

**Splott**  
Community Volunteers

Registered Charity 1177771

**SPLOTT COMMUNITY VOLUNTEERS**

**SAFEGUARDING POLICY**

**DATE REVIEWED: 02/07/2024**

**NEXT REVIEW DATE: 01/07/2025**

# CONTENTS

	1
SPLOTT COMMUNITY VOLUNTEERS – SAFEGUARDING POLICY	3
1. Statement of purpose	3
2. Splott Community Volunteers' commitment to safeguarding	3
3. How do we effectively safeguard children, young people and adults?	4
4. What must I do if I have a concern?	5
5. The Legal Framework for Safeguarding	5
6. Policy Framework	5
7. Contact Details	6
Splott Community Volunteers – Safeguarding Procedure	8
8. Statement of purpose	8
9. What is safeguarding?	8
10. What is our safeguarding structure?	8
11. Responsibilities of all Splott Community Volunteers Staff and Volunteers	10
12. How can I recognise a safeguarding allegation, concern or disclosure?	10
13. What do I do when I receive an allegation, concern or disclosure?	11
14. Reporting and Recording Concerns, Incidents or Disclosures of Abuse and Neglect	11
15. Making a Safeguarding Referral?	12
16. Partnership with Parents (Guardians / Carers)	13
17. Confidentiality	14
18. Record Keeping	14
19. Safe Recruitment	15
20. Allegations Against Staff and Volunteers	15
21. Whistleblowing	16
22. Safeguarding in Splott Community Volunteers Sites	16
23. Outside of Centre Activities	16
24. Domestic Abuse	16
25. Radicalisation	18

26.	Other Policies	18
27.	Splott Community Volunteers Safeguarding Flowchart	19

# **SPLOTT COMMUNITY VOLUNTEERS – SAFEGUARDING POLICY**

## **1. Statement of purpose**

Safeguarding is at the heart of everything we do in Splott Community Volunteers, and it's the responsibility of us all.

As a member of staff, paid or voluntary, you share this responsibility. This means protecting and promoting the safety and well-being of children, young people and adults as you help them reach their full potential through quality activities and experiences.

So, it's really important that you're clear about your safeguarding responsibility and about Splott Community Volunteers' commitment to safeguarding.

Our safeguarding policy will help to provide you with this clarity. It's for everyone involved with Splott Community Volunteers - whether you're a volunteer, paid member of staff or service user. - It tells you about our safeguarding principles and how we seek to protect children, young people and adults who are involved with Splott Community Volunteers.

You must read and always follow the safeguarding policy and the safeguarding procedures that go with it. This isn't part of the contract of employment for staff or the Code of Conduct for volunteers, but it is a condition of your employment or voluntary service.

## **2. Splott Community Volunteers' commitment to safeguarding**

It's our policy to safeguard all children, young people and adults while they take part in Splott Community Volunteers' activities. This is regardless of their age, disability (physical or mental), gender identity, marriage and civil partnership, pregnancy and maternity status, race, religion or belief or sexual orientation. We recognise that some people are more vulnerable because of

the impact of previous experiences, their level of dependency, their communication needs, or other issues.

Everyone has a right to live free from abuse, exploitation, harm and fear and to be safe and well. We recognise and respond to all types of abuse and harm including physical, emotional, sexual and domestic abuse, neglect, online abuse, child sexual exploitation, female genital mutilation, bullying, harassment and cyber bullying, radicalisation, trafficking, grooming and harmful sexual behaviour.

We work in partnership with children, young people, parents, carers and external agencies to promote the safeguarding and well-being of our young members, our adult members and volunteers.

Our safeguarding policy, procedures and guidance are designed to create a safe space for quality provision, protecting the safety and wellbeing of all our children, young people and adults. They are also designed to enable everyone associated with Splott Community Volunteers to have confidence that it is safe to share concerns, allegations or disclosures - whether related to Splott Community Volunteers' activities or not.

### **3. How do we effectively safeguard children, young people and adults?**

- We value, listen to and respect them.
- We have a safeguarding structure in place.
- We appoint a child protection lead, a nominated deputy and a Board member for safeguarding.
- We have child protection and safeguarding procedures, which reflect best practice.
- We share concerns and information with other agencies where we believe that someone is at risk of abuse or harm or when there are significant concerns about an adult's suitability to work with children,
- We make sure that children, young people and their families know where to go for help if they have a concern.
- We share information about child protection and safeguarding best practice with members, staff and volunteers.
- We share information about safeguarding and good practice with children and their families.

