



Larkhill Centre Community Association

The Larkhill Centre Community Association
Thorley Lane
Timperley
WA15 7AZ

E secretary@larkhillcentre.org.uk

**Subject: - Safeguarding Children, Adults at Risk and Volunteers
(Charity Commission guidance dated 1 June 2022)**

24 January 2024

This document describes the Larkhill Centre Community Association's Safeguarding Policy and provides details of how the Charity will implement the policy.

Our Policy: -

It is our policy to work with the groups using the facilities of the Larkhill Centre to ensure that reasonable steps are taken to protect from harm individuals using the Centre, especially children, 'adults at risk' and volunteers.

Note: - Our policy is based on guidance provided by the Charity Commission under the following headings: -

- Identify and manage risks
- Carry out due diligence reviews
- Ensure suitable policies and practices are in place
- Carry out necessary checks
- Protect volunteers
- Handle and report incidents appropriately.

The policy will assist the Charity to comply with the requirements of its insurance policies. It will inform our Data Privacy, Lone Working and Harassment and Bullying policies and practice.

Continued...

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The Larkhill Centre: 0160-980-0864
(Answerphone service)

www.larkhillcentre.org.uk

Registered Charity No. 1072775





Larkhill Centre Community Association

Definitions: -

Children – Under 18 years old

Adults at Risk, as defined by the Charity Commission –

Individuals aged 18 and over who meet one or more of the following criteria -

Have need of care and support

Are at risk of neglect or abuse

Are unable to protect themselves from those risks.

An adult at risk may –

Be frail

Have an illness affecting their mental and/or physical health

Have a learning disability

Suffer from drug or alcohol abuse.

Implementation: -

Review Charity Commission guidance on this subject at least once a year.

Through a process of self-certification seek to identify those groups that need to ensure that they have effective safeguarding measures in place.

By signing off the self-certification form each group confirms that, where appropriate: –

Risks have been identified and there is a Safeguarding Policy in place.

As necessary, appropriate public liability insurance is in place.

Risks have been identified.

Control measures, including the completion of all necessary checks, have been implemented and are regularly monitored.

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Note - From time to time, the Charity's Safeguarding Lead to whom the Trustees have allocated the task of overseeing the implementation of this policy may seek additional information from a particular group, including the group's plan for putting its own policy into action.

How we support groups and individuals using the Centre as well as fulfilling our duty of care for our volunteers: -

Dealing with enquiries from potential users of the Centre: -

Ensure that through our Enquiry Form a new group records any activities that may involve children and/or adults at risk.

Through the contracting process, confirm that any new group is able to demonstrate that it complies with all aspects of safeguarding children and adults at risk that are relevant to its activities, having a policy in place and implementing that policy effectively.

Working with all groups using the Centre: -

Identify groups to which Safeguarding applies.

Once identified, confirm all necessary checks have been carried out.

Obtain a copy of the group's safeguarding policy and details of processes in place.

Offer support via the Safeguarding Lead and, if necessary, the Safeguarding Lead Trustee, should any concerns be raised.

Offer our help to take any issues to the relevant authorities if invited to do so.

Provide assurance of confidentiality and respect for the wishes of the individuals involved.

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Supporting volunteers: -

Seek to protect volunteers from abuse: -

We will -

Publish descriptions of the role of the Safeguarding Lead and the Designated Safeguarding Trustee.

Advise volunteers how to voice concerns.

Apply the following policies and procedures developed by the charity: -

- Data Privacy
- Lone Working
- Harassment and Bullying
- Whistleblowing

Next formal review by Trustees – 23 January 2025 and then at least annually.

M J Caffrey
Secretary,
Larkhill Centre Community Association

Review history –
7 February 2024 – MCM
6 March 2024 – MCM
3 April 2024 - MCM

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Safeguarding - Attachment 1 – Harassment and Bullying

Sources – HSE, ACAS, NCVO

References – Health & Safety at Work Act, Managing H&S at Work Regulations

Harassment and Bullying – A Definition: -

Behaviour that is –

Offensive, intimidating, malicious and/or insulting.

An abuse of power that undermines or humiliates and can cause emotional or physical harm.

Examples –

Constant criticism

Spreading malicious rumours

'Put-downs' at meeting (major one off or constant)

Exclusion

Verbal and online abuse

Physical assault.

Note –

Harassment and Bullying involving 'Protected Characteristics' is likely to be a crime.

Age, Disability, Gender, Race, Sexual Orientation

Prevention: -

Create a safe and welcoming environment.

Everyone is respected and valued.

Safety of physical space especially important for 'Lone workers'

Lighting, access, CCTV and alarms, signage,

Operate in a way that prevents harm as part of day-to-day activity.

