Walkley Community Centre

7a Fir Street, Walkley, Sheffield S6 3TG

Registered Charity No.1136976

Company Limited by Guarantee No. 7268567

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**Safeguarding Children & Vulnerable Adult Policy**

**Walkley Community Centre fully recognises its responsibility to safeguard children and vulnerable adults. This policy applies to all staff, volunteers, trustees/directors and any group or individual who hires Walkley Community Centre and provides events in which children and young people under 18 and adults over 18 are involved. It has been developed with reference to the Safeguarding Children Guidelines and The Licensing Act 2003**

**SAFEGUARDING CHILDREN**

**A safeguarding culture**

Children have a right to be safe and happy in the activities that they, or their parents and carers choose. Parents have a right to believe that the organisations to which they entrust their children are safe. All organisations have a duty to care for children for whom they provide activities or services, ensuring that they are protected from poor practice and abuse. This policy outlines required practice for anyone offering activities or services to children within Walkley Community Centre.

The key principles of the child protection policy are that:

* The child’s welfare is, and must always be, the paramount consideration
* All children and young people have a right to be kept safe and protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation
* All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
* Working in partnership with other organisations, children and young people and their parents or carers is essential.

**Aims**

* To establish a safe environment for children.
* To ensure that all hirers of the centre understand requirements and guidelines related to safeguarding children and their own responsibilities
* To have regard to legislation and guidelines for safe recruitment in checking the suitability of staff and volunteers to work with children
* To raise awareness of child protection issues

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9. **Lead Safeguarder**

Walkley Community Centre has a designated senior person for child protection (the ‘Lead Safeguarder’) who has received appropriate training and support for this role. The designated person is currently Natalie Allistone. Hirers can contact the Lead Safeguarder to discuss issues and concerns related to child safety and protection.

All hirers are made aware of this designated person; details are included in our standard hire forms. All hirers whose activities involve children or vulnerable adults are sent a copy of this policy for reference.

**2. Hirers’ responsibilities**

Groups and individuals who hire the centre and offer services and activities to children should

* Protect children from physical, emotional or sexual harm and from neglect or bullying
* Ensure that the Child Protection regulations applies to everyone involved in their organisation and event(s) whether in a paid or voluntary capacity
* Appoint a Senior Designated Person to be ‘Lead Safeguarder’; and ensure that they have received appropriate training and support for this role
* Develop a Child Protection Policy and role profile
* Request identification documents for everyone involved in their organisation and event(s) whether in a paid or voluntary capacity, including a DRB Enhanced Disclosure where appropriate
* Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse, and for referring any concerns, to the designated senior person responsible for child protection
* Refer concerns related to Walkley Community Centre’s premises or operation in relation to safeguarding children to the Lead Safeguarder
* Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters
* Keep written records of concerns about children, even where there is no need to refer the matter immediately
* Ensure all records are kept securely
* Develop, then follow procedures where an allegation is made against a member of staff or volunteer in line with guidance

**3. Supervision of children**

Hirers should make appropriate arrangements for the supervision of children on the premises including their entry and exit. This may include the provision of a minimum number of suitably qualified staff who have been subject to the appropriate checks by the Criminal Records Bureau.

Children should not be allowed to climb up on surfaces, such as the stage, or play on the stairs. Care should be taken in the kitchen and in or around the car park. The car park is NOT a play area and children must not play in it when attending activities at the centre. No child should climb on the fire escape.

During the hire period, the premises’ exits may be unlocked to allow access for other individuals or groups. All hirers should ensure that they remain alert to the possibility of unauthorised persons gaining admission to premises and take precautions to ensure that children are adequately supervised at all times.

1. **Regulated activities**

Children who have not reached the prescribed age should be prevented from viewing age restricted films classified by the BBFC.

Hirers should ensure that people under 18 (including staff) are not admitted to entertainment or services that include

* material of an adult or sexual nature
* strong or offensive language
* gambling
* supply of alcohol
* association with drug taking or dealing

**5. Risk assessment**

Walkley Community Centre will carry out 6 monthly risk assessments related to safe provision for children; as well as continuing to provide facilities that meet their license and continually monitoring health and safety on the premises.

