

Safeguarding Policy

This Policy statement applies to anyone volunteering or working on behalf of Chard Community Hub.

The purpose of this safeguarding statement is to provide an outline as to Chard Community Hub's statement in relation to safeguarding. Chard Community Hub CIC works with adults, some of whom are at risk, children, and families as part of its activities. The development of this policy aims to protect all volunteers and beneficiaries involved with the Chard Community Hub CIC, across both buildings and within the local Community.

References to the Legal Framework:

The Care Act 2014

Safeguarding vulnerable adults is defined in the Care and Support statutory guidance <https://www.gov.uk/government/publications/care-act-statutory-guidance> issued under the Care Act 2014 as:

- protecting the rights of adults to live in safety, free from abuse and neglect
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
- people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being

The Children Act 1989 and 2004

In the Working Together to Safeguard Children Statutory Guidance [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/92644/Working_together_to_safeguard_children_2023_statutory_guidance.pdf), safeguarding is defined as: protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

As a Community Interest Company, Working Together to Safeguard Children defines our responsibility as all practitioners working at Chard Community Hub who are working with children and their families are subject to the same safeguarding responsibilities, whether paid or a volunteer. Every organisation or agency should have policies in place to safeguard and protect children from harm. These should be followed, and systems should be in place to ensure compliance in this. Individual practitioners, whether paid or volunteer, should be aware of their responsibilities for safeguarding and protecting

children from harm, how they should respond to child protection concerns and how to make a referral to local authority children's social care or the police, if necessary.

The Chard Community Hub is committed to:

- Promoting a safer environment and culture.
- Responding promptly and professionally to every safeguarding concern or allegation.
- Ensuring all volunteers understand their safeguarding responsibilities and have accessed necessary training. At a minimum at least one person on every shift will have received the internal Chard Community Hub Safeguarding Training. If someone is not available, the session cannot run.
- Ensuring directors and volunteers at the hub are recruited safely.

The Chard Community Hub will:

- Create a safe and caring place for all.
- Have a named Safeguarding Lead and Safeguarding Team around that Lead, who have all completed listed training below.
- Display on website the details of the Safeguarding Lead's name and email address, if there are safeguarding concerns.
- Listen to and take seriously all those who disclose concerns.
- Take steps to protect children and adults when a safeguarding concern of any kind arises.
- Where appropriate, signpost support for victims.
- Have an occurrence book located in each regularly used room, to record initials and actions of any signposting. This is to ensure all Chard Community Hub's low-level safeguarding is recorded. This will be stored inside the locked rooms, in a secure draw. This will be reviewed weekly by a safeguarding team member.
- Ensure that health and safety policy, procedures and risk assessments are in place.
- Have the named safeguarding team displayed around Chard Community Hub, with their contact information.

Training requirements:

- Provide Safeguarding training to all volunteers including all the Directors. We aim for all volunteers to complete the Safeguarding training, this will be offered yearly and will be led by our Safeguarding Lead internally at The Hub, with a core focus on understanding The Hub's policy and procedures around safeguarding, how to report a concern and who to report a concern too.
- It will also be requested that all volunteers working directly with children in their group, read Working Together to Safeguard Children, hard copy available in the office on request.
- In addition to the above, Directors must also complete the Safeguarding training available via Holyrood Academy's online learning portal. Other volunteers whose role involves working with particularly vulnerable people in the community will also have access to this training.

- In addition, the safeguarding team must complete the thirty one eight Gateway to Safeguarding E-Learning Training or other recognised safeguarding qualification, Prevent Duty Course 1 and the NSPCC Female Genital Mutilation.

Safer Recruitment

- To ensure safer recruitment for each director and safeguarding lead, Chard Community Hub will source two individual references for each director at The Hub.
- A central log will be kept with all key information, including safeguarding training attendance, evidence of reading Working Together to Safeguard Children, Safer Recruitment evidence and DBS check, as well as noting all parts expiry dates.
- When someone begins to volunteer at Chard Community Hub, they are given a safeguarding induction with information about how and who to report any concerns too.

Each person who volunteers within Chard Community Hub will agree to abide by this policy.

Chard Community Hub CIC appoints **Jenny Kelly as the Safeguarding Lead.**

Jenny has completed the thirty one eight safeguarding training, specifically designed for those leading safeguarding practices in organisations or other agencies. The Safeguarding Lead will be required to complete this training on a two yearly basis. In addition, the safeguarding lead will have completed or be working towards a Level 3 qualification. An enhanced DBS check will also be required through thirty one eight.

Chard Community Hub CIC appoints **Chris Loveridge as the Deputy Safeguarding Lead.**

Our deputy must complete the thirty one eight safeguarding training, specifically designed for those leading safeguarding practices in organisations or other agencies. The Safeguarding Lead will be required to complete this training on a two yearly basis. In addition, the deputy safeguarding lead will have completed or be working towards a Level 3 qualification. An enhanced DBS check will also be required through thirty one eight.

