

Glossop Labour Club Safeguarding Children & Adults at Risk Policy and Procedures

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Glossop Labour Club (GLC) Safeguarding Statement

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

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Introduction

Glossop Labour Club has recently started activities directly with children, young people and adults who may be at risk. We recognise our common responsibilities to build a safeguarding culture and ensure our volunteers treat, children, young people, adults at risk, and their families, with respect so that they are comfortable and able to participate fully in the social life of the Club. This policy document outlines the measures that we will implement to ensure those objectives.

Derek Clarke
Chair Glossop Labour Club

The objects of Glossop Labour Club

- (a) To encourage the development and promotion of democratic socialist principles, in Glossopdale and further afield, and to build the political awareness of its members through educational, social, cultural, political and other activities.
- (b) To provide for individuals and groups a social environment which welcomes people from diverse backgrounds and is free of expressions of discrimination whether based on race, colour, gender, sexual orientation, religion, social origin or any other prejudice.
- (c) To co-operate with social, economic and political organisations which promote the ideals of mutual aid, environmental and economic sustainability, human rights, cultural diversity, internationalism and other principles within the democratic socialist tradition.
- (d) To advance by educational means the ideas and ideals of the national Labour Party and to further the candidature of selected persons for, and on behalf of, the national Labour Party, for the House of Commons, and for every kind of Local Governing Authorities.
- (e) To encourage all members to participate in the activities of the Club and to manage the premises of the Glossop Labour Club to facilitate the achievement of the above objects.

Glossop Labour Club Code of Conduct

All members, volunteers and guests are expected to be familiar with and abide by the Club's Code of Conduct. See Appendix 1

1 Purpose of the Policy

This policy and associated procedures seek to ensure 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, and responds to concerns appropriately. 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.

This policy will be made available to all users of the Club on request and a printed copy will be kept in an accessible place.

2 Underpinning Legislation and Guidance

- The Children Act 1989
- The Children Act 2004
- Working Together to Safeguard Children - HM Government 2018
- Safeguarding Vulnerable Groups Act 2006
- Care Act 2014
- Care and Support - Statutory Guidance on Implementation of the Care Act 2014
- Data Protection Act 1998 and GDPR 2018
- Sharing Information 2018
- Gillick Competence

Basic Principles: Safeguarding Children, Young People & Adults at Risk

GLC recognises that effective safeguarding is underpinned by:

- Up to date safeguarding policies and procedures
- Robust Risk Assessment processes
- Clear reporting and communication systems and clear lines of accountability
- Safe working practices
- Clear guidance around expected behaviours and standards
- Appropriate training, support and supervision around safeguarding
- Review and monitoring as part of auditing processes
- Effective interagency information sharing

3 Definitions - What is safeguarding?

Safeguarding Children

A child is someone who has not yet reached their 18th birthday

In 'Working Together to Safeguard Children 2018', safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.

- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

Significant Harm

Significant Harm is the level of harm that justifies compulsory intervention in family life in the best interests of children and gives Local Authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

There are no absolute criteria upon which to rely when judging what constitutes *significant harm*; sometimes a single traumatic event may constitute *significant harm*. More often, however, *significant harm* is a compilation of significant events, both acute and long-standing, which interrupt, change or damage a child's physical and psychological development.

Children Act Guidance and Definitions

The Children Act 1989 offers the following guidance:

'Significance' is not defined in the Children Act although it is to be 'measured' in terms of:

- a child's health and development; and that which could reasonably be expected of a similar child.
- **'Harm'** means ill treatment or the impairment of health or development.
- **'Development'** means physical, intellectual, social, emotional or behavioural development.
- **'Health'** means physical or mental health; and
- **'Ill treatment'** includes sexual abuse and forms of treatment that are not physical, including for example, impairment suffered from seeing or hearing the ill treatment of another.

Duty to Safeguard Adults at Risk

Safeguarding is mainly aimed at people with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect by others. In these cases, local services must work together to spot those at risk and take steps to protect them.

The safeguarding duties apply to an adult who:

- has **care and support needs** (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or is at risk of, abuse or neglect; and
- because of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

4 Safeguarding Governance, Roles and Responsibilities

A clear structure of safeguarding accountability supports everyone within an organisation to understand their individual responsibilities. In our case, the Chair of Glossop Labour Club has overall responsibility for ensuring that individuals are aware of, and understand, the principles of this policy.

GLC will ensure that it has arrangements in place to fulfil its commitment to safeguard and promote the welfare of both children and adults who may be vulnerable and experiencing, or at risk of, abuse or neglect in the same way as statutory bodies and the public sector. All groups who use GLC will be made aware of the policy and understand their responsibilities.

Safeguarding concerns will be reported to the designated Safeguarding Officer by members, volunteers, Principal Organisers (the person booking the event) and Responsible Person (the person running the actual event). All incidents will be discussed within a week of being reported and a decision made for action.

