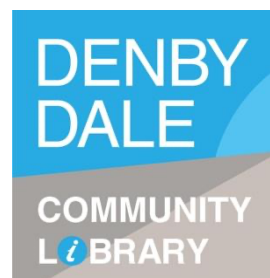


Safeguarding Policy



1. Purpose

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.

This policy defines how DDCL operates to safeguard children, young people, and adults at risk of abuse or neglect.

We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk and those involved as visitors and/or as participants in activities and events. We also have a duty to safeguard and support our trustees and volunteers.

2. Definitions

Children and young people are defined as those persons aged under 18 years old. This policy applies to all staff, contractors and volunteers and is be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to Section 42 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

Persons affected

- All trustees and volunteers.
- All those attending any activity or service that is being delivered from the Denby Dale Community Library building.
- All visitors and contractors.

3. Policy principles

There can be no excuses for not taking all reasonable action to protect children and adults at risk from abuse or neglect. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

DDCL has a zero-tolerance approach to abuse.

DDCL recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

DDC is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

DDCL works with Kirklees Library Services who provide services within the building and who provide DDCL with support on safeguarding issues, including the work of the local safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of children and adults at risk. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

DDCL is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount.
- All children, young people and adults at risk have the right to protection from abuse.
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

4. Procedures

- A. All Trustees will sign the Appointment Letter for trustees which includes a declaration that they have no convictions in relation to abuse.
- B. All members of the management committee will familiarise themselves with safeguarding responsibilities, undertake training where appropriate, and ensure that they understand the principles set out in this policy at 3 above.
- C. All members of the management committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- D. No Trustees or volunteers will have unsupervised access to children or adults at risk unless appropriately vetted.
- E. Trustees will follow safe recruitment practices for volunteers.
- F. All library and café volunteers will receive a briefing on safeguarding as part of their induction.
- G. A member of the management committee will be appointed to be responsible for child and adult at risk safeguarding matters (*named below*). This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.
- H. All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children or adults at risk who has:
 - Behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
 - Possibly committed a criminal offence against, or related to, a child or adult at risk; or
 - Behaved towards a child (or children) or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk.
- I. The Trustee responsible for bookings will ensure that all hirers of the hall have signed a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to either produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so or, confirm that they have understood and will adhere to the hall's principles and procedures with regard to safeguarding.
- J. The management committee will carry out an annual review of this policy

The Management Committee member responsible for safeguarding matters is Jan Goult.