Reporting a Concern

- A concern may be expressed by anyone, a volunteer or beneficiary.
- Chard Community Hub is committed to an '**open door**' policy and supports whistleblowing for the protection of all members, including the Safeguarding Lead.
- Volunteers should all be made aware of how to report a concern (see attached poster).
- If anyone has a concern or complaint about our Safeguarding Lead, they can talk to Serena Wootton, Director of Safeguarding. If anyone has a concern or complaint about either of the above, they can talk to Roz Hall, Chard Community Hub Chairperson. If there remain to be concerns the Regulator of Community Interests Companies can be contacted by emailing info@thirtyoneeight.org and cicconcerns@companieshouse.gov.uk.

Supporting our Volunteers:

This policy also applies to Chard Community Hub's volunteers. If an individual has a concern about themselves or another member of the team, they are able to contact the safeguarding team for support.

Following the completion of a notice of concern form, the safeguarding team will conduct a check in phone call to the volunteer reporter, to ensure the volunteer feels supported. The volunteer will be encouraged to make contact with the safeguarding team in future if in need of support/reassurance.

DO

Stay calm

- Identify if there is an immediate danger and if so **call 999**.
- If a concern is present, speak to a member of the safeguarding team, immediately. Safeguarding team must take a written safeguarding form of concerns from reporter.
- For all concerns raised the individual must complete a Chard Community Hub Safeguarding Form as promptly as possible.
- Where possible, the safeguarding team will share concerns with individual and share planned next steps to ensure they feel informed.
- These forms will be stored on teams in a secure file, only the safeguarding team will have access to this file.

If cause for concern occurs away from The Community Hub a verbal report should be made directly to Safeguarding Lead by telephone call or email.

DO NOT

- Promise to keep secrets
- Discuss any safeguarding concerns that occur at Chard Community Hub with any other person or group, outside of Chard Community Hub's allocated safeguarding team.

All concerns **MUST** be notified to Safeguarding Lead as soon as possible, this is very important and must be actioned as a priority over all other tasks.

We recognise that victims can take many forms, including but not exclusively:

- Physical abuse including Bullying in children and adults.
- Emotional and Psychological
- Financial
- Sexual (including grooming and trafficking in children)
- Neglect
- Domestic Violence
- Organisational

- Discriminatory
- Self-Neglect
- Modern Slavery
- Fraud

This list is not exhaustive.

Confidentiality

Prior to starting at Chard Community Hub, each volunteer must sign the confidentiality agreement. Any safeguarding concerns that occur at Chard Community Hub must not be discussed with any other person or group, outside of Chard Community Hub's allocated safeguarding team.

Where possible, it is important that the beneficiary/volunteer is made aware of the concerns and where and how these will be passed on. Chard Community Hub acknowledges that when a vulnerable adult expresses a wish for concerns not to be pursued, that this should be respected wherever possible.

However, decisions to respect the beneficiaries'/volunteers wishes must be considered against the level of risk to others and themselves. In some cases, the beneficiaries/volunteers wish may be overridden, with the prioritisation of safety.

Further Action

Safeguarding Lead or deputy will decide if further action is required. If further advice is required contact thirty one eight can be called for advice on 0303 003 111.

If a more urgent response is required contact Somerset Direct Social Care support – 0300 123 2224 or Out of hours support - 0300 123 23 27 or 999.

Safeguarding Lead will not necessarily feedback to any volunteer unless more information is required.

Recording information

Safeguarding team will keep records securely within safe working practices. A copy of the record will be kept securely on Chard Community Hub's team's file.

DBS

The Chard Community Hub CIC has used the recommended Government Gateway to check if any of our Volunteers and Directors need a DBS check. www.gov.uk/find-out-dbs-check

The regular organised activities are often attended by the same people, and some can be vulnerable. Children may join in with activities but not solely and without adult support. If these activities change and we do deliver training to vulnerable adults or children without their carers we will review this process again.

We have three volunteers, Roz, Tessa, Serena that are DBS checked because they have regular contact with vulnerable adults, under the description on the Government

Gateway, attend their groups or days they are in the Hub. Those people need to be attending those groups to monitor the group. This list of volunteers can be changed and updated as and when needed. We currently use, thirty one eight to complete our DBS checks.

Our Safeguarding Lead and Deputy will have Enhanced DBS check.

