

1.1 SEC/TRCH Policy: Safeguarding of Children, Young people and Vulnerable Adults

Trinity Rooms Community Hub (TRCH) hosts activities for both children and adults; it has a duty of care to ensure the safety and protection of all users.

All TRCH staff and volunteers should be aware of, and commit to, safeguarding procedures for adults and children. All hirers of the centre will also be expected to adhere to this Safeguarding Policy.

TRCH is committed to

- valuing, listening to and respecting everyone, including children, young people and vulnerable adults
- the safe recruitment, supervision and training of both staff and volunteers [see Policies 5.2 'Procedures for employing staff and volunteers, including DBS' and 5.3 'Volunteer agreement']

TRCH takes these steps to safeguard its users

- We have a designated Safeguarding lead who keeps up to date with information about statutory childcare authorities and other safeguarding organisations
- We only accept volunteers who are 18 years or older – unless they are accompanied by a parent or guardian when in volunteering role
- We use our 'on-boarding' procedure to assess volunteers' suitability for their role, and to brief them on their responsibilities in reporting possible cases of abuse
- We provide training for volunteers and staff about potential indicators of abuse or neglect and the risks which abusers, or potential abusers, may pose to children

What staff or volunteers should do if they have concerns about a child or vulnerable adult

If anyone has **any concerns** about a person's welfare, they should act on them immediately.

- Do not promise confidentiality; you have a duty to share this information and refer to Social Care Services
- Listen to what is being said, without displaying shock or disbelief -- accept what is said
- Do not interrogate the person; it is not your responsibility to investigate
- In particular, do not ask leading questions (*eg*: Did they touch your private parts?), but ask open questions such as 'Anything else to tell me?'
- Reassure the person, but only as far as is honest; don't make promises you may not be able to keep *eg*: 'Everything will be alright now'
- Do alleviate guilt, if the person refers to it. For example, say '*You're not to blame*'
- Do not ask the person to repeat the information to another member of staff or volunteer
- Explain what you have to do next and who you have to talk to
- Take notes if possible or write up your conversation as soon as possible afterwards
- Record the date, time, place, any non-verbal behaviour, and the words used by the person (do not paraphrase)
- Record statements and observable things rather than interpretations or assumptions

- Whatever the nature of your concerns, discuss them with the designated safeguarding officer, Sarah Frazer
- If you still have concerns, you or your manager should refer to one of the organisations below:

Gloucestershire Safeguarding Children Board

<https://www.gloucestershire.gov.uk/gscp/safeguarding-child-protection-arrangements/>
01452 58 3629
mail@gsce.org.uk

Adults at Risk

<https://www.gloucestershire.gov.uk/gsab/>
01452 426868

What information will you need when making a referral?

You will be asked to provide as much information as possible, such as the person's full name, date of birth, address, school, GP, languages spoken, any disabilities the child may have, details of the parents. Do not be concerned if you do not have all these details, you should still make the call. You should follow up the verbal referral in writing, within 48hrs.

This also applies if it is a member of staff or volunteer who is accused of or suspected of abuse.

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