

Gamlingay Community Centre

Safeguarding Policy & Procedures

Last updated 7/5/2021



Details of premises and staffing

Gamlingay Eco Community Centre is a village community centre with five part-time staff, run by a board of trustees.

Purpose

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

This policy defines how Gamlingay Community Centre operates to safeguard children, young people, and adults at risk of abuse and neglect.

Gamlingay Community Centre trustees, staff and volunteers have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers, and staff.

We recognise that some children may be at higher risk due to communications needs, previous experiences, aspects of their identity, dependency levels and other issues.

We recognise and will respond to all aspects of abuse including physical, emotional, sexual and domestic abuse, online abuse, child criminal exploitation (CCE), child sexual exploitation (CSE), female genital mutilation (FGM), trafficking, and grooming. For more information and other forms of abuse please see the [NSPCC website](#) and attached appendices.

We recognise that some adults may be higher risk due to mental health issues, disabilities, substance misuse, health and other issues. We recognise and respond to all aspects of abuse that is brought to our attention including physical, sexual, psychological, domestic, organisation, discriminatory, modern slavery, neglect and acts of omission and self-neglect.

Definitions

Children and young people are defined as those persons aged 18 years old and under. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment

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- 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 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 the age of 18 years old who, according to paragraph 42.1 Of the Care Act 2014 that was enacted on 1 April 2015.

- 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 themselves against the abuse or neglect or 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.

The care and support statutory guidance identifies ten types of abuse:

- Physical abuse
- Sexual abuse
- Financial or material abuse
- Psychological or emotional abuse
- Domestic abuse
- Modern Slavery
- Discriminatory abuse
- Organisational/Institutional abuse
- Neglect or acts of omission.
- Self-neglect

Please refer to Appendix C for further information.

Persons Affected

- All trustees, volunteers and staff
- All those attending any activity, service or event that is being delivered from the Gamlingay Community Centre
- All visitors and contractors

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Policy Principles

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

Gamlingay Community Centre has a zero tolerance to abuse.

Gamlingay Community Centre recognises that under the Care Act 2014, it has a duty of 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.

Gamlingay Community Centre is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

Gamlingay Community Centre is aware of their local safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of adults vulnerable from abuse. This policy is about stopping abuse where it is happening and preventing abuse where there is a risk it may occur.

Gamlingay Community Centre 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 services to be effective each professional and organisation should play their 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.

Policy Statement

1. No member of the trustees, helpers or other volunteers or staff will have unsupervised access to children or adults at risk unless they have been through the safe recruitment procedure and introductory Safeguarding Children and Adults training.

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2. All staff and volunteers need to be aware of this policy, child protection, and adult at risk issues, and should be offered introductory training.
3. There will be a nominated and named Safeguarding representative to whom any suspicions or concerns should be reported. This person is Paula Wilson member of the board of Trustees.
4. The trustees and staff management will endeavour to keep the premises safe for use by children and adults at risk. The committee recognises that a higher standard of safety is required where use is made by small children, and any child, young person or adult at risk who may, due to a learning or physical disability not be able to read safety notices.
5. Any organisations or individuals hiring the hall for the purposes of holding activities where Ofsted registration is required (see table below) should show their registration and their own Child Protection Policy. Safe recruitment processes should be used to appoint staff who will be working with children or adults at risk in any kind of activity.
6. Gamlingay Community Centre Management will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. Gamlingay Community Centre Management will ensure that hirers are aware that no children may be admitted to films when they are below the age classification for the film or show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.
7. These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.

Safe Recruitment

All staff, working directly for GCC must:

- complete an application form which shows their employment history.
- provide at least two references.

If working directly with children or young people or adults at risk:

- one of the references should come from someone who has supervised them working with children, young people, or adults at risk before
- they should be checked under the Disclosure and Barring Service system and a copy of the DBS disclosure number kept on their file.

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Any volunteers working for GCC and having unsupervised access to vulnerable users (e.g., running children's entertainment) will also be required to go through these procedures.

Reporting Incidents

The nominated Child Protection and Adult at Risk representative will have responsibility for reporting concerns that arise, as a matter of urgency, to the local authority Child Protection and Adult at Risk lead agency. The representative may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency.

