

Caerwent Community Centre Committee Ltd. (a not for profit charity, reg. number 1137235)

#### Our Mission Statement.

Our purpose is to provide a recreational facility for the local community, with particular emphasis on youth activities. We aim to do this by maintaining a building - the Community Centre - in which recreation and leisure-time activities can take place. In this way we hope to foster a sense of community spirit in participants, and remove any sense of isolation.

#### Safeguarding Policy.

The Caerwent Community Centre Committee recognises that children, young people and adults who may be at risk due to age illness or disability may use our facility.

We therefore will endeavour at all times to provide services and activities that minimise risk and are as safe as we can make them.

We aim to protect our service users from harm or maltreatment, prevent the impairment of health or development, ensure the provision of safe and effective care, promote people's life chances, and ensure children enter adulthood successfully as far as is within our means.

We will work in partnership with other local / national agencies to put in place appropriate procedures for reporting, making referrals accessing training and specialist report, as and when required.

We will see to it that those service users, who hire the facility formally, accept the terms and conditions of hire of the Centre, which includes our safeguarding policy and the duty of care they have to those in their care whilst on our premises.

All organisations using the Community Centre should have a Safeguarding Policy in place as per our terms and conditions. In the event of concern or incident, they should follow their own policy and procedure, reporting only if appropriate to the Community Centre's Safeguarding Lead Officer as per GDPR legislation.

We are committed to the following:

- . We undertake to exercise proper care in the appointment and selection of all those on our Committee, particularly those that may work with young people.
- . Implementing the requirements of legislation in regard to people with protected characteristics.
- . We will regularly review our procedures in response to changes in legislation and systems external to our organisation.
- . We are committed to supporting our Safeguarding Lead Officer and deputies in their work, and action they may need to take in order to protect people.
- . Providing support, where possible, for those affected by abuse, but will refer the individual to the most appropriate service should this be deemed more suitable.
- . We recognise safeguarding is everyone's responsibility.

#### Safeguarding Lead Officer.

Our appointed Safeguarding Officer is Mark Lewis, who will be available to all committee members and service users to speak to when they have any concerns, issues or complaints regarding the safety, well-being or conduct of service users or committee members

The safeguarding officer and his deputies (in the event he is not contactable) will have access to appropriate training to support them in these roles. They will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records and keep confidentiality, adhere to and promote this policy within the organisation, and support or provide access to support for individuals suffering harm or abuse.

#### Awareness of harm and abuse in our organisation.

Harm is caused by accidents, deliberate abuse (physical, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes, or a failure to enable a person to participate in activities that are open to most of their peers.

All incidents of harm to anyone involved in our service will require an appropriate response to reduce risks and improve our service

Deliberate acts of harm (sexual, physical, emotional and financial) and neglect, are abuses against the person and will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies and the Disclosure and Barring Service (DBS) if in regulated activity.

### **Significant harm.**

Significant harm is the accepted point at which it is appropriate to refer the situation to statutory agencies.

Where there is risk of significant harm to our service users, or members, the Safeguarding Officer and deputies are empowered to act accordingly.

- . To log all conversations regarding the issue.
- . To sign and request signatures on reports and statements.
- . Confidentially seek advice from expert sources.
- . Share concerns (with consent where required and appropriate) internally with the Chair of our Committee.
- . Share concerns and make referrals to external agencies such as Social Services, the Police or NSPCC, as appropriate to the circumstances.
- . Make a referral to the Disclosure and Barring Service regarding committee members or volunteers in regulated activity whose conduct is harmful to service users.

### **Confidentiality.**

There is nothing in legislation that prevents the sensible sharing of relevant information to prevent harm to an individual or to assist in the prevention or detection of a crime.

Personal information on all personnel and service users will be kept securely and not shared, unless there is reason to do so. Committee members understand that any personal information they may learn about committee members or service users in the course of their work should not be discussed outside the organisation.

We will communicate this policy to all committee members and service users.

We support and encourage all committee members and service users to speak up and contact the named Safeguarding Officer or deputy, where there is a concern (a worry, issue or doubt about practice or treatment of a service user or committee member) or a disclosure (information about a person at risk of or suffering from significant harm), or an allegation (the possibility that a committee member or service user could cause harm to a person).

### **Reporting.**

Committee members or service users can report things that aren't right, are illegal or if anyone is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing. In the first instance they should speak with the Safeguarding Officer, Mark Lewis or his deputies in the event that he is not contactable.

We would prefer our members and service users to use internal processes whenever possible to make a report as above, but this does not prevent them from making a report or referral to statutory agencies such as Social Services or the Police, in their own right as a private individual. We also support our staff or volunteers to raise concerns or to disclose information, which they believe shows malpractice - whistle-blowing (disclosure in the public interest).

Safeguarding Lead Officer. Mark Lewis 07931314058

Deputy Safeguarding Officers. Fred Weston 07890559566. Phil Murphy 07712068741

DML. 21/2/2019

# Safeguarding Referral Flowchart

What to do if a child, young person or an adult at risk of harm tells you about a possible abuse or you have a concern



A referral or concern should be reported to your safeguarding Lead.



## **DO**

**LISTEN**  
**REASSURE**  
**RECORD**

## **DON'T**

**PROMISE NOT TO TELL ANY-ONE**  
**ASK LEADING QUESTIONS**  
**EXPRESS DISBELIEF**

Your safeguarding Lead will contact adult safeguarding team on 01291 638928 Or Child Duty Team on 01291 635669

If you believe the person is at immediate risk, contact the Police and then update your Safeguarding Lead.

**Doing nothing is NOT an option!**  
**Safeguarding is Everyone's Business**