

Chase Meadow Community Centre (CMCC)

Safeguarding Policy

1. Introduction
   1. This policy has been prepared in accordance with current legislation and statutory guidance regarding the needs of at risk adults and children. It replaces any previous policies issued by CMCC relating to child protection and safeguarding.
   2. Every child or adult can be hurt, put at risk of harm, or abused in other ways. The actions we must take to promote their welfare, and protect them from harm is the responsibility of us all. Everyone who encounters adults at risk or children has a role to play.
   3. ‘Looking the other way’ is not an option. Adopting and putting into practice this policy is essential for all staff, member of the managing committee and volunteers at every level.

Purpose and scope of this policy

* 1. The purpose of this policy is to set out the expectations placed on those working and volunteering at CMCC, and to provide information that promotes the safeguarding of all children and adults.
  2. We expect all hirers, groups and individuals to have their own safeguarding policy, written in accordance with current legislation and statutory guidance regarding the needs of at risk adults and children. Hirers must be prepared to surrender their policies for audit to the Centre Manager upon request.

Definition of terms

* 1. This document uses the following definition of terms:
* Abuse – the violation of an individual’s human and civil rights by another person or persons. This includes physical abuse, emotional/psychological abuse, institutional abuse, financial or material abuse, sexual abuse, neglect and acts of omission.
* Child – anyone under the age of 18 years.
* Adult at risk – a person aged 18 years or over who is experiencing or at risk of abuse (including neglect). The term ‘vulnerable adult’ is also used in some documentation.

Where to find this policy

* 1. The latest version of this policy is available at: <https://www.chasemeadowcc.co.uk/>

Approval and review

* 1. The management committee of CMCC has approved this policy for immediate use. It will be reviewed annually by the CMCC management committee.

1. Statement of commitment
   1. We are committed to:

* The care of, nurture of, and respectful treatment of all children and adults.
* The safeguarding and protection of all children and adults.
* The establishing of a safe, caring community which provides a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.
  1. To this end, we will:
* Carefully select, support and train all those with any responsibility within CMCC, in line with Safer Recruitment best practice.
* Respond without delay to every complaint made that a child or adult may have been harmed, cooperating with the police and local authority in any investigation.
* Seek to offer informed pastoral care and support to anyone who has suffered abuse, recognising the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation.
* Seek to protect survivors of abuse from the possibility of further harm and abuse.
* Seek to challenge any abuse of power, especially by anyone in a position of respect and responsibility, where they are trusted by others.
  1. In all of the above:
* We will follow legislation, guidance and recognised good practice.
* We will monitor and regularly review our safeguarding procedures.

1. Safe Recruitment

3.1 Rationale

It is essential that, as an organisation that employs staff and engages volunteers to work with children and adults, CMCC adopts a consistent and rigorous approach in their recruitment and selection processes with the aim of ensuring that those recruited are suitable for such an important and responsible role.

3.2 The purpose of safer recruitment is ultimately to:

* Deter. From the beginning of the recruitment process, it is important to send the right message – that CMCC has a rigorous recruitment process and does not tolerate any form of abuse.
* Identify and Reject. It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
* Prevent and Reject. There are no guarantees that even the most robust safer recruitment process will prevent an inappropriate appointment. However, this does not mean it is too late to act. Ensuring that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers.

3.3 To this end, CMCC is committed rigorous volunteer selection. This process will include:

* A volunteer policy which.
  + demonstrates CMCC's commitment to its volunteer programme and its individual volunteers.
  + ensures consistency and that all volunteers are treated equally and fairly.
  + allows volunteers to know where they stand, offers security, so that they know how they can expect to be treated, and where they can turn to if they feel that things are going wrong.
  + helps ensure that paid staff, senior management and trustees fully understand why volunteers are involved, and what role they have within the organisation.
* Role descriptions which include.
  + the name of the person who the volunteer reports to
  + location and work hours
  + skills and qualifications – essential and desirable
* Volunteer registration forms.
* References to be taken
* DBS checks where appropriate.

Training and advice

3.4 CMCC provide appropriate safeguarding training for all staff and volunteers and all those who work with adults at risk or children. The aim of such training is to equip people with the skills and knowledge needed to ensure effective safeguarding within CMCC.

Managing safeguarding situations

3.5 The CMCC Safeguarding Lead will be the first point of call in managing safeguarding situations which arise at CMCC. Where appropriate, this will include liaising with Reverend David Brown, the Local Authority and representatives from statutory authorities.

1. Responsibilities of CMCC
   1. The Management Committee of CMCC must:

* Formally adopt this policy and file a copy with their minutes.
* Display a Safeguarding Statement and a Childline Poster in CMCC.
* Appoint people to all the roles in the CMCC document entitled Safeguarding Roles within CMCC.
* Ensure that all those authorised to work with adults at risk or children are:
* Recruited in accordance with the Safer Recruitment section of this policy
* Subject to DBS Checks where appropriate.
* Adequately supported and have access to all relevant policies and safeguarding resources;
* Trained appropriately for their roles.
* Ensure that all activities (run directly by CMCC) involving adults at risk or children, have:
* Appropriate insurance cover;
* An Activity Plan and Risk Assessment which is reviewed at least once a year.
* Comply with Data Protection Principles.
* Review the implementation of this policy annually.

**Approved by ………………………………….(Ms Helen Venn) on behalf of the CMCC Management Committee.**

**Dated…………… February 2019**