Contact details

Nominated Safeguarding Lead

Name: Jenny Kelly

Phone/email: 07956343255 jkelly@holyrood.bep.ac

Deputy Safeguarding Lead(s)

Name: Chris Loveridge

Phone/email: 07512 609196 cloveridge@holyrood.bep.ac

Director Lead for Safeguarding

Name: Tessa Goodridge-Reynolds

Phone/email: 07871 913004 tgreynolds@holyrood.bep.ac

- Emergency Services- 999
- Social Care support – 0300 123 2224
- Out of hours support - 0300 123 23 27

Safeguarding Team:

Megan Parfoot – mparfoot@holyrood.bep.ac

Contact details:

Nominated Safeguarding Lead: Serena Wootton

Email: swootton@holyrood.bep.ac

This policy statement came into force on 23.01.2024.

We are committed to reviewing our policy and good practice annually.

This policy statement and accompanying procedures were last reviewed on 23.01.2024.

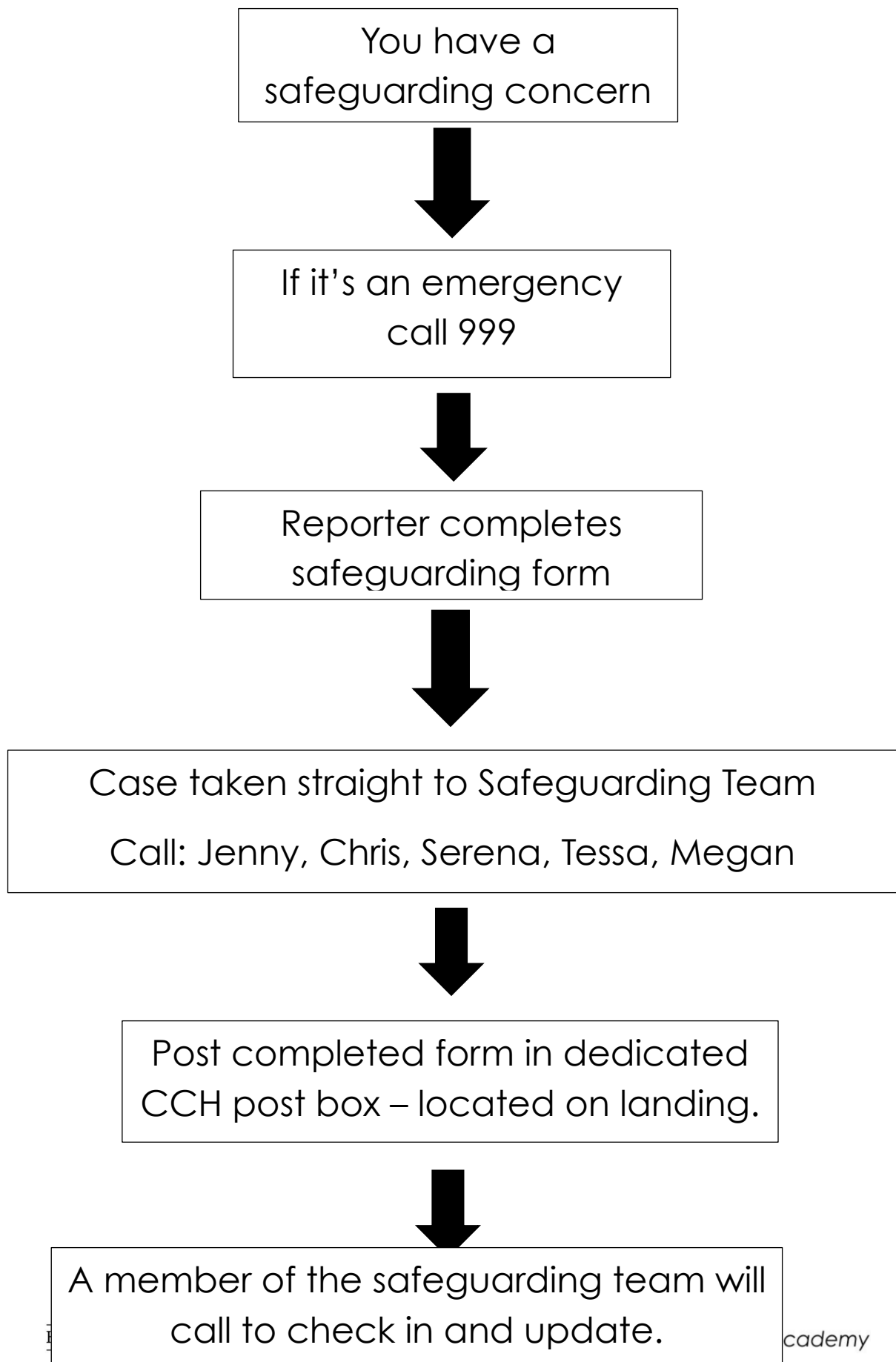
Print Name:

Signed on behalf of Chard Community Hub:

Date:

Review Date: 08.05.2024

Safeguarding Flow



Safeguarding Team