- We provide effective management for staff and volunteers through ongoing supervision, support and training.
- We process information lawfully and securely, in line with the Data Protection Act 2018.
- We recruit staff safely, in line with the recruitment and vetting policy.
- We use our procedures to manage allegations against staff and volunteers.
- We make sure volunteers follow the code of conduct.
- We use complaints and whistleblowing policies and procedures.
- We always have health and safety measures in place - in line with the law and regulatory guidance - to provide a safe physical environment.
- We build a safeguarding culture where staff, volunteers, children, young people and their families treat each other with respect and are comfortable about sharing concerns.

#### 4. What must I do if I have a concern?

As a volunteer or member of staff, you must understand the procedures for **recognising, responding** to and for **recording and referring** any concerns, allegations or disclosures of harm or abuse. You can find information about this in our Safeguarding Procedures.

If you have a concern about someone working for Splott Community Volunteers, you should follow our process for reporting it. You can find information about this in our Safeguarding Procedures.

#### 5. The Legal Framework for Safeguarding

This safeguarding policy complies with all relevant legislation, policy and guidance, which seeks to protect children and adults across all areas of Splott Community Volunteers.

This includes:

- The Children Act (1989) and (2004)
- The Public Disclosure Act (1998)
- The Safeguarding Vulnerable Groups Act (2006)
- The Childcare Act (2006)
- The Social Services and Well-being (Wales) Act (2014)

- The Counterterrorism and Security Act (2015)
- The Violence Against Women, Domestic Abuse & Sexual Violence (Wales) Act (2015)
- Wales Safeguarding Procedures (2019)

## 6. Policy Framework

Splott Community Volunteers has mechanisms for monitoring and reviewing all its policies and their effectiveness. This policy must be reviewed annually. The Designated Board Member and Designated Safeguarding Lead must ensure its inclusion as a standing item on the agenda for the Board of Trustees. This Child Protection Policy should be read in conjunction with other Safeguarding Documents which cover the following areas: -

- Anti-Bullying Policy
- Behaviour Policy
- Complaints Policy
- Confidentiality Policy
- Code of Conduct Policy
- Data Protection Policy
- Equal Opportunities Policy
- Health and Safety Policy
- IT and Internet Policy
- Out of Centre Activities Policy
- Smoking and Alcohol Policy
- Under 8s Policy
- Volunteering Policy
- Whistle Blowing Policy

## 7. Contact Details

### Designated Safeguarding Lead

Lynne Thomas

Email: [lynne@splottcommunityvolunteers.co.uk](mailto:lynne@splottcommunityvolunteers.co.uk)

Telephone: 07891346157

### Designated Safeguarding Person

Joseph Philpot  
Email: joe@splottcommunityvolunteers.co.uk  
Telephone: 07707818093

Designated member of the Board of Trustees

Simon Cowper  
Email: simon@splottcommunityvolunteers.co.uk  
Telephone: 07810734024

This policy came into force on the 2<sup>nd</sup> July 2024

We are committed to reviewing our policy and good practice.

Signed: Designated Safeguarding Lead: Lynne Thomas

Date: 02.07.2024

Signed: Designated Board Member: Simon Cowper

Date: 02.07.2024



# SPLOTT COMMUNITY VOLUNTEERS – SAFEGUARDING PROCEDURE

This procedure explains how to respond to safeguarding disclosures, allegations or concerns.

## 8. Statement of purpose

As a member of staff, paid or voluntary, you must know the Splott Community Volunteers Safeguarding Policy and how to use the safeguarding procedure. The procedure explains how you should use the safeguarding policy when you recognise, receive or refer a safeguarding allegation, concern or disclosure.

## 9. What is safeguarding?

Safeguarding is the action we take to promote the welfare of children, young people and adults and protect them from harm.

## 10. What is our safeguarding structure?

Splott Community Volunteers' safeguarding structure allows us to use our safeguarding policy and procedure effectively. It means we can safeguard proactively throughout the organisation.

**The Designated Board Member** interprets the legislative framework and makes sure that Splott Community Volunteers is legally compliant and demonstrating good safeguarding practice.

