

Safeguarding Policy for Children and Adults at Risk

For [Long Whatton Community Association]

Approved by: [Committee/Trustees] **Date approved:** [01/09/26] **Review date:** [01/09/27,] **Safeguarding Lead:** [Mrs V Chadwin, Safeguarding trustee 01509 646031, valchadwin@googlemail.com]

1. Purpose and commitment

[Long Whatton Community Association] is committed to promoting the welfare of children, young people and adults at risk, and to protecting them from abuse, neglect, exploitation and harm. Safeguarding is everyone's responsibility. We will take all concerns seriously, respond promptly and work with statutory agencies where needed.

2. Scope

This policy applies to all trustees, committee members, staff, volunteers, helpers, contractors and anyone acting on behalf of the association. It covers all activities run or supported by the association, including meetings, events, outings, fundraising, community activities, transport, online communications and use of photographs or personal information.

3. Definitions

- **Child or young person:** anyone under the age of 18.
- **Adult at risk:** an adult who has care and support needs, is experiencing or at risk of abuse or neglect, and may be unable to protect themselves because of those needs.
- **Safeguarding concern:** any worry that a child or adult at risk may be experiencing, or may be at risk of, abuse, neglect, exploitation or harm.

4. Roles and responsibilities

- The committee or trustees are responsible for approving this policy, reviewing it at least annually and making safeguarding a regular agenda item.
- The Safeguarding Lead receives concerns, records information securely, seeks advice where needed and makes referrals to statutory agencies.

- All volunteers and representatives must follow this policy; report concerns promptly and maintain appropriate boundaries.

5. Recognising abuse and neglect

Abuse may be physical, emotional, sexual, financial or organisational. It may also include neglect, self-neglect, domestic abuse, discrimination, modern slavery, bullying, online abuse, exploitation or grooming. Signs may include unexplained injuries, fearfulness around certain people, sudden changes in behaviour, poor hygiene, missing money, isolation, inappropriate messages, or a person saying that something has happened to them.

6. What to do if there is a concern

1. If anyone is in immediate danger, call 999.
2. Listen calmly. Do not promise confidentiality. Explain that information may need to be shared to keep someone safe.
3. Record the concern as soon as possible using the person's own words where possible. Include dates, times, names, what was seen or heard, and any action taken.
4. Report the concern to the Safeguarding Lead the same day.
5. The Safeguarding Lead will refer to children's social care, adult social care, the police, the local safeguarding partnership or the Charity Commission, as appropriate.
6. If the concern is about the Safeguarding Lead, report it to the Chair of the committee/trustees.

7. Safer recruitment and DBS checks

The association will recruit trustees, staff and volunteers safely by asking for relevant information about experience, taking references where appropriate, explaining safeguarding expectations, and requiring suitable checks for roles involving regular or unsupervised contact with children or adults at risk. Where a role is eligible for a Disclosure and Barring Service check, the appropriate level of DBS check will be completed before the person starts that role.

8. Code of conduct

- Treat everyone with dignity, respect and fairness.
- Work in an open and transparent way, avoiding unnecessary one-to-one situations where possible.

- Do not use inappropriate language, physical contact, messages, jokes or behaviour.
- Do not share personal contact details with children or adults at risk unless agreed for a clear association purpose.
- Do not take or share photographs, videos or personal information without appropriate consent.
- Challenge and report poor practice or unsafe behaviour.

9. Managing allegations or concerns about representatives

Any allegation or concern about a trustee, committee member, volunteer, staff member or helper will be taken seriously. The person receiving the concern must report it immediately to the Safeguarding Lead, or Chair. The association will seek advice from the relevant statutory agency before investigating where a child or adult at risk may be at risk of harm.

10. Records, confidentiality and information sharing

Safeguarding records will be factual, dated, signed where possible and stored securely with restricted access. Information will be shared only where necessary to protect a child, young person or adult at risk, to comply with the law, or to support statutory agencies. Confidentiality must never prevent action being taken to keep someone safe.

11. Training and communication

All trustees, committee members, staff and volunteers will be made aware of this policy and know how to report a concern. People in roles with direct contact with children or adults at risk will receive safeguarding guidance or training appropriate to their role. The policy will be made available to members, beneficiaries, parents, carers and partner organisations where relevant.

12. Online safety, photographs and communications

The association will use email, messaging, websites and social media responsibly. Communications with children or adults at risk should be relevant to association activities, transparent and, where appropriate, copied to a parent, carer or another responsible adult. Photographs or videos will only be taken or shared with appropriate consent and will not include identifying personal details unless this has been agreed.

13. Important contacts

Contact	Name/Service	Phone/email
Safeguarding Lead	Mrs Val Chadwin	01509 646031 valchadwin@googlemail.com
Local children's social care	[Leicestershire.gov.uk]	[0116 305 0005]
Local adult social care	[Leicestershire.gov.uk]	[0116 305 0005]
Police emergency	999	Call if anyone is in immediate danger
Police non-emergency	101	For non-urgent police matters

14. Review

This policy will be reviewed at least every 12 months, after any serious safeguarding incident, or when there are significant changes to the association's activities, legal requirements or local safeguarding arrangements. The committee or trustees will record the review date and any changes made.