

# Leatherhead Community Association

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[www.leatherheadca.org.uk](http://www.leatherheadca.org.uk)



## CHILDREN AND ADULTS SAFEGUARDING POLICY

Approved by council: October 2023 (Next Review: October 2024)

Safeguarding is a priority for the Leatherhead Community Association who are committed to the safeguarding of children and adults in line with relevant legislation (The Children Act 2004, The Care Act 2014), including the safe recruitment of volunteers and paid workers.

### 1. Purpose:

The Association is committed to the welfare of children and adults and aims to provide a welcoming safe environment for all who visit its premises and are involved in its activities. The purpose of this policy is outline the responsibilities of the Association in relation to safeguarding of children and adults.

The Association is firmly committed to the belief that children and adults have a fundamental right to live free from harm and abuse, and fully recognise their responsibility in the protection of children and adults with care and support needs. The safety and protection of all vulnerable people with whom the Association is connected is paramount and has priority over all other interests, unless life is at imminent risk.

### 2. Definitions:

Children and young people are defined as those persons aged under 18 years old.

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 (NSPCC)

Adults at risk of abuse or neglect are defined as someone over the age of 18 years old who:

- 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 him/herself against the abuse or neglect or the risk of it. (Care Act 2014).

The Association recognises that it is the responsibility of its employees, trustees and volunteers to prevent the abuse of children or adults, and to report any safeguarding concerns in line with policy. Working with the hirers of its facilities, the Association recognises its responsibility to implement and regularly review its procedures to minimise the risk of abuse occurring.

### 3. Persons Affected

This policy forms part of the Terms and Conditions of Employment and applies to all employees, trustees and volunteers or anyone working on behalf of the LCA. Its purpose is to protect the safety of all children and adults using the Association's facilities, resources and activities, actively promoting awareness, good practice and sound procedures.

### 4. Responsibilities

#### **Hirers:**

DBS: It is the responsibility of the hirer to provide the Administrator and Trustees with a copy of their current

DBS certification

Safeguarding Policy: Hirers are responsible for having their own Child/Adult safeguarding policy in place, and must provide a copy of this on request.

Chaperone: As the Institute is used by multiple hire groups and has open access to the general public the Association recommends that best practice is to have two adults accompanying children at all times when in the building; it is essential that any young child must be accompanied by at least one adult at all times.

### **Association:**

DBS: It is the responsibility of the Association to ensure that if there are any employees, trustees or volunteers involved in regulated or intensive contact with children or adults then a relevant DBS check (standard or enhanced) must be completed, and associated policy and procedures are updated.

## **5. Procedures**

### **Reporting a concern**

Safeguarding is everyone's responsibility and all employees, trustees or volunteers have a duty to report any safeguarding concerns immediately to either the Administrator or the Chairman.

All safeguarding concerns will be taken seriously, and it is the responsibility of the Administrator or the Chairman to raise any concerns to the local authority following the Surrey County Council safeguarding adults and children's process using the contact details below.

Concerns for an adult:

- **Telephone:** [0300 470 9100](tel:03004709100)
- **Online:** [Adult Safeguarding Referral online form](#). If you would like a Microsoft Word version of this form, please email us using the following address:
- **Email:** [ascmarsh@surreycc.gov.uk](mailto:ascmarsh@surreycc.gov.uk) (available 9am to 5pm, Monday to Friday)
- **Textphone (via Text Relay):** 18001 0300 200 1005
- **SMS:** 07527 182 861 (for the deaf or hard of hearing)
- **VRS:** [Sign Language Video Relay Service](#)
- **Out of hours: Emergency Duty Team 01483 517898**

Concerns for a child:

- **Telephone:** [0300 470 9100](tel:03004709100)
- **Email:** [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk) (available 9am to 5pm, Monday to Friday)
- **Textphone (via Text Relay):** 18001 0300 200 1005
- **SMS:** 07527 182 861 (for the deaf or hard of hearing)
- **VRS:** [Sign Language Video Relay Service](#)

[Safeguarding adults - report abuse or neglect - Surrey County Council \(surreycc.gov.uk\)](#) – Website link

### **Confidentiality**

All employees, trustees and volunteers have a responsibility to maintain confidentiality wherever possible, however it is recognised that information sharing is an essential part of safeguarding adults and children. Confidentiality can be overridden when ensuring the safety of children and adults with care and support needs.