

## **Safeguarding Policy**

---

This statement of policy and procedures applies to users of, and activities in, Cottam Community Centre, hereafter referred to as 'the Centre.'

The Centre is operated by Cottam Community Association.

References to 'the Association' relate to Cottam Community Association.

References to 'Trustees' relate to Trustees of Cottam Community Association.

### **1. Purpose of the policy**

The purpose of this policy is to:

- Protect children and young people who receive services or attend activities at the Centre. This includes the children of adults who use the Centre
- Protect vulnerable adults who receive services or attend activities at the Centre
- Provide the Trustees, event and activity organisers, staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

1.2 The Centre aims to provide a safe and secure venue for a range of services, activities and events. The Board of Trustees recognises the importance of ensuring the safeguarding and welfare of all users of the Centre

1.3 This policy is made available to all adults who use the Centre for any activities, including those who use run events or activities on behalf of the Trustees. In most cases children will be accompanied by an adult (a parent or carer), who will take responsibility for them. Young people, (defined as secondary school age or above for the purposes of this policy) are more likely to attend on their own. Vulnerable Adults may attend activities independently and may need additional protection accordingly.

1.4 This policy includes Child and Adult Protection Procedures, Recruitment and Whistle Blowing.

- 1.5 The Trustees are committed to ensure that robust safeguards are in place, that policies and procedures are current and fit for purpose, and that complaints are investigated and handled promptly, efficiently, sensitively and without fear or favour.
- 1.6 Enquiries about the operation of this policy may be made in the first instance to the nominated Saeguarding Trustee, Carolyn Gibson at [Safeguarding@cottamcommunitycentre.org.uk](mailto:Safeguarding@cottamcommunitycentre.org.uk)
- 1.7 This policy is 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 Groups and individuals hiring the Centre are responsible for their own safeguarding arrangements. The Centre's responsibility is to ensure that anyone who runs events or activities specifically for Children, Young People or Vulnerable Adults maintain the required levels of disclosure and supervision and have appropriate training. Organisers of activities attended by vulnerable persons must have appropriate measures in place to ensure sufficient protection is afforded to those persons. Organisers of such activities must disclose those measures to the Trustees of the Centre upon request. Use of the Centre may be refused where adequate protection for such vulnerable groups cannot be demonstrated to the Trustees' reasonable satisfaction.
- 2.2 Groups which serve the under 3, 3 - 5 and 5 - 11 age groups will follow the Ofsted guidelines for levels of supervision:  
<https://www.gov.uk/government/publications/ofsted-safeguarding-policy>
- 2.3 If any user of the Centre has concerns about the behaviour or actions of anyone associated with the Centre they should immediately inform the named person in their group initially responsible for Safeguarding and / or the Association's nominated Trustee at [Safeguarding@cottamcommunitycentre.org.uk](mailto:Safeguarding@cottamcommunitycentre.org.uk) or the Chair of the Board of Trustees: [chair@cottamcommunitycentre.org.uk](mailto:chair@cottamcommunitycentre.org.uk) Anyone acting in an unsafe or unwise manner may be subject to referral to the relevant authorities.

2.4 Any concern disclosed to a user or hirer of the Centre should be recorded by them as soon as practicable. Leading questions should not be asked but a clear factual written record made of what has been disclosed. All referrers should adhere to the following 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

2.5 All disclosures should be immediately reported to the named Safeguarding person for the hiring group who should as soon as possible inform the responsible person for the Centre (see 2.3 above).

2.6 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. The Centre may without reference to any person seek assistance from or make a referral to any competent authority for them to advise or take appropriate further action, with the adult responsible for the individual who has made a disclosure being notified if appropriate.

2.7 Persons making relevant disclosures to the Centre must co-operate fully with the Trustees and any competent authority dealing with investigations into complaints must follow appropriate recommendations and carry out any recommended further actions.

### **3. Recruitment and selection of contracted staff and volunteers**

3.1 The Centre has no contracted staff who attend the Centre whilst it is in use for activities. Trustees and volunteers who hold key roles that are likely to bring them into contact with children or vulnerable people using the Centre will be subject to DBS checks. These roles have been identified as:

- Chair of the Board of Trustees
- Nominated Safeguarding Trustee
- Honorary Secretary
- Bookings Officer
- Tots Group Co-ordinator

If conditions change for these or any future paid staff or volunteers their role will be assessed and any necessary checks carried out accordingly.

#### **4. Whistle blowing policy**

4.1 The Trustees will, under this Whistle Blowing Policy, protect any individual making a referral. Should the individual making the referral feel that insufficient action/follow up has taken place they should inform the Chairperson of the Board of Trustees without fear of repercussion.

4.2 Procedures for Whistle Blowing include:

- Protecting those who make referrals under the Whistle Blowing Policy and 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).
- Keeping accurate records.

This policy was approved at the meeting of the CCA General Committee of Trustees on 1<sup>st</sup> September 2021. To be reviewed September 2022.

### **Further advice and support**

- At any stage you may wish to seek further advice or support from the following sources:
- Child Protection: NSPCC – [www.nspcc.org.uk](http://www.nspcc.org.uk) or 0116 234 7223
- NSPCC Child Protection Helpline – 0808 800 5000
- Criminal Records Bureau – [www.disclosure.gov.uk](http://www.disclosure.gov.uk)
- Save the Children – [www.scfuk.org.uk](http://www.scfuk.org.uk) Early Years Partnerships – based in County Council Social Services
- depts.
- Vulnerable Adults Protection: Action on Elder Abuse – helpline 0808 808 814