**The Designated Safeguarding Lead (DSL)** ensures that all staff receive the training appropriate to their role. The DSL has the responsibility for reporting allegations, concerns or disclosures to the Cardiff Council Information, Advice and Assistance (IAA) Team. In the absence of the DSL, a **Deputising Designated Safeguarding Person** takes on this responsibility.

Each **Designated Safeguarding Person** provides a safe space for children, young people and volunteers to take part in activities and opportunities. Their role is also to be alert, question behaviours, seek advice and support, and report any allegations, concerns or disclosures to the DSL.

**Team Staff and Volunteers** recognise that safeguarding is the responsibility of everyone. They must report disclosures or incidents to their coordinator or manager.

**All Staff (paid or voluntary)** must complete safeguarding training commensurate with their role.

## **11. Responsibilities of all Splott Community Volunteers Staff and Volunteers**

Any concerns - whether about a child, young person, family, colleague or another professional - must be shared with the Team Coordinator/Manager or Designated Safeguarding Lead.

All staff have a duty to assist in the assessment of possible child abuse and/or neglect by sharing information and reporting concerns as outlined in this procedure.

### **Doing nothing is not an option.**

In the event of a disclosure being made, an immediate verbal referral to the Multi-Agency Safeguarding Hub (MASH) is required; contact details for these individuals can be found on p6 of this procedure. This will then be followed by a written referral within 24 hours.

## **12. How can I recognise a safeguarding allegation, concern or disclosure?**

A safeguarding concern, allegation, or disclosure could be anything relating to the safety or welfare of a child or adult, or it could be about the risk a person poses.

It could include any of the following:

- A disclosure of abuse, neglect or harm made by anyone under the age of 18.
- A disclosure of abuse, neglect or harm made by anyone over the age of 18.
- Something concerning in a person's behaviour or appearance that could indicate abuse, neglect or harm.
- A concern about the behaviour of a child or young person to another (peer on peer abuse).
- A concern or allegation against a member of staff or volunteer.
- A concern or allegation involving a person or persons associated with a member of staff or volunteer (for example a spouse or parent).

- A safeguarding allegation, concern or disclosure could also relate to abuse or harm that has happened in the past. You must still treat this seriously and report it straightaway.
- This is not a comprehensive list, the best thing to do if you have a concern around safeguarding is to discuss it with one of the individuals named on page 6 of this policy.

### **13. What do I do when I receive an allegation, concern or disclosure?**

Sometimes, a child, young person or adult will trust you with personal information, or you will have a concern about their safety or wellbeing. It is extremely important that you understand your role, including what to say and how to behave.

If someone shares information with you directly (either about themselves or about someone else), you must:

- Listen to what is being said without displaying extreme emotions such as shock, disbelief or judgement.
- Offer reassurances to the individual.
- Accept what is being said.
- Allow the individual to talk freely.
- Reassure the individual but do not make promises to keep secrets – as you won't be able to do so and this may cause the individual to lose their trust in you.
- Do not promise confidentiality as you will need to pass this information on.
- Listen, rather than ask questions; if questions are needed, ensure that these are open ended.
- Do not criticise the perpetrator.
- Explain what will happen next, if appropriate.
- Write an accurate record of the conversation as soon as possible.
- Report the conversation to the Designated Safeguarding Person or the Designated Safeguarding Lead.

- Read again the Safeguarding Policy and Procedure to ensure that you have followed the correct procedures regarding reporting safeguarding concerns and incidents.

#### **14. Reporting and Recording Concerns, Incidents or Disclosures of Abuse and Neglect**

Staff should complete a Safeguarding Concern/Incident (C1) form if they have concerns about a child or young person in relation to abuse and/or neglect, witness an incident of abuse or a child or young person discloses abuse to them.

A copy of this form can be found at the end of this policy document.

This may not need or lead to investigation but will help to gather all the important and necessary information.

IF THERE IS AN IMMEDIATE SAFEGUARDING CONCERN FOR AN INDIVIDUAL CALL THE POLICE ON 999.

