

# LOSTWITHIEL COMMUNITY CENTRE

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## Safeguarding Policy

This policy defines how the Lostwithiel Community Centre will operate to safeguard children, young people and adults at risk of abuse, neglect or exploitation. We fully and willingly accept our duty of care for the protection and safety of everyone who uses our centre. We also accept our duty to safeguard and support our staff, volunteers and trustees.

This policy exists to protect anyone who may be defined as vulnerable, that is, *with a limited capacity to protect themselves, regardless of age, gender, ethnicity, disability, sexuality, religion or faith*. It makes clear our commitment to respond to any concerns regarding the physical, sexual, emotional or psychological safety of a vulnerable person. The policy also extends to any concerns relating to discriminatory or financial exploitation of a vulnerable person.

Vulnerable users may include:

- Children and young people [defined as those persons aged under 18 years]
- Adults with learning difficulties or a physical disability
- Frail or elderly persons
- Adults with a limited understanding of English or who might not be naturalised citizens

Persons affected:

- Trustees, staff and volunteers
- Anyone attending an activity or service being delivered at or provided by the centre
- Visitors or contractors

## Policy Principles

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All groups who are covered within this policy, without exception, have the absolute right to protection from abuse or exploitation. Physical, verbal, sexual, racist or bullying behaviour towards anyone, but in particular, children or vulnerable adults will not be tolerated and the trustees will expect appropriate actions to be taken in respect of any such behaviours. The Lostwithiel Community Centre is an inclusive community venue for the benefit of all residents of the town as well as visitors to the town.

## Policy Statement

1. No trustee, member of staff or volunteer will have unsupervised access to children or vulnerable adults unless they have appropriate safeguarding vetting.
2. All suspicions or allegations of abuse or attempted exploitation of a child or vulnerable adult will be taken seriously, recorded and investigated, with the most appropriate action being taken. Those investigating, must take great care not to make assumptions regarding guilt or otherwise but carefully record the allegations along with any supporting evidence for either party. [investigation will be led by the Chair of Trustees and outcomes reported in full to the next meeting of the trustees].It should be made clear that any investigation is for internal purposes and does not form any part of a formal police investigation although any findings will be made available if requested.
3. All trustees, staff, volunteers and hirers of centre facilities must be made aware of this policy as well as child protection and vulnerable adult issues.
4. One of the trustees will be nominated to take overall responsibility for Safeguarding issues and concerns or allegations must be reported to them.
5. The trustees recognise that a higher standard of safety will be required for younger users of the centre, those with restricted ability to read and understand safety notices or those whose mobility may restrict their capacity to avoid or escape a threat.
6. Any organisation or individual hire for the purposes of an activity which requires Ofsted registration must present their registration and their own safeguarding policy to the Centre Manager.
7. The trustees expect that all conditions and obligations of licensing law are strictly adhered to in relation to the sale of alcohol, film certification and gambling by both hirers and the centre management.
8. The centre will ensure that it has a secure recruitment procedure for the appointment of staff or volunteers who may be working with young people or vulnerable adults.

## Procedures

1. Trustees, staff and volunteers will be given information about child protection and the protection of vulnerable adults and have access to all appropriate training.
2. Trustees, staff and volunteers have an expectation placed upon them to fully understand and uphold this policy.
3. A copy of this policy must be made available to all hirers and our expectations of their behaviour in respect of this policy must be emphasised, this is of particular relevance to hirers who may include children or vulnerable adults in their activities.
4. Contractors or others working in the centre must never have any unsupervised access to children or young people. Appropriate supervision must be provided where required.
5. Hirers or users must exercise additional caution when allowing children to visit the centre toilets or spaces which are hidden from view.
6. Staff and volunteers should be **vigilant** to any child or vulnerable adult appearing distressed while at the centre.
7. The wording, execution and monitoring of this policy will be reviewed on, at least a yearly basis by the trustees, to ensure that it is fully compliant with our needs and the law in relation to all safeguarding issues.