



Haunchwood Road, Nuneaton, CV10 8DY
(024) 76388507

info@stockingfordcc.org

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THE 'FORD Community Centre

Safeguarding Policy

1. Policy Statement

THE 'FORD Community Centre is committed to creating and maintaining a safe, welcoming and inclusive environment for all children, young people and adults at risk who engage with our activities, services, staff, volunteers, trustees and partner organisations.

We recognise our responsibility to safeguard and promote the welfare of children, young people and adults at risk and are committed to protecting them from abuse, neglect, exploitation and harm.

Safeguarding is everyone's responsibility. All trustees, staff, volunteers, contractors and session leaders are required to uphold this policy and act appropriately if they have concerns about the welfare or safety of any individual.

We believe that everyone has the right to be protected regardless of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Political opinion or affiliation



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- Socio-economic background

The welfare of the child, young person or adult at risk is paramount in all decisions and actions taken by the organisation.

2. Purpose

This policy aims to:

- Protect children, young people and adults at risk who use our services.
 - Provide staff, trustees and volunteers with clear guidance on safeguarding responsibilities.
 - Ensure concerns are recognised, recorded and reported appropriately.
 - Promote a culture where safeguarding is embedded throughout the organisation.
 - Meet our legal and regulatory responsibilities.
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3. Legal Framework

This policy is informed by relevant legislation and guidance including:

- Children Act 1989 and 2004
- Care Act 2014
- Working Together to Safeguard Children (latest edition)
- Keeping Children Safe in Education (where applicable)
- Human Rights Act 1998
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Safeguarding Vulnerable Groups Act 2006



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- **4. Scope**

This policy applies to:

- Trustees
- Staff
- Volunteers
- Sessional workers
- Contractors
- Partner organisations delivering activities on behalf of THE 'FORD Community Centre

The policy applies whenever individuals are acting on behalf of the organisation.

5.Types of Abuse

Safeguarding concerns may include, but are not limited to:

Children

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child exploitation
- Online abuse
- Domestic abuse exposure
- Radicalisation and extremism



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Adults at Risk

- Physical abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Neglect and acts of omission
- Self-neglect
- Domestic abuse
- Discriminatory abuse
- Organisational abuse
- Modern slavery

All concerns will be taken seriously and responded to promptly.

6. Roles and Responsibilities

Trustees

The Board of Trustees has overall responsibility for ensuring:

- Appropriate safeguarding policies are in place.
- Safeguarding risks are monitored and managed.
- Adequate resources are available for safeguarding training and implementation.
- Safeguarding remains a standing governance priority.

Designated Safeguarding Leads (DSLs)

The organisation has appointed:



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Helen Crutchley – Designated Safeguarding Lead

John Price – Deputy Safeguarding Lead

The Designated Safeguarding Lead is responsible for:

- Receiving safeguarding concerns.
- Maintaining safeguarding records.
- Liaising with statutory agencies.
- Supporting staff and volunteers.
- Ensuring safeguarding procedures are followed.
- Reporting significant safeguarding matters to trustees.

The Designated Safeguarding Lead does not investigate allegations of abuse but ensures concerns are referred appropriately.

Staff and Volunteers

All staff and volunteers must:

- Read and comply with this policy.
- Complete required safeguarding training.
- Remain vigilant to signs of abuse or neglect.
- Report concerns immediately.
- Maintain appropriate professional boundaries.
- Cooperate with safeguarding investigations and enquiries.

7. Safer Recruitment

THE 'FORD Community Centre is committed to safer recruitment practices.

Where appropriate, recruitment procedures will include:



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- Application and interview processes.
- Verification of identity.
- At least two satisfactory references.
- Right to work checks where applicable.
- Disclosure and Barring Service (DBS) checks where roles meet eligibility criteria.
- Safeguarding induction for all new staff and volunteers.

No individual will begin regulated activity until required safeguarding checks have been completed.

8. Training

The organisation will ensure that:

- All staff; trustees and volunteers receive safeguarding awareness training.
- Designated Safeguarding Leads receive enhanced safeguarding training.
- Refresher training is undertaken regularly.
- Staff and volunteers understand reporting procedures and professional boundaries.

9. Reporting Safeguarding Concerns

Any safeguarding concern, allegation, disclosure or suspicion must be reported immediately to the Designated Safeguarding Lead.

If a child or adult at risk is in immediate danger:

Call 999 immediately.

If a disclosure is made:

- Listen carefully.



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- Remain calm.
- Do not promise confidentiality.
- Reassure the individual they have done the right thing.
- Record what was said as accurately as possible.
- Report the concern immediately.

Staff and volunteers must not investigate concerns themselves.

10. Managing Allegations Against Staff, Volunteers or Trustees

Any allegation involving a member of staff, volunteer, trustee or person in a position of trust must be reported immediately to the Designated Safeguarding Lead.

Appropriate referrals may be made to:

- Police
- Local Authority Designated Officer (LADO)
- Children's Services
- Adult Social Care
- Disclosure and Barring Service (DBS)

The welfare of the child, young person or adult at risk will remain the primary consideration throughout any process.

11. Confidentiality and Information Sharing

Information will be handled sensitively and in accordance with data protection legislation.

Information will only be shared on a need-to-know basis. However, safeguarding concerns will be shared with relevant agencies where necessary to protect an individual from harm.

Safeguarding concerns take precedence over promises of confidentiality.



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12. Record Keeping

The organisation will maintain accurate safeguarding records.

Records will:

- Be factual and objective.
- Include dates, times and actions taken.
- Be stored securely.
- Be accessible only to authorised personnel.
- Comply with Data Protection legislation.

Records may be shared with statutory agencies where required.

13. Safeguarding Contacts

Internal Contacts

Helen Crutchley – Designated Safeguarding Lead

Tel: 02476 388507

John Price – Deputy Safeguarding Lead

Tel: 02476 388507

Emergency Services

Emergency: 999

Non-Emergency Police: 101

Warwickshire Contacts

Children's Multi-Agency Safeguarding Hub (MASH)

Office Hours: 01926 414144

Out of Hours: 01926 886922



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Adult Social Care

01926 412080

Warwickshire LADO

01926 745376

lado@warwickshire.gov.uk

Coventry Contacts

Children's Services

02476 788555

Emergency Duty Team

02476 832222

Adult Safeguarding

02476 833003

Solihull Contacts

Children's MASH

Office Hours: 0121 788 4300

Out of Hours: 0121 605 6060

Adult Social Care

0121 704 8007

14. Policy Review

This policy will be reviewed annually or sooner if:

- Legislation changes;
- National safeguarding guidance changes;



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- A safeguarding incident identifies a need for review.

All staff, volunteers and trustees will be informed of any amendments.

Approved by the Board of Trustees

Date: April 2026

Review Date: April 2027