- All staff must report any concerns to the Designated Safeguarding Person who will report to the Designated Safeguarding Lead.
- If the Designated Safeguarding Person is absent, staff members should report to the Senior Member of Staff present or directly to the Designated Safeguarding Lead.
- All concerns will be taken seriously.
- Staff should be aware that they do not have the right to make a report anonymously.
- The Designated Safeguarding Lead (or the Deputising Designated Safeguarding Person in their absence) will make an informed decision about who they need to involve in discussions regarding the concern, incident or disclosure.
- Concerns, incidents and disclosures will only be discussed to aid protecting the individual involved.
- Staff will be given full support throughout the process of reporting, recording and referring any concerns, incidents or disclosures of abuse and/or neglect.

- Splott Community Volunteers has a duty to make an external referral to the Information Advice and Assistance Team.
- Splott Community Volunteers will train all our staff in this area to ensure that they feel confident when dealing with such situations.

## 15. Making a Safeguarding Referral?

Staff have a duty to provide information needed for making a referral. When you make a safeguarding referral, you must complete a Safeguarding Concern/Incident **C1** form and keep a record of the following information:

- Who you are, your contact details and your role.
- Who or what you are making a referral about, (including names, if known).
- Where and when the events of the referral happened.
- Any action you took about the allegation, concern or disclosure before making the referral.

C1 forms can be obtained from the Safeguarding team.

It would be helpful if you could also include in the form:

- A clear and concise summary. You could use bullet points and notes, as long as they follow a logical order.
- Any supporting documents and correspondence.

Bear in mind the following when reporting your concerns:

- You must state very clearly if you are concerned about the person's immediate safety.
- Keep fact and opinion separate.
- Identify any help given to or needed by the person.

### Referral to the Multi-Agency Safeguarding Hub (MASH)

Any referral to the Multi-Agency Safeguarding Hub (MASH) at 029 2053 6490, or the Emergency Duty Team at 029 2078 8570 will be followed up with a completed **C1 Form** within **24 hours** of the original contact.

## 16. Partnership with Parents (Guardians / Carers)

Splott Community Volunteers is committed to working with parents positively, openly and honestly. We will ensure that all parents are treated with respect, dignity and courtesy. Parents' rights to privacy and confidentiality are respected and sensitive information will not be shared without permission, unless it is necessary to do so in order to protect a child.

In order to promote this ethos:

- Parents are encouraged to discuss any concerns they may have with staff.
- Parents are made aware of our Child Safeguarding Policy. It is important that parents understand the role of Splott Community Volunteers in relation to its safeguarding responsibilities.
- Parents are made aware that they can view this policy on request.

## 17. Confidentiality

Staff cannot keep a disclosure of abuse confidential and must refer the matter on to the Designated Safeguarding Person (Team Coordinator/Manager) or the Designated Safeguarding Lead (CEO). Staff have a legal responsibility to share relevant information about the protection of children with the designated statutory agencies.

- All referrals should be made with the knowledge that, during any subsequent investigation, the source may be made known to the family.
- Any disclosure should be dealt with sensitively and the child must be helped to understand that there is a need to inform the appropriate people who can help. Staff should be aware that any disclosure may have taken significant courage to voice and that there may be a variety of accompanying emotions such as guilt, embarrassment, disloyalty and hurt.
- Other staff may need to be alerted to concerns about a child or young person, possibly in order to monitor the concern or to gather further evidence prior to a referral being made, or to assist in providing appropriate support to a child or young person once a referral has been made. Information should only be shared on a strict need to know basis.
- Ensure that only those with a professional involvement have access to the child protection records. At all other times, they should be kept securely locked.

## 18. Record Keeping

It is important to maintain confidentiality and keep accurate records when dealing with all safeguarding issues. We will:

- Keep a copy of the Wales Safeguarding Procedures (2019) at each site, accessible to all staff.
- Keep all records pertaining to child protection securely in a locked cupboard.
- Share concerns with relevant professionals involved with the child, but records may not be made available without the authority of the Designated Safeguarding Lead (or the Deputising Designated Safeguarding Person in their absence).
- Keep all documents in relation to Child Protection until the person is 26 years old and those for Children in Need of Care and Support for 10 years.



## 19. Safe Recruitment

Splott Community Volunteers will ensure that safe recruitment procedures are in place and that all appropriate checks (including the Disclosure and Barring Service checks and references) are undertaken in respect of all staff.

## 20. Allegations Against Staff and Volunteers

Splott Community Volunteers acknowledges that allegations may be made against a member of staff or volunteer.

