



St Mary's Millennium Centre (Liverpool) Limited

(Registered in England Number: 3559818 and registered Charity Number: 1071799)

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Model Policy & Procedure Document for User Groups & Clients

SAFEGUARDING

(Children, Young People, and Vulnerable Adults)

Reviewed / Updated: 29th October, 2021

GUIDANCE FOR USER GROUP LEADERS & CLIENTS NOTE:

This suggested model “Safeguarding policy and procedure” is intended for “User groups and Clients” who use the St Mary’s Millennium Centre (Liverpool) Limited for their activity.

It is specifically aimed at organisations that do not have a formal Safeguarding document in place. It has been written to enable them to adapt it and reflect their specific organisation.

It covers “Children, Young people (defined as under 18 years) and Vulnerable Adults” involved in the organisation's activities.

You will note we have added the symbol “#” throughout the document. If you utilise this document, it’s most important that you add your organisation's name in order to personalise the document and make it specifically relevant to your organisation.

APPROVED BY TRUSTEES	DATE
Original issue and approval	17 th May, 2017
Reviewed/updated (<i>Wording tidied up, no significant changes</i>)	29 th October, 2021
Re-approved	11 th November, 2021
Next review/update due (<i>Or earlier if relevant UK legislation changes</i>)	2 nd half of 2024

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SAFEGUARDING POLICY & PROCEDURE

(Children, Young People and Vulnerable Adults)

1.0 INTRODUCTION:

..... has considered its responsibilities to “*Children, Young People (defined as under 18 years) and Vulnerable Adults*” participating in activities under our control and guidance very carefully, and has produced the following Safeguarding Policy and underpinning procedures to set out the standards we wish to uphold in providing activities and safeguarding the welfare of children, young people and vulnerable adults, under our duty of care.

2.0 POLICY STATEMENT:

..... acknowledges its duty of care to safeguard the welfare of all children, young people vulnerable adults involved in activities organised and run by ourselves. All children, young people and vulnerable adults have a right to protection and have their particular needs taken into account.

..... will therefore endeavour to ensure the safety and protection of all children, young people and vulnerable adults involved in activities organised by us through the Child Protection guidelines adopted by the Staff Members / Group Leaders / Instructors.

It is the responsibility of everyone participating to assist the Staff Members / Group Leaders / Instructors in this endeavour.

3.0 POLICY AIMS:

- To provide young people and vulnerable adults with appropriate safety and protection whilst in our care and also help them to enjoy their experience of the activities undertaken.
- To reassure parents/carers that all children, young people and vulnerable adults will receive the best practicable care possible whilst participating in activities organised and run by #
- To provide support to Staff members / Group Leaders / Instructors to make informed and confident responses to specific safeguarding issues and to fulfil their role effectively.

4.0 PRINCIPLES:

- The welfare of all children, young people and vulnerable adults is paramount.
- All children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All Staff Members / Group Leaders / Instructors will be required to complete a basic safeguarding training and assessment programme, supplemented by a refresher module after three years, and to attend safeguarding training focussing on what constitutes safe settings. Staff and Trustees are therefore expected to have a good understanding of safeguarding concerns, including potential abuse and neglect of children and young people and vulnerable adults which may come to light in the workplace as well as in the settings they manage.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All Staff Members / Group Leaders / Instructors have a responsibility to report concerns to St Mary's Millennium Centre (Liverpool) Limited, Safeguarding Officer, (full details are on the Notice Board), at the earliest opportunity.
- Staff Members / Group Leaders / Instructors will be supported to understand their role and responsibility with regard to the duty of care and protection of children, young people and vulnerable adults by the Group Principals.
- Individuals will receive support through education and training, coordinated by the Group Principals to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.
- We will work in partnership with children, young people, vulnerable adults, group organisers, parents/carers to review and implement effective safeguarding procedures.

5.0 REFERENCES:

This Safeguarding policy and procedures is based on the above principles, both UK and international legislation and government guidance and takes the following into consideration:

- The Children Act 1989 and 2004;
- Working Together to Safeguard Children 2018 and
- The UN Convention on the Rights of the Child

Any subsequent legislation relating to child protection/safeguarding would implicitly be incorporated into this document.

Further useful reading will be obtained from the NSPCC (*National Society for the Prevention of Cruelty to Children*) website as follows:

<https://learning.nspcc.org.uk>

6.0 RESPONSIBILITIES AND COMMUNICATION:

This policy document will be available to all members, parents, carers, staff, and participants.

The Group Principals have responsibility for ensuring that this safeguarding policy and procedures is implemented, including any appropriate disciplinary action.

The Group Principals have responsibility for responding to any allegations, concerns, or safeguarding incidents, and informing the appropriate staff/body where appropriate or relevant.

Parents/Carers have a responsibility to work together with # in implementing procedures and providing their children, young persons and vulnerable adults with the necessary information to keep themselves safe.

7.0 MONITORING AND REVIEW:

The Policy will be reviewed one year after being introduced and then every three years by the Group Principals, or amended as appropriate in response to significant new legislation introduced by the government.

I / We undertake to adopt the above safeguarding policy and to fully implement its recommendations/procedures.

Signed

Print Name.....

For and on behalf of #

Date