



The Alice Cross Centre

SAFEGUARDING POLICY

Version 4
January 2023

Policy Revisions Record

Version	Date	Review due	Version	Date	Review due
1					
2					
3	23 July 2019				
4	January 2022	January 2023			
4	January 2023	January 2024			

1. Purpose

This policy defines how The Alice Cross Community Centre operates to safeguard centre users.

We have a duty of care towards and are committed to the protection and safety of centre users involved as visitors and as participants in all of our activities both on- and off-site. The Alice Cross Community Centre acknowledges and embraces its core functions of caring for, providing a safe social space for and advocating on behalf of some of the most vulnerable members of our community; accordingly, safeguarding sits firmly at the centre of our day-to-day activities both within the centre and beyond.

We also want to protect and support our staff and volunteers who work or come into contact with both groups and individuals.

This policy and accompanying procedures are to be read alongside our Recruitment policy and procedures and our Equality policy and procedures.

2. Persons affected

- All staff, paid and unpaid, this includes volunteers
- All centre users
- All visitors and contractors

Safeguarding is everyone's responsibility.

The Safeguarding Officer will discharge their safeguarding functions in a way that ensures that centre users are safeguarded from harm and that their welfare is promoted. They are responsible for following up any concerns and for informing the Police or other necessary external bodies of any appropriate concerns.

3. Policy

The Alice Cross Community Centre is committed to promoting wellbeing and harm prevention and to responding effectively if concerns are raised. Centre users will be included in swift and personalised safeguarding responses.

The Alice Cross Community Centre is also committed to inter-agency collaboration on the development and implementation of procedures for the protection of centre users, it has a duty and responsibility for making arrangements to ensure all its functions are discharged having regard to safeguarding and promoting the welfare of centre users. This policy is about anticipating and addressing potential concerns and preventing harm where there is a risk that it may occur.

There can be no excuses for not taking all reasonable action to protect centre users. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are users of the services of The Alice Cross Community Centre may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age or illness.

This policy and procedure is supported by the The Alice Cross Community Centre Recruitment policy and procedure that embeds the Key Safeguarding Employment Standards.

The Alice Cross Community Centre is committed to the following principles:

- The welfare of the centre user is paramount;
- All centre users, staff and volunteers have the right to be treated courteously and respectfully at all times;
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part;
- All concerns must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately;

- Staff and volunteers must be clear on appropriate behaviour and responses. Where appropriate, failure by staff to maintain standards may be dealt with using The Alice Cross Community Centre Disciplinary Procedures;
- Clear whistleblowing procedures are suitably referenced in staff and volunteer training and codes of conduct, and there exists a culture that enables issues about safeguarding and promoting welfare to be addressed;
- All staff are aware of the policy and procedures for the safeguarding and protection centre users through appropriate safeguarding training, supervision and support for staff and for creating an environment where staff feel able to raise concerns and feel supported in meeting their safeguarding role;
- Staff are given a mandatory induction, which includes familiarisation with safeguarding responsibilities and procedures to be followed if anyone has any concerns;
- All staff should have regular reviews of their own practice to ensure they improve over time in their work with centre users;
- A clear line of accountability for the provision of safe services exists;
- The Centre Manager has leadership responsibility for safeguarding arrangements;
- The Centre Manager is designated lead for safeguarding;
- Safe recruitment practices are in place including policies on when to obtain a DBS check;

The Alice Cross Community Centre will ensure that staff and volunteers understand;

- What they need to do, and what they can expect of one another, to safeguard centre users, using this policy. The policy is available at Induction.
- Their core legal requirements, making it clear what individuals and The Alice Cross Community Centre should do to keep centre users safe. In doing so, The Alice Cross Community Centre seeks to emphasise that effective safeguarding systems are those where:
 - all staff who come into contact with centre users are attentive to their needs and any alert to concerns for their wellbeing;
 - the requirement to share appropriate information in a timely way and be able to discuss any concerns about an individual adult with colleagues is recognised;
 - staff and volunteers appreciate the necessity to use their expert judgement to put the centre user's needs at the heart of the safeguarding system so that the right approach can be taken to each individual's needs;
 - the necessity to contribute to whatever actions are needed to safeguard and promote a person's welfare is embraced;
 - all staff working with centre users are afforded a position of status and authority in relation to service users. Services will be provided in an environment which lessens the imbalance of power and encourages independence and self-advocacy for centre users. All working practices will minimise the risk of discomfort by being sensitive to individual, gender and cultural needs
 - disabling attitudes are not allowed to flourish. Disabling attitudes and practices allow for the belief that it is somehow acceptable to treat vulnerable people with little respect and for people not to be informed, consulted, included or empowered in order to exercise choice and take decisions which affect their lives. Preventing discrimination is fundamental to the role of The Alice Cross Community Centre. We are committed to work within our organisation, through the

services we provide, and in partnership with external providers, to promote the rights of centre users.

- the importance of capacity, consent and decision making is embedded in day-to-day practice.

This policy will be reviewed by the Board of Trustees annually.

A handwritten signature in black ink, appearing to be 'S. W. Q.', written over a horizontal line.

Signed:

on behalf of the Trustees of The Alice Cross Centre

Date: 23 January 2023

APPENDIX 1:

Six key principles that underpin safeguarding adults work:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs
- **Proportionality** – The least intrusive response appropriate to the risk presented
- **Protection** – Support and representation for those in greatest need
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** – accountability and transparency in delivering safeguarding

For full guidance refer to the Safeguarding Partnership guidance on their website.

<https://www.devonsafeguardingadultspartnership.org.uk/>