TOM ROBERTS ADVENTURE CENTRE LTD

SAFEGUARDING POLICY

Tom Roberts Adventure Centre Ltd believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to ensure that its working practices minimise the risk of abuse to those less able to protect themselves from harm or exploitation.

**Aim of the Policy**

The specific aim of this policy is to outline the practice and procedures for both paid staff and volunteers of Tom Roberts Adventure Centre Ltd to enable them to contribute to safeguarding the welfare of their users.

**We recognise that: -**

* The welfare of the child, young person or vulnerable adult is paramount in all the work we do and in all the decisions we take.
* Abuse can present in a number of ways. In the case of children, they often fall into the categories of neglect, emotional abuse, sexual abuse and/or physical abuse. In the case of vulnerable adults, abuse often falls into the categories of physical, sexual, financial, psychological, discriminatory, neglect or acts of omission, organisational, self-neglect, domestic abuse and/or modern slavery. <https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf>
* Everybody, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, identity, including any other protected characteristics outlined under the 2010 Equality Act have the right to equal protection from discrimination or abuse.
* It is essential to work in partnership and ensure good communication with others, including relatives, carers and other appropriate agencies, to promote and secure the welfare of those affected by our work.
* In order for the welfare of the vulnerable to be safeguarded, all trustees, staff and volunteers of Tom Roberts Adventure Centre Ltd must be aware of and fulfil their individual and organisational responsibilities in their work according to legal requirements, their job descriptions and TRAC Code of Conduct for Employees & Volunteers.

**Tom Roberts Adventure Centre Ltd will seek to safeguard all children, young people and vulnerable adults who use their facilities by: -**

* Valuing, listening to and respecting their feelings, wishes and beliefs.
* Adopting working practices that always protect both the vulnerable person and the Tom Roberts Adventure Centre Ltd trustee, member of staff or volunteer from harm or abuse. All paid workers and volunteers will receive a Safeguarding Handbook.
* Providing the appropriate level of safeguarding training to Tom Roberts Adventure Centre Ltd staff and volunteers who work directly with children and safeguarding information to all trustees and other staff, and volunteers to ensure they
* Understand what safeguarding is and their role in safeguarding children/ vulnerable adults.
* Can recognise when a child/ vulnerable adult potentially in need of safeguarding and take action.
* Understand how to report a safeguarding alert.
* Understand dignity and respect when working with children/ vulnerable adults.
* Recruiting or appointing paid, volunteer or contract staff by safe and equitable processes ensuring appropriate references are taken up and conducting Disclosure and Barring Service checks where necessary.
* Sharing information about safeguarding and good practices with trustees, staff, volunteers, relatives, carers and others as appropriate.
* Sharing any concerns with external agencies who need to know and involving relatives and others when required.
* Ensuring appropriate records of dates, times, those involved and what actions are taken relating to instances of alleged or actual harm or abuse are kept in a secure format. These will be followed up as necessary, reported as required and are reviewed to support any examinations of trends or repeat instances to enable, if appropriate, safer working practices to be adopted.
* All records concerning safeguarding concerns shall be stored correctly in a locked filing cabinet or on a password protected computer.

**Reporting a concern**

* All concerns must be recorded in writing at the earliest possible opportunity. It is imperative that recordings remain factual, using direct quotes and physical evidence wherever possible as these may be required in a court of law. See Appendix A.

All incidents must be reported to one of the TOM ROBERTS ADVENTURE CENTRE LTD Safeguarding Officers at the earliest possible opportunity who are:-

|  |  |  |
| --- | --- | --- |
| **Rebecca Cole** (Trustee & Lead Safeguarding Officer) | 07917619035 | re\_roberts@hotmail.com |
| **Paul Jones** (Trustee & Deputy Safeguarding Officer) | 01531 89291807835937510 | pj.hillview77@gmail.com |
| **Joe Aldridge** (TRAC Centre Manager) | 01531 822606 | manager@tracnewent.org.uk |

* The Safeguarding Officer will endeavour to keep the person(s) that recorded the concern updated with any resulting action that will take place.
* For additional advice on an urgent safeguarding concern, please contact:
	+ Thirty One: Eight: 0303 0003 1111
	+ Adult Social Care Help Desk: 01452 426868 8.00am to 5pm Monday to Friday or socialcare.enq@gloucestershire.gov.uk
	+ The Multi-Agency Safeguarding Hub (MASH): **01452 42 6565 (Mon –Fri 9am -5pm)** or childrenshelpdesk@gloucestershire.gov.uk Out of Hours: **01452 614194**
* For additional advice on a non-urgent safeguarding concern, please contact a Community Social Worker on **01452 42 6263**

**Confidentiality and Information Sharing:**

Information should be shared (usually by a TRAC Safeguarding Officer but by the person who the allegation has been made to if none of these are contactable) with the Local Authority if a child or vulnerable adult is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed**.

In all other situations, Tom Roberts Adventure Centre Ltd expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

NOTE: some examples of abuse are criminal offences and must be reported to the police

**NOTE: any complaint about Tom Roberts Adventure Centre Ltd will be dealt with through the Complaints Policy as well as by any safeguarding requirements.**

**Whistleblowing**

* Where an allegation is made against another member of staff, trustee or volunteer of TOM ROBERTS ADVENTURE CENTRE LTD, a written record of the concern must be presented to the most senior member of staff or trustee that isn’t directly involved in the concern.
* If this allegation relates to a concern involving children then contact should be made with the **Local Authority Designated Officer (LADO) on 01452 426994** who will advise on what to do next.
* The person making the allegation must be kept informed about any subsequent actions that take place as a result of their concern.

**In summary**

* It is the primary responsibility of the trustee, employee or volunteer to protect the vulnerable person if they are at risk and to protect themselves
* Each trustee, employee or volunteer has a duty to take action
* Nobody should have to cope alone with issues of harm or abuse

**Policy review**

* This policy shall be reviewed on an annual basis or in response to legislation changes and/or government guidance.

APPENDIX A

**TRAC SAFEGUARDING - Report form for a concern or allegation**

|  |  |
| --- | --- |
| **Name of person reporting the concern/allegation** |  |
| **Date and time of the report** |  |
| **Date and time of the concern/allegation** |  |
| **Name of the person who the concern is about/who made the allegation** |  |
| **Please record the nature of the concern/allegation in as much detail as possible. Where possible, record word for word what was said. Use an additional sheet if necessary – please sign, date and print your name on any additional sheets used.** |
| **Signed (person reporting the concern/allegation)** |  |
| *For office use only:**Action taken* |
| *Signed:* | *Print name* |
| *Role* |