



Larkhill Centre Community Association

The Larkhill Centre Community Association
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Subject: - Safeguarding Children, Adults at Risk and Volunteers 16 February 2026
(Charity Commission guidance, latest update 1 June 2022)

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 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.

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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 effective safeguarding measures are in place.

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

Risks have been identified and control measures are in place as part of a Safeguarding Policy.

As necessary, appropriate public liability insurance is in place.

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

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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 (Our compliance process): -

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 adults at risk.

Contracting: -

Through the contracting process, confirm that any new group demonstrates 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, including any changes since the last review and thereafter monitor performance.

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

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

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. Continued...

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Supporting volunteers: -

Seek to protect volunteers from abuse: -

We will -

Publish a description of the role of the Charity's Safeguarding Lead.

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 review date – 16 February 2026.

M J Caffrey
Secretary,
Larkhill Centre Community Association

Review history –

- 7 February 2024 – MCM
- 6 March 2024 – MCM
- 3 April 2024 – MCM
- 5 March 2025 - MCM
- 4 March 2026 - MCM

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Safeguarding – 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, leading to the involvement of Police and Local Protection Lead.

Age, Disability, Gender, Race, Sexual Orientation

Prevention: -

Create a safe and welcoming environment.

Everyone is respected and valued.

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 => Designated Local Protection Lead => Local Protection Board

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

Create and develop the role of Safeguarding Lead.

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Reporting a Concern and Handling a Complaint

This process is intended to enable any representative of the Charity, in the first instance, to deal with a complaint or concern whether received in person or via any medium.

Determine the type of complaint in the first instance: -

Formal, informal

Degree of seriousness

Identify the likely escalation route – Safeguarding Lead, Designated Trustee, External (Local Authority Safeguarding Team). Immediate danger – Police.

Ensure informed consent is given before proceeding

Identify sources of complaint: -

Individual concerned

Witness(es)

Other.

Provide support for those involved in order to ensure fairness.

Sensitivity.

Determine who should handle the complaint and the level of formality required when handling the complaint having completed the steps described above.

Next steps, follow the formal process below: -

Early, preparatory discussion with the complainant.

Is it safe to do so? Provide reassurance.

Do not confront the individuals involved.

Keep an open mind.

Listen, understand the impact, use sensitive questioning.

Ensure confidentiality especially when it becomes necessary to share information when seeking support. Continued...

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Do produce step by step records.

Report facts to the Safeguarding Lead, describing circumstances and using direct quotes if possible.

Ensure safety and wellbeing of Person at Risk - Maintain contact.

Safeguarding Lead actions –

**Meet relevant individuals, singly or together.
Statements – Agreed by relevant parties.**

**Produce record of discussions.
Outcomes and recommendations.**

**Report to relevant authorities
Internal and external confirming actions taken.**

Important note: -

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

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Whistleblowing linked to harassment and bullying – A Brief Note

Definition of 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.

Lone Working – A Brief Note

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.

Regarding 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.

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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.

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
Does the lone worker know who to contact?

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 Centre's activities. **END**

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