The nominated person should:

- know who to contact at the local authority.
- know who to contact in Social Services for advice and referrals
- know about helplines and other sources of help for children and young people.
- know support and helplines for adults at risk.
- ensure that there is an environment in which staff can raise any child protection or adult at risk protection concerns. Please read attached appendices.

Ofsted Requirements

If you work as a childminder or provide day care for children under 8 years old for more than two hours each day you must register with Ofsted and be inspected regularly. Nursery education settings which are on their local authority's directory to provide free places for three- to four-year-olds must also be inspected regularly by Ofsted. (www.ofsted.gov.uk).

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Useful Procedures

1. All trustees, volunteers and staff will be given information about child protection and should attend introductory level Child Protection training and Adult safeguarding training where necessary and possible.
2. An annual review will take place following the AGM to allow for any required update of policies and or procedures. New trustees, volunteers and staff must be given an induction to this policy and understand their responsibilities.
3. A copy of the policy will be displayed for the attention of all at Gamlingay Community Centre and made available on request to hirers.
4. Organisations hiring the hall for activities for children will be asked to show their Child Safeguarding policy before the first booking commences. Individuals hiring the hall for activities for children will be made aware of this policy. Organisations hiring the hall for activities specifically involving adults at risk will be asked to show their Adult Safeguarding policy before the first booking commences. Other organisations hiring the hall whose activities may involve adults at risk will be made aware of this policy.
5. The committee will require hirers to report any damage, breakages or safety issues needing attention to the booking management, who will inform the appropriate people. These will be dealt with as soon as practicable, in the light of the circumstances, with provision to prevent access by children and adults at risk pending repair where appropriate.
6. A hiring agreement which includes appropriate clauses will be entered into for all hiring's for licensable activities. GCC trustees and management will ensure that these provisions are observed when holding any licensable activities itself. The GCC management will give written instructions to those selling alcohol concerning the licensing offences which must be avoided.
7. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or adults at risk. Appropriate supervision will be arranged if necessary.
8. If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and adults at risk are supervised when using toilets and identified through risk analysis any areas of concern.

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Guide to Appendices

Appendix A – Definition and signs of child abuse

This appendix gives guidance on how to recognise the signs of abuse in children. If you are not in regular contact with children or young people some of these signs will be harder to detect. This guidance will probably be most useful as a reminder for those who have had some basic or introductory child protection training.

Appendix B – Keeping adults Safe from abuse and neglect easy read

This appendix gives guidance on how to recognise the signs of abuse in adults at risk and what to do.

Appendix C- The six Principles of Safeguarding and list of ten types of abuse

This appendix give types, signs and indicators more detailed for adult abuse.

Appendix D - Guidelines for dealing with abuse or signs of abuse.

This gives a list of dos and don'ts on what to do if someone reports, or you suspect abuse towards a child.

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Appendix D: Guidelines for responding to abuse or suspicion of abuse of a child and young person under 18.

DO

- Do treat any allegations extremely seriously and act at all times towards the child/ young person as if you believe what they are saying.
- Do tell the child they are right to tell you.
- Do reassure them that they are not to blame.
- Do be honest about your own position, who you have to tell and why.
- Do tell the child/young person what you are doing and when, and keep them up to date with what is happening.
- Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately.
- Do write down everything said and what was done (see notes on recording).
- Do seek medical attention if necessary.
- Do inform parents/carers unless there is suspicion of their involvement.

DON'T

- Don't make promises you can't keep.
- Don't interrogate the child/young person – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this.
- Don't cast doubt on what the child has told you, don't interrupt or change the subject.
- Don't say anything that makes the child/young person feel responsible for the abuse.
- Don't Do Nothing – make sure you tell your nominated Safeguarding representative immediately – they will know how to follow this up and where to go for further advice

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Appendix E

Guidelines for responding to an adult with care and support needs who is at risk

Do listen to the adult and ask the adult what they would like to happen. An adult needs to give consent for you to share the information with the appropriate person. However, if what is disclosed to you involves a child at risk, a criminal activity then this needs to be reported to the appropriate services.

In the first instance please discuss with the Safeguarding lead on the Trustee Board.

Don't make promises you cannot keep.

In event of immediate risk dial 999.

If the Safeguarding lead is not contactable please go to:

[Cambridgeshire and Peterborough Safeguarding Partnership Board
\(safeguardingcambpeterborough.org.uk\)](https://safeguardingcambpeterborough.org.uk)