

# Harberton Church Community Fund (HCCF) Safeguarding Policy Statement (and reporting procedures)



This policy provides details of our safeguarding commitment and principles for the protection of all young people and vulnerable adults who come into contact with HCCF activities.

## Scope

This policy reflects the requirements and frameworks set out in relevant legislation, including the Children Act 1997 and the Care Act 2014.

The term **young person** has the specific legal meaning of anyone below the age of 18 years.

A **vulnerable adult** is someone who has needs for care and support, and/or is experiencing or is at risk of harm, abuse or neglect and is unable to protect themselves.

We may refer to the term **vulnerable people** throughout the document to incorporate both young people and vulnerable adults.

This policy applies to all volunteers, permanent and temporary employees and all associated persons such as contractors, consultants and others employed under a contract for services. In addition, this policy will apply to any persons involved with work for or on behalf of the organisation in any setting including students, agency workers and partners.

The above will be referred to as HCCF representatives throughout this document.

## Principles

All HCCF representatives coming into contact with vulnerable people must promote their welfare, health, wellbeing and development and take every reasonable precaution to protect them.

The HCCF seeks to provide an environment where all, and specifically those who are vulnerable, are kept safe from harm, abuse and neglect while they are involved with the organisation in any way. We take every reasonable precaution to minimise such risks.

HCCF representatives have a personal responsibility for safeguarding the welfare and wellbeing of all young people and vulnerable adults by protecting them from harm, abuse and neglect and will report this and support them wherever this happens.

## **Our Commitment**

The HCCF will:

- Ensure the welfare of the young person and vulnerable adult is paramount
- Stop harm, abuse or neglect wherever possible
- Prevent and reduce the risk of harm, abuse or neglect wherever possible
- Protect, maintain and uphold the human rights of young people and vulnerable adults
- Ensure all young people and vulnerable adults, regardless of age, disability, gender, racial heritage, religious or other belief and sexual orientation or identity have the right to protection from all types of harm, abuse and neglect
- Work in partnership with the vulnerable person, their parents, carers and agencies to promote their welfare
- Provide support and training for everyone who may be in contact with young people and vulnerable adults where necessary.

In order to meet our commitments, the HCCF will ensure that:

- Volunteers and those providing paid services (such as musicians, photographers etc) are familiar with and have access to the safeguarding policy and the reporting procedures (in Appendix 1)
- All publicity for events provided for children under the age of 16 make clear that participating children must be accompanied by a responsible adult
- Measures are taken to continue to review and improve our safeguarding policy and practices
- Effective procedures are in place for responding to safeguarding incidents, concerns and allegations of abuse (see reporting procedure in Appendix 1)
- Everyone knows how to report and respond to a safeguarding incident or concern
- There are appropriate risk assessments for its activities
- All suspicions and allegations of harm, abuse and neglect will be taken seriously and responded to swiftly and appropriately
- Support is in place for everyone who may come into contact with young people and vulnerable adults during their HCCF involvement.

## **Responsibility**

HCCF representatives who are leading an event are responsible for ensuring that this policy and procedure is applied within their own area.

All persons referred to within this policy and/or procedures are required to be familiar with their role.

At the current time no activities run by HCCF require leaders to be DBS checked.

Any queries on the application or interpretation of policy and/or procedure must be discussed with Safeguarding Representative (see reporting procedure in Appendix 1) prior to any action being taken.

HCCF has the responsibility for ensuring the maintenance, regular review and updating of this policy.

The policy and procedure and maybe subject to change. Revisions, amendments or alterations to the policy and/or procedure can only be implemented following approval by the HCCF Trustees.

## **Appendix 1 – Reporting Procedures**

1. Incident occurs involving harm to people, property and/or the environment
2. If possible, assist injured person, remove hazard, or contain environmental incident
  - a. Before carrying out any assistance, making safe of area, containment or cleaning up ALL must ensure that anything that is carried out should only be done 'only if safe to do so'. If safe to do so then:
  - b. In case of physical injury: reassure injured person; if First Aider, then assist; if not, call for assistance including Emergency Services if required. Remain with injured person until qualified assistance arrives and takes over or carer / supporter / family member / friend arrives. Fill in Accident Book if applicable
  - c. In case of a hazard incident, and only if safe to do so, remove the hazard otherwise arrange and wait for assistance, consider safety to yourself and others before proceeding with removal or organisation of removal
  - d. In case of an environmental incident, if safe to do so, contain it. Otherwise arrange and wait for assistance, consider safety to yourself and others before proceeding with containment / clean up or organisation of containment / clean up
3. Notify Safeguarding Lead (or another trustee) by phone, text, WhatsApp or email as soon as possible and within 24 hours of the incident occurring
4. Investigating Officer (a trustee) assigned to investigate
5. Investigation completed and closed down (including reporting to the statutory authorities if abuse believed to have taken place, or harm caused)
6. Lessons learned will be shared with all HCCF Group members.

### **Safeguarding Lead**

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Reviewed in March 2022, for further review in March 2023  
HCCF Trustees