

Glossop Labour Club Safeguarding Children & Adults at Risk Policy Summary

Safeguarding is Everyone's business – GLC is committed to safeguarding and promoting the welfare and wellbeing of all Club users.

This document should be read alongside the full Safeguarding policy. This summary is to highlight the key aspects of the policy

Purpose of the Policy

This policy ensures that GLC undertakes its responsibilities regarding the protection of children or adults who may be vulnerable and experiencing, or at risk of, abuse or neglect. The policy establishes a framework to support all who use the Club and clarifies the Club's expectations. This framework may be applied to activities run by external groups and Club members.

Safeguarding Children

A child is someone who has not yet reached their 18th birthday. Safeguarding aims to prevent any physical, emotional, psychological or developmental harm to children.

Safeguarding Adults at Risk (18yrs and over)

"Adult Safeguarding" is the process of protecting adults with 'care and support needs' from abuse or neglect.

Safeguarding in GLC

GLC is increasingly being used by children, young people and adults who may be at risk. This includes for example: attending club nights, social Sundays, and dementia friendly activities. The policy supports everyone to understand their individual responsibilities for safeguarding. It is the Chair of GLC that has overall responsibility for ensuring that individuals are aware of, and understand, the principles of this policy.

Safeguarding Risk Assessment

- All groups and activities must have an identified Principal Organiser to take the lead for safeguarding, A Principal Organiser can designate a Responsible Person for each 'event'.
- When booking rooms the Principal Organiser is required to complete a GLC Risk Assessment for events which identifies Safeguarding and Health and Safety needs. Most activities in the club will require minimal safeguard precautions.
- The bookings officer will then decide whether a Safeguarding and Health and Safety Risk Management Plan is needed, this will identify the necessary procedures and training required for that activity to take place.

Roles and Responsibilities

(i) Safeguarding Group

The Safeguarding Group comprises the Safeguarding and Bookings Officers, the Chair, Secretary and Treasurer. It is responsible for the monitoring, review and audit of all

safeguarding matters. It will promote full compliance and best practice in safeguarding in all its functions.

(ii) GLC Committee members.

The Committee is responsible for the approval of all safeguarding policies and procedure. The committee will ensure implementation of the policy through providing adequate resources and effective safeguarding training for all volunteers

(iii) Safeguarding Officer

The Safeguarding Officer will be a defacto member of the GLC committee with delegated responsibilities by the committee and not necessarily a full member of the committee. They will have up to date training in safeguarding. The Safeguarding Officer will collate and present all safeguarding incidents to the Safeguarding Group for monitoring, audit and evaluation purposes.

(iv) Bookings Officer

The Bookings Officer will review all the risk assessments and Safeguarding and H&S Risk Management Plans at the time of booking a room and liaise with all Principal Organisers as needed

(v) Principal Organiser (PO)

The PO for each event or activity is responsible for the Safeguarding and H&S Risk Management Plan and ensuring identified procedures and training are put in place. Where there is an immediate risk of harm or an emergency then P O will be expected to report to emergency or statutory services.

(vi) Responsible Person (RP)

The RP is the named person present during the activity who will ensure that the Safeguarding Risk Management Plan is in place. The R.P may or may not be the same as the P.O. .All participants should be aware of who is the RP so that any safeguarding concerns can be reported to them to deal with directly and to pass on to GLC Safeguarding Officer

(vii) GLC members/volunteers/guests

It is everyone's responsibility to safeguard and promote the welfare of children and adults at risk. Members and participants should raise concerns with the R.P the Safeguarding Officer or a member of the committee. All such complaints must be recorded on a Safeguarding Concerns Form (See Attached)

- a) All volunteers, GLC members and guests must comply with the GLC code of conduct – (See Attached)
- b) All volunteers will comply with the Safer Working Code of Conduct (See Attached when working with children and vulnerable people.
- c) All volunteers are responsible for following the GLC procedures for reporting any abuse or neglect or suspected abuse or neglect of any child or adults at immediate risk
- d) In an emergency situation staff and volunteers will be expected to report urgent cases direct to statutory agencies.

Safeguarding Procedures and Practice

How to respond to Safeguarding Concerns

- (i) A volunteer or participant in an activity has a safeguarding concern
- (ii) They discuss this with the Responsible Person or a Committee member present. These concerns must be shared with a minimal number of people to avoid misunderstanding and distress.
- (iii) Can this be resolved immediately? If not

- (iv) They are assisted to complete a Safeguarding Concerns Form (See attached) which is sent to the Safeguarding officer by the Responsible Person
- (v) If there is an imminent risk of harm **appropriate action must be taken** e.g. calling emergency services, asking someone to leave the premises or closely monitoring the person at risk
- (vi) The Safeguarding Officer will respond to the complainant within a week

