

# Coddington Community Association CIO

Charity Number 1192482

## Safeguarding Policy

Reviewed on March 2<sup>nd</sup>, 2022

### 1. Purpose

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.

This policy defines how Coddington Community Association CIO (Coddington Community Centre) operates to safeguard children, young people and adults at risk of abuse or neglect. We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers, and staff.

### 2. Definitions

**Children and young people** are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors, trustees and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

#### **Adult at risk of abuse or neglect**

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2015:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

### 3. Persons affected

- All trustees, volunteers, and staff
- All those attending any activity or service that is being delivered from the centre property
- All visitors and contractors

### 4. Policy principles

There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation, and mistreatment. All citizens of the United

Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

Coddington Community Association CIO (Coddington Community Centre) has a zero-tolerance approach to abuse.

Coddington Community Association CIO (Coddington Community Centre) recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

Coddington Community Association CIO (Coddington Community Centre) is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

Coddington Community Association CIO (Coddington Community Centre) is aware of the work of their local safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of adults vulnerable from abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

Coddington Community Association CIO (Coddington Community Centre) is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount
- All children, young people and adults at risk have the right to protection from abuse
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

## **5. Procedures**

a. All trustees will have signed the Statement of Eligibility form for trustees which includes a declaration that they have no convictions in relation to abuse. (Appendix 1)

b. All trustees will familiarise themselves with safeguarding responsibilities, undertake training on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation and ensure that they understand the principles set out in this policy at 3 above.

c. All members of the Committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.

d. All members of the Committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.

e. The Committee will follow safe recruitment practices.

f. The Clerk will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency. The named person is Marion Fox Goddard.

g. All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation a concern about the quality of care or practice or a complaint - Details in Appendix 2. An allegation may relate to a person who works with children or adult at risk who has:

- behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
- possibly committed a criminal offence against or related to a child or adult at risk; or
- behaved towards a child or children or adult at risk in a way that indicates they may pose a risk of harm to children.

h. The Clerk will ensure that all hirers of the centre have signed a hiring agreement.

This will require all hirers who wish to use the centre for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).

i. The Committee will carry out an annual review of this policy.

# Appendix 1: Statement of Eligibility form



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustee Eligibility Declaration

PLEASE COMPLETE USING BLOCK CAPITALS AND BLACK INK (complete additional forms if you have more than 4 trustees)

**Organisation name** (Your organisation name as it appears in your governing document)

**Total number of trustees your organisation has**

Trustee 1	Trustee 2	Trustee 3	Trustee 4																																																																
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**Working with vulnerable groups**

Tick this box if your organisation works with vulnerable people (including children) and you declare that you have:

- Read and understood the Charity Commission’s safeguarding guidance
- Carried out all trustee eligibility checks the law requires and on the basis of those checks are satisfied that the people acting as trustees are both eligible and suitable to act as trustees of this charity

**Corporate Trusteeship**

Tick this box if your organisation has a corporate trustee (another organisation which acts as trustee such as a local authority) and its directors are making this declaration)

**Personal benefit**

If your organisation pays (or will pay) any trustee for being a trustee OR any trustee or person connected to them for providing goods and services, you declare that this will:

- be in the organisation’s best interests
- be lawful and authorised
- help the organisation carry out its purposes (or be a necessary by-product of it carrying out its purposes)

**You also declare that:**

- the information you provide to the Charity Commission is true, complete and correct
- you understand that it’s an offence under section 60(1)(b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information
- your organisation’s funds are held (or will be held) in its name in a bank or building society account in England or Wales
- you will comply with your responsibilities as trustees - these are set out in the Charity Commission guidance ‘The essential trustee (CC3)’
- (if applicable) the primary address and residency details you provide in a charity registration application are correct and you will notify the Charity Commission if they change

\* [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/820804/Disqualification\\_Reasons\\_Table\\_v2.odt](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/820804/Disqualification_Reasons_Table_v2.odt)

**Trustee eligibility and responsibility**

By completing and signing this form, you declare that you:

- are willing to act as a trustee of the organisation named above
- understand your organisation’s purposes (objects) and rules set out in its governing document
- are not prevented from acting as a trustee because you:
  - have an unspent conviction for one or more of the offences listed here\*
  - have an IVA, debt relief order and/or a bankruptcy order
  - have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
  - have been removed from being in the management or control of any body in Scotland (under relevant legislation)
  - have been disqualified by the Charity Commission
  - are a disqualified company director
  - are a designated person for the purposes of anti-terrorism legislation
  - are on the sex offenders register
  - have been found in contempt of court for making (or causing to be made) a false statement
  - have been found guilty of disobedience to an order or direction of the Charity Commission

## Appendix 2:

### [Safeguarding children - Multi-Agency Safeguarding Hub \(MASH\) | Nottinghamshire County Committee](https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash)

<https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash>

Home > Care > Safeguarding > Safeguarding children - Multi-Agency Safeguarding Hub (MASH)



## Safeguarding children - Multi-Agency Safeguarding Hub (MASH)

If you think a child is at risk of abuse, please report this to us via our form. If you have urgent concerns for a child, or suspect that a child has been abused in any way, please call us immediately on 0300 500 80 80 (if you are a member of the public) or 0300 500 80 90 (if you are a professional). If you require an urgent response outside of working hours (08:30-17:00), contact the Emergency Duty Team (EDT) on 0300 456 4546. In an emergency call 999. To report a crime call 101.

- [What is a safeguarding concern?](#)
- [Non-safeguarding concerns](#)
- [Report a new concern about a child](#)

### Multi-Agency Safeguarding Hub

- [What is the Multi-Agency Safeguarding Hub?](#)

### Nottinghamshire Safeguarding Children Partnership (NSCP)

The Nottinghamshire Safeguarding Children Partnership(NSCP) provides the safeguarding arrangements under which the safeguarding partners and relevant agencies work together to coordinate their safeguarding services.

The partnership is responsible for identifying and responding to the needs of children in Nottinghamshire, commissioning and publishing local child safeguarding practice reviews and providing scrutiny to ensure the effectiveness of the safeguarding arrangements. The NSCP provides interagency safeguarding children procedures and guidance as well as a programme of multi-agency training including e-learning, workshops and seminars.

- [Nottinghamshire Safeguarding Children Partnership](#)

### Policies, procedures and guidance

- [Policies, procedures and guidance](#)

### Notts Help Yourself Directory

Get support from other agencies and organisations.

- [Notts Help Yourself Directory](#)

### Concerns relating to an adult

- [Report safeguarding concerns relating to an adult](#)

### Contact

Due to the current situation with Covid-19 and the high volume of referrals that the MASH is receiving, please only telephone the MASH if your referral is urgent, requiring a Social Worker to visit the child today.

For referrals that are not urgent, please submit an online form, which will be read on the working day of receipt.

## Report abuse or neglect of an adult

This service is for

### Members of the public

Abuse can happen anywhere - in a residential or nursing home, a hospital, in the workplace, at a day centre or educational establishment, in supported housing, in the street or in the person's own home.

In an emergency call 999. To report a crime call 101. Otherwise please use the online form linked below to report an adult safeguarding concern.

If you are a professional, visit our [report abuse or neglect as a professional page](#).

[Report abuse or neglect now](#)

### Alternative ways to do this

If you are a member of the public and have concerns about an adult at risk, you can also call us on 0300 500 80 80 to discuss your concerns. You can report abuse anonymously.

In an emergency outside of these hours, contact the Emergency Duty Team on 0300 456 4546.

- Read the [Easy Read Version of the guidance](#) <sup>1</sup>[PDF]