilities

All employees and volunteers will be made aware of this Safeguarding Policy and related relevant procedures as part of their induction or their contract of employment (if applicable)

All employees and volunteers will be asked to participate in appropriate training.

All employees and volunteers have a duty to ensure that any suspected incident, allegation or other manifestation involving harm to a young person is reported using the procedures detailed below in this policy.

If in any doubt about what action to take, employees and volunteers must seek advice from the Safeguarding Officer or in their absence, one of the trustees.

8. Volunteers and Employees

The CCA will apply the Working Together to Safeguard Children 2023 and Surrey Safeguarding Children Partnership Guidelines using the framework for safer recruitment

and employment practice. This includes the following requirements for employees and volunteers:

- All employees will need to have a DBS Certificate when working with young people or vulnerable adults in the Community Centre. New volunteers may be asked to apply for a DBS certificate with the assistance of the Safeguarding Officer at no cost to them.
- New relevant volunteers will be allowed to work in the Community Centre, after submitting their forms and whilst awaiting DBS clearance, provided that other employees or volunteers who hold current DBS checks are on duty during the session and the volunteer is not left unsupervised with young people or vulnerable adults at any time.
- We ask that all relevant volunteers register with the 'DBS Update Service' so that they can use their DBS certificate in other settings if they wish and any amendments to their certificates will be notified to us.
- All DBS certificates must be renewed after three years, unless on the 'update service'.
- All employees and volunteers who work with young people or vulnerable adults on a regular basis at the Community Centre may be required to attend safeguarding training arranged by the CCA.

9. Related Policies

The following are policies related to Safeguarding and any issues arising:-

Health and Safety Policy

Code of Conduct

Complaints Policy

10. Review

The Trustees will carry out an annual review of this policy. A review will also be undertaken following any report of a serious incident.

APPENDIX A TO SAFEGUARDING POLICY – Relevant Contacts

CCA Designated Safeguarding Lead

Stephen Fleming 07984 154715 steve@claygatecentre.org

CCA Chair of Trustees

Bryan Howells 07711 114306 brian@claygatecentre.org

Surrey Safeguarding - Children

From Monday to Friday 9 – 5pm

Telephone 0300 470 9100

Email cspa@surreycc.gov.uk

For Out of Hours

Telephone 01483 517 898

Web page: <https://surreyscp.org.uk/>

Surrey Safeguarding – Vulnerable Adults

Adults: 0300 200 1005

Online www.surreycc.gov.uk/safeguardingadults

For Out of Hours

Telephone 01484 517 898

Email: edt.ssd@surreycc.gov.uk

Web page: <https://www.surreycc.gov.uk/adults/care-and-support/concerns>

In the event of immediate threat or danger – Call the Police on 999