Hirers should ensure that they carry out their own risk assessment of activities or services offered; with a focus on safe provision for children. Points of contact for further information and advice are listed below in Section 8.

**6. Monitoring and Evaluation**

Walkley Community Centre Records relating to policy area are kept in the office at Fir Street.

Other organisations should keep records related to this policy area in a safe and secure place.

1. **Review cycle**

This policy will be reviewed annually.

**8. Further information**

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| --- | --- | --- |
| Walkley Community Centre  Lead Safeguarder | Natalie Allistone | 07588 892138 |
| Sheffield Safeguarding Children Board  (Licensing Project) | Julie Hague | 0114 2736753  Julie.hague@sheffield.gov.uk |

**SAFEGUARDING VULNERABLE ADULTS**

The characteristics of adult abuse can take a number of forms and cause victims to suffer pain, fear and distress reaching well beyond the time of the actual incident(s). Victims may be too afraid or embarrassed to raise any complaint. They may be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries.

There may be some situations where victims are unaware that they are being abused or have difficulty in communicating this information to others.

1. **Aim of Policy**

The aim of this policy is to ensure the safety of vulnerable adults when attending any event at Walkley Community Centre or when working in the centre in any capacity, by outlining clear procedures and ensuring that all trustees/directors, volunteers or hirers are clear about their responsibilities.

1. **Responsibilities**

All trustees/directors, volunteers or hirers have a responsibility to be aware of this policy and to report any suspicions that they might have concerning adult abuse.

1. **Definition**

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

* + Is elderly and frail
  + Has a mental illness including dementia
  + Has a physical or sensory disability
  + Has a learning disability
  + Has a severe physical illness
  + Is a substance misuser
  + Is homeless

1. **What is abuse?**

Abuse is a violation of an individual’s human and civil rights by any other person or persons. It can take a number of forms:

* Physical abuse e.g. hitting, pushing, shaking, inappropriate restraint, force-feeding, forcible administration of medication, neglect or abandonment
* Sexual abuse e.g. involvement in any sexual activity against his/her will, exposure to pornography, voyeurism and exhibitionism
* Emotional/psychological abuse e.g. intimidation or humiliation
* Financial abuse e.g. theft or exerting improper pressure to sign over money from pensions or savings etc.
* Neglect or acts of omission e.g. being left in wet or soiled clothing, or malnutrition
* Discriminatory abuse e.g. racial, sexual or religious harassment
* Personal exploitation – involves denying an individual his/her rights or forcing him/her to perform tasks that are against his/her will
* Violation of rights e.g. preventing an individual speaking his/her thoughts and opinions
* Institutional abuse e.g. failure to provide a choice of meals or failure to ensure privacy or dignity

1. **Rights of Vulnerable Adults**

The vulnerable adults have the right to:

* be made aware of this policy
* to have alleged incidents recognised and taken seriously
* to receive fair and respectful treatment throughout
* to be involved in any process as appropriate
* to receive information about the outcome.

1. **Reporting Procedures**

All those making a complaint, allegation, or expression of concern, whether

Trustee/directors, staff, centre users, volunteers or members of the public should be reassured that they:

* will be taken seriously
* their comments will usually be treated confidentially but their concerns may be shared if they or others are at significant risk

If an allegation is made to a trustee/director or any representative at the centre that there is a suspicion of abuse then the Chair should be informed as soon as possible.

The Chair should make a written record of the allegation or suspicion and contact the relevant Agency. If anyone associated with Walkley Community Centre has been told about the allegation of abuse in confidence, they should attempt to gain the consent of the person to make a referral to another agency. However, the gaining of the consent is not essential in order for information to be passed on. Consideration needs to be given to:

* The scale of the abuse
* The risk of harm to others
* The capacity of the victim to understand the issues of abuse and consent

In emergency situations (e.g. where there is the risk or occurrence or severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services must be contacted.

Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately.

**May 2017**