- Any allegation against the Team Coordinator/Manager should be directly referred to the Designated Safeguarding Lead. It is the responsibility of the Designated Safeguarding Lead to make the appropriate referral to the Information Advice and Assistance Team.
- Any allegation against the Designated Safeguarding Lead should be directly referred to the Designated Board Member or, if they are unavailable, to the Chair of the Board. It is the responsibility of the Designated Board Member or Chair of the Board to make the appropriate referral to the Information Advice and Assistance Team.
- When an allegation is made, against a member of staff, the member of staff to whom the allegation has been made known will immediately inform the Team Coordinator/ Manager or, in their absence, the Designated Safeguarding Lead.
- The actions that will be taken to safeguard children will be in line with guidance contained in the Wales Safeguarding Procedures 2019.
- Any allegations against staff should be taken directly and as a matter of urgency to the Team Coordinator/ Manager, or Designated Safeguarding Lead. Advice from the Local Authority Safeguarding Coordinator may be sought:
- The initial enquires should establish:
  - That an allegation has been made.
  - What is alleged to have occurred.
  - When and where the incident/s are alleged to have occurred.
  - Any other parties who may have been involved.
  - Any other persons present.
- It is important to establish as much of the above information as practical in order to assist with on-going enquires;

- False or malicious allegations will be dealt with in line with Splott Community Volunteers' discipline policy.

The Local Authority Safeguarding Coordinator can be contacted by telephone on

Adults - If you think or believe an adult is being abused, please contact the Adult Safeguarding Team on: 029 2233 0888

Children - If you think a child is at risk, not being looked after properly, or you have concerns about their welfare, please contact us on: 029 2053 6490

Out of office hours - If any concerns are outside of office hours then call the Emergency Duty Team on 029 2078 8570

## **21. Whistleblowing**

If concerns exist in relation to the attitude or actions of colleagues, staff should be aware of their duty to raise these issues and initiate and follow the Whistleblowing Procedure, which can be obtained on request from any member of staff at Splott Community Volunteers.

## **22. Safeguarding in Splott Community Volunteers Sites**

Splott Community Volunteers sites should be welcoming and accessible, providing a safe and secure place in which to grow and develop. We will safeguard everyone involved with Splott Community Volunteers by ensuring that:

- we have control over who comes into any of Splott Community Volunteers premises, so that no unauthorised person has unsupervised access to children;
- all visitors and contractors will be supervised whilst on the premises, especially when in the areas the children use;
- making all our sites safe, both inside and outside, is a dynamic risk management process carried out by our staff teams.

## **23. Outside of Centre Activities**

It is important to give children and young people experiences that broaden their horizons. This will involve activities that take groups out of our centres and their local environment.

There may or may not be a residential component to the activity and we will carry out all necessary checks on proposed accommodation. Whenever a trip is organised, it is important that there is close communication over the arrangements. A Risk Benefit Assessments will be carried out for all external activities. (See Out of Centre Policy.)

## **24. Domestic Abuse**

Violence against women, domestic abuse and sexual violence can have a huge impact on children and young people. It can affect their safety, health and wellbeing, educational attainment, family and peer relationships, and their ability to enjoy healthy, happy, respectful relationships in the future.

SploTT Community Volunteers recognise that there will be children and young people who are experiencing or perpetrating violence against women, domestic abuse or sexual violence. All staff have responsibility for ensuring that participants and staff are safe while involved in SploTT Community Volunteers activities. SploTT Community Volunteers will train staff in the statutory training 'Ask and Act' to ensure that they feel confident when dealing with such situations.

## **25. Radicalisation**

Under the Counter-Terrorism and Security Act 2015, we have a duty to refer any concerns about extremism to the police. This may relate to a change in behaviour of an individual, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about an individual involved with SploTT Community Volunteers. Alongside this, we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act. All concerns will be documented.

