



# Magor and Undy Community Hub

## Safeguarding Policy

### Safeguarding Referral Flowchart

What to do if a child, young person or an adult at risk of harm tells you about a possible abuse or you have a concern

A referral or concern should be reported to your safeguarding Lead.

**DO**  
LISTEN  
REASSURE  
RECORD

**DON'T**  
PROMISE NOT TO TELL ANY-  
ONE  
ASK LEADING QUESTIONS  
EXPRESS DISBELIEF

Your safeguarding Lead will contact adult safeguarding team on 01291 638928 Or Child Duty Team on 01291 635669

If you believe the person is at immediate risk, contact the Police and then update your Safeguarding Lead.

**Doing nothing is NOT an option!**  
**Safeguarding is Everyone's Business**

## **Safeguarding Policy**

- The Trustees recognise that children, young people and adults who may be at risk due to age illness or disability, may use our facility. We therefore endeavour, always, to provide services and activities that minimise risk and are as safe as we can make them.
- We aim to protect our service users from harm or maltreatment, prevent the impairment of health or development, ensure the provision of safe and effective care, promote people's life chances, and ensure children enter adulthood successfully as far as is within our means.
- We will work in partnership with other local / national agencies to put in place appropriate procedures for reporting, making referrals, accessing training and specialist reports, as and when required.
- We will ensure that those service users, who hire the facility formally, accept the terms and conditions of hire of the Hub (which includes our safeguarding policy) and recognise the duty of care they have, to those in their care whilst on our premises.
- All organisations using the Magor & Undy Community Hub should have a Safeguarding Policy in place as per our terms and conditions. In the event of concern or incident, they should follow their own policy and procedure, reporting only if appropriate to the Magor & Undy Community Hub's Safeguarding Lead Officer as per GDPR legislation.
- We are committed to the following:
  - We undertake to exercise proper care in the appointment and selection of all trustees, particularly those that may work with young people.
  - Implementing the requirements of legislation in relation to people with protected characteristics.
  - We will regularly review our procedures in response to changes in legislation and systems external to our organisation.
  - We are committed to supporting our Safeguarding Lead Officer and deputies in their work, and action they may need to take in order to protect people.
  - Providing support, where possible, for those affected by abuse, but will refer the individual to the most appropriate service should this be deemed more suitable.
  - We recognise safeguarding is everyone's responsibility.

## **Safeguarding Lead Officer**

- Our appointed Safeguarding Officer is Kari Davies, who will be available to all trustees and service users to speak to when they have any concerns, issues or complaints regarding the safety, well-being or conduct of service users or committee members.
- The safeguarding officer and her deputies (in the event she is not contactable) will have access to appropriate training to support them in these roles. They will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records and keep confidentiality, adhere to and promote this policy within the organisation, and support or provide access to support for individuals suffering harm or abuse.

### **Awareness of harm and abuse in our organisation.**

- Harm is caused by accidents, deliberate abuse (physical, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes, or a failure to enable a person to participate in activities that are open to most of their peers.
- All incidents of harm to anyone involved in our service will require an appropriate response to reduce risks and improve our service. Deliberate acts of harm (sexual, physical, emotional and financial) and neglect, are abuses against the person and will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies and the Disclosure and Barring Service (DBS) if in regulated activity.

### **Significant harm.**

- Significant harm is the accepted point at which it is appropriate to refer the situation to statutory agencies.
- Where there is risk of significant harm to our service users, or members, the Safeguarding Officer and deputies are empowered to act accordingly.
  - To log all conversations regarding the issue.
  - To sign and request signatures on reports and statements.
  - Confidentially seek advice from expert sources.
  - Share concerns (with consent where required and appropriate) internally with the Chair of our trustees.
  - Share concerns and make referrals to external agencies such as Social Services, the Police or NSPCC, as appropriate to the circumstances.
  - Make a referral to the Disclosure and Barring Service regarding committee members or volunteers in regulated activity whose conduct is harmful to service users.

### **Confidentiality.**

- There is nothing in legislation that prevents the sensible sharing of relevant information to prevent harm to an individual or to assist in the prevention or detection of a crime.
- Personal information on all personnel and service users will be kept securely and not shared, unless there is reason to do so. Committee members understand that any personal information they may learn about trustees or service users in the course of their work should not be discussed outside the organisation.
- We will communicate this policy to all committee members and service users.
- We support and encourage all trustees and service users to speak up and contact the named Safeguarding Officer or deputy, where there is a concern (a worry, issue or doubt about practice or treatment of a service user or trustee) or a disclosure (information about a person at risk of or suffering from significant harm), or an allegation (the possibility that a trustee or service user could cause harm to a person).

## **Reporting**

- Trustees or service users can report things that aren't right, are illegal or if anyone is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing.
- In the first instance they should speak with the Safeguarding Officer, Kari Davies, or her deputies when she is not contactable.
- We would prefer our members and service users to use internal processes whenever possible to make a report as above, but this does not prevent them from making a report or referral to statutory agencies such as Social Services or the Police, independently, as a private individual.
- We also support our staff or volunteers to raise concerns or to disclose information, which they believe shows malpractice - whistleblowing (disclosure in the public interest).

### **Safeguarding Lead Officer**

Kari Davies Tel. 07761 843165 email: [manager@magorandundychub.org](mailto:manager@magorandundychub.org)

### **Deputy Safeguarding Officers**

Linda Squire Tel. 07714 342045 email: [lasquire@live.co.uk](mailto:lasquire@live.co.uk)

Sally Raggett Tel. 07833 963816 email: [sally\\_raggett@hotmail.com](mailto:sally_raggett@hotmail.com)

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Next review- March/April 2024