



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

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[www.stockingfordcc.org](http://www.stockingfordcc.org)

## **THE 'FORD Community Centre** **Safeguarding policy**

### **1. Policy Commitment:**

At THE 'FORD Community Centre we have a responsibility to safeguard the most vulnerable within our community. All staff, volunteers, trustees and centre users are to be made aware of this policy and abide by it.

THE 'FORD Community Centre is committed to safeguarding all children, young people and adults at risk that we come into contact with. We believe that all children, young people and adults at risk have an equal right to protection from abuse regardless of their:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy
- Maternity
- Race
- Religion
- Political allegiance
- Sex
- Sexual orientation

We consider the welfare of the child/young person/ adult at risk to be paramount. Children, young people, and adults at risk who access or who are involved in our services should:

- Be made aware of this policy.
- Have alleged incidents, recent or historically recognised, and taken seriously
- Receive fair and respectful treatment throughout.
- Be involved in any process as appropriate.

All suspicions and allegations of abuse will be taken seriously, and investigations will be undertaken swiftly so that appropriate and required action is taken as soon as possible.



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THE 'FORD Community Centre equips our staff, committee members, trustees and volunteers to make informed and confident decisions regarding safeguarding aligned to our policy and procedures.

THE 'FORD Community Centre ensures our staff, committee members, trustees and volunteers receive training on safeguarding awareness and our policy and procedures.

THE 'FORD Community Centre, our staff, committee members, trustees and volunteers are competent in dealing with all aspects of safeguarding in relation to referral to the relevant external agencies.

We expect everyone (staff, committee members, trustees, and volunteers) to have read, understood and adhere to this policy and related procedure.

## **2. Roles and Responsibilities:**

THE 'FORD Community Centre has a Designated Person who is responsible for safeguarding and child protection. This is Helen Crutchley, and in their absence, the role will be undertaken by the manager.

The role of the Designated Person is to assume overall responsibility for safeguarding across the organisation.

It is not the role of the Designated Person or THE 'FORD Community Centre to decide whether abuse has taken place or not. It is therefore vital that staff, committee members, trustees and volunteers raise all cases of suspected or alleged abuse in line with the procedures identified in this policy as there may already have been concerns expressed by other staff, committee members, trustees, volunteers and failure to report concerns may put children, young people, and adults at risk. Details of concerns and actions taken should be shared with the board at the earliest convenience.

## **3. Reporting Incidents**

All allegations or suspicions must be treated seriously and reported to the Designated Person for safeguarding as soon as possible and logged accordingly.

The designated person for safeguarding will then devise an appropriate plan of action.

The exact nature of the action taken will be determined by the individual circumstances, but it may include the involvement of external authorities, such as the Multi-Agency Safeguarding Hub (see section 5 contact details).

Any allegation made against a person in a position of trust (group leader, volunteer, staff member) should be reported to the designated person for safeguarding



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immediately. The matter will be investigated and appropriate action taken. This may include the involvement of outside agencies, who can support and advise on next steps, including but not limited to:

- Police
- Nuneaton and Bedworth Borough Council
- Warwickshire Local Authority Designated Officer
- Coventry Local Authority Designated Officer
- MASH

If a disclosure of abuse is made by an organisation user, care should be taken to explain to them the procedure that will be followed and they should be told that it may not be possible for THE 'FORD Community Centre to maintain confidentiality.

#### **4. Good Practice**

##### ***a. Recruitment, Induction and Training***

All staff, committee members, trustees and volunteers working or volunteering directly with children, young people or adults at risk are carefully recruited in line with good recruitment practices, to include:

- At least two verified references
- Have full and up-to-date criminal record checks if their role meets the eligibility criteria outlined by the Disclosure and Barring Service.
- Familiarisation with the Safeguarding Policy and accompanying procedures.
- Receive appropriate training and are provided with up-to-date and relevant information and guidance.
- Are provided with support appropriate to their responsibilities in relation to safeguarding, and their requirement to maintain safe relationships, including a code of behaviour and that all staff and volunteers should be knowledgeable in the consequences of breaching that code and how it links to disciplinary and grievance procedures.
- Are aware of their role in respect of the disclosure or discovery of abuse and how to report the disclosure or discovery of abuse to the Designated Person for safeguarding.

##### ***b. Record Keeping:***

- Any concerns will be recorded in writing and kept in a locked drawer to comply with data protection legislation.



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- Records should only include contacts and referrals made, including date, time, reason and referral agency.

THE 'FORD Community Centre will assist other relevant organisations, as far as it is able, during any investigation of a safeguarding incident. This will include disclosing written and verbal information and evidence.

#### **c. Client Disclosures**

- Reassure the person they have done the right thing
- Make notes as soon as practically possible
- Inform the person what steps will be taken next - including sharing information with others speak to the Designated Person responsible for safeguarding within your organisation

#### **4. Contact Details**

If a child/adult at risk is in immediate danger you should contact the police on 999 or 101

For all other concerns, the Designated Safeguarding person is responsible for contacting the appropriate agency:

*Designated officers:*

Nuneaton and Bedworth Borough Council Safeguarding Officer – 02476376333

Warwickshire Local Authority Designated Officer – 01926 745376

[lado@warwickshire.gov.uk](mailto:lado@warwickshire.gov.uk)

Coventry Local Authority Designated Officer 02476978499 [lado@warwickshire.gov.uk](mailto:lado@warwickshire.gov.uk)

*Warwickshire Numbers:*

- Concerns about a child or young person:  
Warwickshire's MASH should be contacted on 01926 414144 during office hours and 01926 886922 outside of normal office hours.
- Concerns about an adult at risk within Warwickshire:  
the matter should be reported to the Adult Social Care Team on 01926 412080.

*Coventry contact numbers:*

- For concerns for a child or young person contact the duty social worker (out of office hour) 02476 832222. If there is no immediate danger or you need advice or information, you should call the Referral and Assessment Service on 024 7678 8555.
- Concerns relating to adults should be referred to adult safeguarding on 024 7683 3003.

*Solihull contact numbers:*

- Concerns about a child or young person:



BRINGING PEOPLE TOGETHER

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Solihull's MASH should be contacted on 0121 788 4300 during office hours and  
0121 605 6060 outside of normal working hours

- Concerns about an adult at risk within Solihull:  
the matter should be reported to the Adult Social Care Team on 0121 704 8007