

## Safeguarding Policy & Procedures

### **1. Policy Statement**

Bradmore Green Community Hub CIC is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We believe everyone has the right to be safe, protected, and respected, regardless of age, disability, gender, race, religion, or sexual orientation.

We will take all reasonable steps to protect participants from harm, abuse, neglect, or exploitation, and to ensure our activities provide a safe and supportive environment.

This policy applies to:

- All staff, session leaders, directors, and contractors.
- All activities and events run by Bradmore Green Community Hub CIC.
- All children (under 18), young people (up to 25 with SEND), and vulnerable adults engaged in our activities.

### **Responsibilities**

- **Safeguarding Lead (Designated Safeguarding Officer):** Stacey Humphrey, Director.
- Responsible for ensuring safeguarding procedures are followed, reporting concerns, and liaising with statutory agencies.
- All staff and contractors must follow this policy and report any safeguarding concerns immediately.

### **Safer Recruitment**

- All staff and facilitators working directly with children or vulnerable adults will be subject to an enhanced DBS check.
- References will be taken up for all new staff/contractors.
- Clear safeguarding responsibilities will be included in contracts/agreements.



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## Community hub

Where rooms are hired by external organisations or individuals who deliver activities involving children, young people, or vulnerable adults, those organisations are responsible for ensuring appropriate safeguarding measures are in place.

This includes:

- Having an up-to-date safeguarding policy
- Ensuring relevant staff and volunteers have appropriate DBS checks
- Managing their own safeguarding concerns and reporting to statutory agencies where required

Bradmore Green Community Hub CIC reserves the right to suspend or terminate activities if safeguarding concerns arise.

### **Code of Conduct**

All staff and facilitators must:

- Prioritise the welfare of participants.
- Treat everyone with dignity and respect.
- Avoid being alone in a closed space with a child or vulnerable adult where possible.
- Never use abusive language, make inappropriate physical contact, or engage in behaviour that could be misinterpreted.

### **Reporting Concerns**

- Concerns about abuse or neglect must be reported immediately to the Safeguarding Lead.
- If a child or vulnerable adult is in immediate danger, call **999**.
- The Safeguarding Lead will follow local safeguarding partnership procedures and make referrals to the relevant statutory agency (Children's Services / Adult Services).
- All concerns will be recorded securely and confidentially.
- Safeguarding information will be shared on a need-to-know basis and in line with data protection legislation. Consent will not be required where there is a risk of significant harm to a child or vulnerable adult. Records will be stored securely and confidentially



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## Community hub

### **Children's Safeguarding (Croydon MASH):**

Telephone: 020 8726 6464

Out of hours: 020 8726 6400

### **Adult Safeguarding (Croydon Council):**

Telephone: 020 8726 6500

## **Training**

- All staff and facilitators will receive basic safeguarding awareness training.
- The Safeguarding Lead will complete advanced training appropriate to their role.

## **Monitoring and Review**

This policy will be reviewed annually by the Director or sooner if legislation or best practice guidance changes.

**Date of adoption:** September 2025

**Next review date:** September 2026

**Approved by:** Stacey Humphrey