Collaborative, supportive, empathetic

Be able to recognise and report inappropriate behaviour, ensuring all are aware of how to respond to concerns.

Safeguarding Lead => Safeguarding Lead Trustee => Local Protection Board

Determine the level of risk and respond in an appropriate manner at each stage.

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Safeguarding – Attachment 2 - Reporting a Concern and Handling a Complaint

Determine the type of complain or concern in the first instance: -

Formal, informal

Degree of seriousness

Escalation route – Safeguarding Lead, Safeguarding Lead Trustee, External (Local Authority Safeguarding Team). Immediate danger – Police.

Identify source(s) of complaint: -

Individual concerned

Witness(es)

Other.

Provide support for those involved, including 'the accused'.

Ensure fairness and sensitivity.

Determine who should handle the complaint and the level of formality required when handling the complaint.

Early, preparatory discussion with the complainant or person voicing concern.

Is it safe to so? Provide reassurance.

Do not confront the person who is the source of the complaint or concern.

Keep an open mind.

Listen, understand the impact, use sensitive questioning.

Ensure confidentiality especially when it becomes necessary to share information when seeking support. Ensure safety and wellbeing of person at risk. Maintain contact.

Do not investigate at this stage.

Produce step by step records and report to Safeguarding Lead if not already involved.

Facts – Circumstances, direct quotes.

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Safeguarding – Attachment 2 Continued

Safeguarding Lead actions: –

Meet relevant individuals, singly or together.
Compile or accept statements – Agreed by relevant parties.

Produce record of discussions.
Outcomes and recommendations.

Report to relevant authorities - Internal and external.
Outcomes and recommendations
Record agreed actions – What, by whom, when.
Document outcomes.
Learn and implement changes as required.

Important note: -

It is essential that all the activities described above particularly those in bold are carried out in a timely manner.

Whistleblowing regarding complaints and concerns linked to harassment and bullying

Definition –

Whistleblowing - Disclosure of information tending to show that a person is in danger or that someone is endangering another in some way.

Action –

Guarantee anonymity
Protect the whistleblower.
Guide whistleblower to the appropriate person
Guarantee investigation and reply
Gather information, respond and escalate as necessary.

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Safeguarding – Attachment 3 - Some notes on Lone Working

Trustees and Management Committees are regarded as legal entities under health and safety law.

They have no responsibility under the Health and Safety at Work Act for the **activities** organised by those who use the building.

However, they should take reasonable steps to ensure that the following are safe for their expected use: -

- The building
- Access and egress
- Any equipment or substances provided.

Refer to the Health and Safety Executive's risk management checklist.

With respect to Lone Workers

Here defined as Volunteers or Group Leaders operating alone.

Any organisation has a legal duty to ensure that its lone workers are safe and secure when carrying out their duties.

Any control measures should be proportionate to the level of risk, focusing on significant risks with potential to cause real harm.

- What or who might cause harm
- What might trigger an incident.

An example –

If on a winter night the light illuminating the building's external locking mechanism isn't working, then the lone worker closing-up the building may well be at higher risk than if that same task were to be carried out on a bright evening in summer.

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Safeguarding – Attachment 3 Continued

Here are some aspects of lone working to be addressed: -

Calls for help -

Does lone worker know who to call in an emergency?
Other than urgent 999 calls

Dealing with emergencies

Fire, power failure, gas, electricity and water problems
Sudden illness, accidents

Interruptions

Authorised access
Including planned maintenance and emergency repairs
Unannounced visits –
Trustees and committee members
Strangers

Raising awareness

Provision of essential health and safety information
Ensuring deputies/stand-ins are properly briefed.

Responding to concerns

Availability of contact details
Response times and action plans

Involvement – Contributing and improving this aspect of the Larkhill Centre's activities.

END

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Larkhill Centre Community Association
DRAFT FOR APPROVAL

The Larkhill Centre Community Association
Thorley Lane
Timperley
WA15 7AZ

E secretary@larkhillcentre.org.uk

To: - All groups using the Larkhill Centre

From: - Sheila Crane
Safeguarding Lead
Larkhill Centre Community Association (Registered charity – 1072775)

Date: - DD MM 2024 (as part of contract renewal or as appropriate for new groups)

Subject: - Safeguarding Children and Adults at Risk
(Charity Commission guidance dated 1 June 2022)

Please find below a brief description of the Association's safeguarding policy along with a description of how we plan to implement the policy.

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Control measures are in place and are regularly monitored.

From time to time the Safeguarding Lead, to whom the Trustees have given the task of overseeing the implementation of our policy, may seek additional information from a particular group.

S Crane
Safeguarding Lead, LCCA

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