If there are concerns of a child protection nature, the usual child protection procedures should be followed (see reporting and recording concerns page

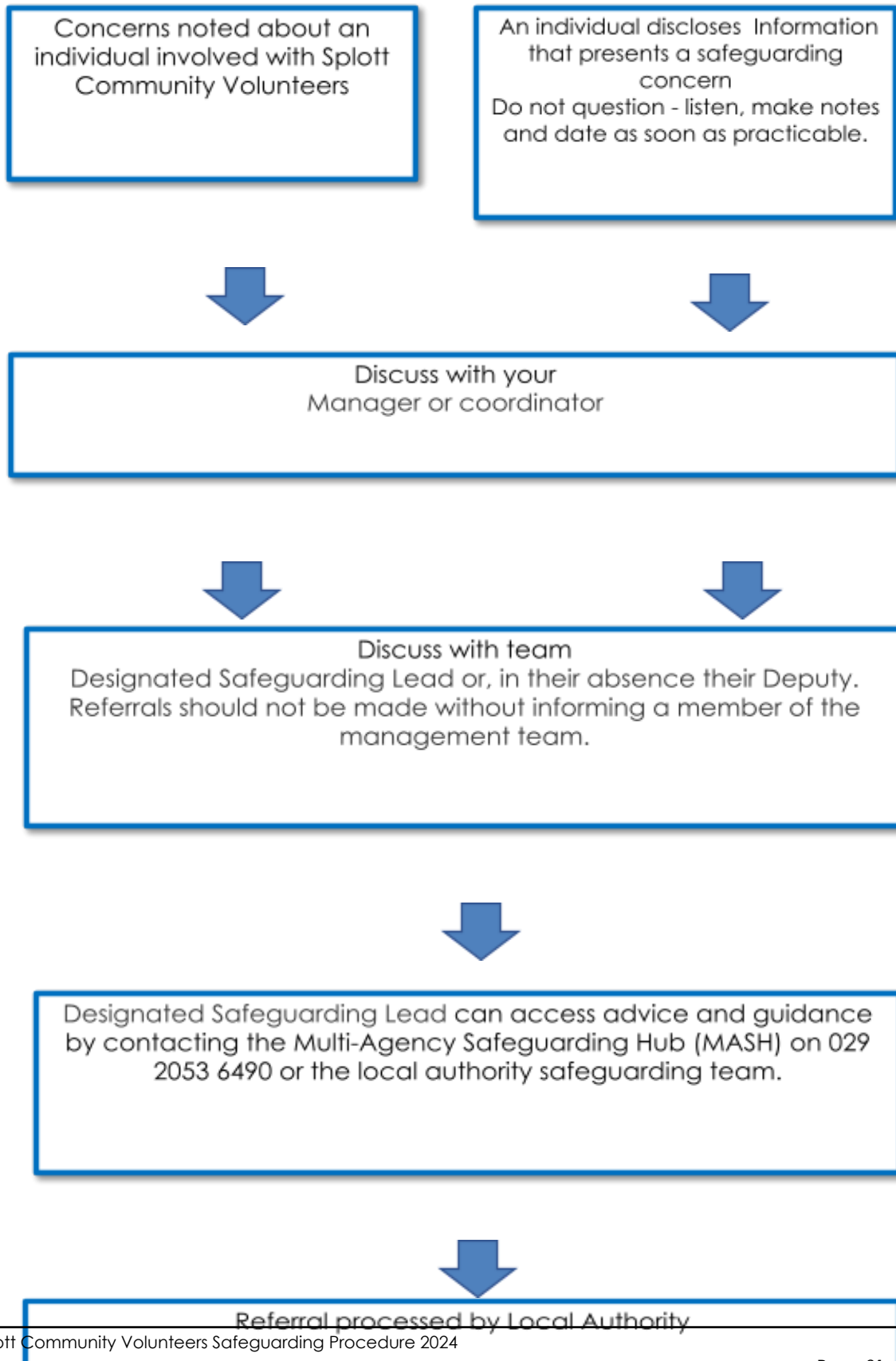
5 item 7) and advice sought from the Information, Advice and Assistance Team.

## **26. Other Policies**

Splott Community Volunteers will give regard to safeguarding principles when developing all our policies. Information in respect of further guidance and policies to which reference is made within this document can be found in the Splott Community Volunteers Safeguarding Policy.

## 27. Splott Community Volunteers Safeguarding Flowchart

At each stage of the procedure, due regard should be given to the accuracy of information and the pace and confidentiality with which it is communicated.



This document is intended as a guide. Please refer to Splott Community Volunteers Safeguarding Policy and to the Wales Safeguarding Procedures.