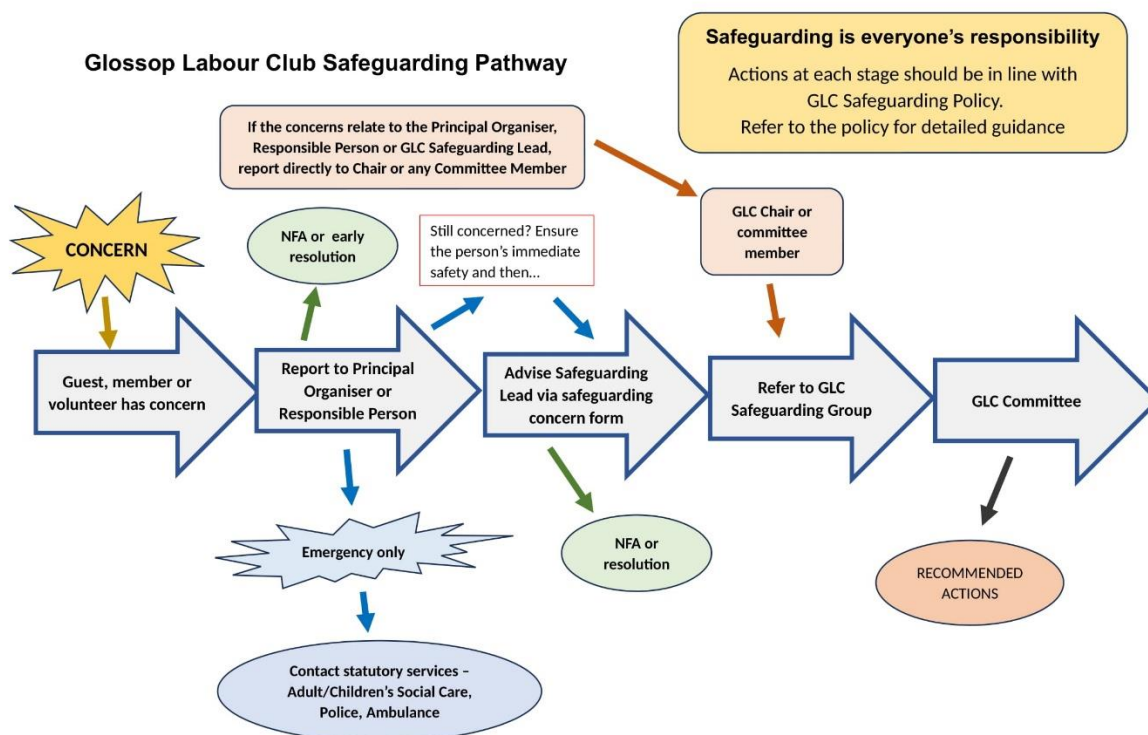
Actions following a safeguarding complaint

The GLC Safeguarding Group will deal appropriately and promptly with any safeguarding concerns. Possible outcomes may include: guidance in the use of equipment, signage, better supervision for activities, training volunteers, or suspending the activity until solutions are implemented. Where the activity is being provided by an external organisation, it may require liaison with that agency.

Where there is a specific safeguarding allegation this will be referred to the appropriate local authority safeguarding team (adults or children). **It is not the job of the Safeguarding Group to investigate.**

Any member, guest or external group against whom a safeguarding allegation is made will be asked not to attend the GLC immediately without prejudice pending investigation by appropriate authorities

Revocation of membership and banning from club activities will be decided by the Safeguarding Group and ratified by the Committee dependent upon the nature of the risk to the club and its members. Such instances will be rare occasions and any decision to ban members or groups will not be taken lightly.



Training

All volunteers will be briefed on the Safeguarding Policy. The GLC committee is looking into opportunities for Volunteers to receive training in safeguarding to a level appropriate for their role

Sharing Information

It is essential that any concerns about safeguarding are communicated confidentially. Any concerns should not be discussed within any group or activity but directly with a Principal Organiser, Committee Member or the Safeguarding Officer

Safeguarding Case Study 1

A club member has noticed that during Friday socials a young child is going alone into the garden.

Actions: If they know the parent they could let them know and remind them that we have a policy that children must be supervised in the garden.

Outcome 1: Child supervised in the garden by parent NFA

Outcome 2: Parent says this is not a problem and they are OK on their own

Action: Member should talk to the RP or a committee member/safeguarding officer and fill in a safeguarding report form.

Outcome: Safeguarding officer has a discrete chat about the policy to the parent or they are contacted later and made aware of their responsibilities when attending the club.

This is reviewed by the Safeguarding Group to see if further action is required This could include: Being asked not to attend the club, review whether there are there any safe ways of children being in the garden, considering whether more signage is needed, or whether children should not be allowed at Friday socials

Committee discusses and ratifies any policy changes needed.

Please ensure that this is read alongside the following documents:

GLC code of conduct

Guidelines for working with Children and Vulnerable Adults

Safeguarding Report Form