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'.
- All groups are required to complete a GLC Risk Assessment for Events See Appendix 3
- Most activities in the club will require minimal safeguarding precautions. The GLC Risk Assessment for Events will identify whether a further Safeguarding and Health and Safety Risk Management Plan needs to be completed. See Appendix 4.
- The Safeguarding and Health and Safety Risk Management Plan will identify the necessary procedures and training required for that event to take place.
- All groups must submit a GLC Risk Assessment for Events with their proposal for any new group or activity to the bookings officer.
- Safeguarding and Health and Safety Risk Management Plans will be reviewed by the Bookings Officer with support from the Safeguarding Officer and monitored accordingly.
- These plans will be reporting to the GLC Safeguarding Group.

Disclosure and Barring Service requirement

All group activities undertaken at/by GLC will identify through the Safeguarding Risk Assessment whether DBS checks are required. The responsibility to ensure these are in place and up to date falls to the Principal Organiser.

Details of any DBS must be shared with the Bookings Officer and Safeguarding Officer. The cost of the DBS checks for activities run by the GLC will be met by the club with agreement by the committee and must be included in any proposal for funding an activity

External groups must, within their Safeguarding and H&S Risk Management Plan identify whether they need to have DBS checks. Ensuring that DBS checks are in place is the

responsibility of the external group in compliance with their Safeguarding Policy and Procedures

Roles and Responsibilities

(i) Safeguarding Group

The Safeguarding Group will consist of the Bookings Officer, Safeguarding Officer and the GLC Lead Officers (Chair, Secretary and Treasurer). Lead Officers meet monthly and can be joined as required by the Safeguarding and Bookings Officers.

The Safeguarding Group 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.

The Safeguarding Group will liaise within 1 week of a Safeguarding Complaint.

The Safeguarding Group will support the Safeguarding Officer in identifying next steps following a Safeguarding Complaint and monitor actions from this meeting.

At least 2 members of the Safeguarding Group must have up to date safeguarding training

The issue of confidentiality will be foremost in the work of this group. Members and users of the GLC are a small community, respect and trust of the group is essential, information must only be shared where there is a need to know.

(ii) GLC Committee members

The Committee is responsible for:

- The approval of all safeguarding policies and procedures
- Ensuring adequate resources for effective safeguarding training
- Developing a culture within the organisation that promotes effective safeguarding practices.
- Ensuring commitment to safeguarding arrangements in all activities

The Committee will also ensure that:

- The policy is accessible and implemented
- The policy is monitored and reviewed annually
- Sufficient resources are allocated to ensure that the policy can be effectively implemented through allocation of those resources i.e. training

(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.
- They will report back an overall summary of GLC safeguarding activity to the committee monthly.
- The Safeguarding Officer will collate and present all safeguarding incidents to the Safeguarding Group for monitoring, audit and evaluation purposes.
- All Safeguarding complaints will be directed through the Safeguarding Officer who will liaise with the Safeguarding Group within 1 week of the complaint

(iv) Bookings Officer

- The Bookings Officer will review all Risk assessments and Safeguarding and H&S Risk Management Plans at the time of booking a room
- The Bookings Officer will liaise with all Principal Organisers regarding Safeguarding and Health and Safety Risk Management Plan and the procedures put in place.
- The Bookings Officer will collate attend the Safeguarding Group for monitoring, audit and evaluation purposes.

(v) Principal Organiser

The Principal Organiser holds a key role in ensuring that all children and adults at risk have their safeguarding needs met when attending activities run by or at the GLC.

The Principal Organiser for each event or activity is responsible for.

- the Safeguarding and Health and Safety Risk Management Plan and ensuring identified procedures are put in place.
- ensuring appropriate training and support is made available to all participants.
- ensuring all participants are aware of the GLC Safeguarding policy and complaints procedure.
- responding to initial concerns or disclosures from all participants.
- reporting concerns internally to the Safeguarding Officer using the Safeguarding Concerns Form. See Appendix 5

Where there is an immediate risk of harm or an emergency then Principal Organiser will be expected to report to emergency or statutory services.

(vi) Responsible Person

The Responsible Person is the named person present during the activity who will ensure that the Safeguarding Risk Management Plan is in place. The Responsible Person may or may not be the same as the Principal Organiser.

- participants should be aware of who the Responsible Person is 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 Responsible Person, the Safeguarding Officer or a member of the committee. All such complaints must be recorded on a Safeguarding Concerns Form

- a) All volunteers will comply with the Guidelines for working with Children and Vulnerable adults (Appendix 2)

- b) 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
- c) In an emergency staff and volunteers will be expected to report urgent cases direct to statutory agencies.

5 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) Where possible the Responsible Person will try to address the issue
- (iv) If the issue is not resolved they will complete a Safeguarding Concerns Form 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 claimant within a week

Some external organisations will have their own safeguarding process to follow. In this event the concern should still be reported to the GLC Safeguarding Officer, with updates on how this has been resolved.

Actions Following a Safeguarding Complaint

GLC 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.

Signposting

GLC recognises that safeguarding investigations are likely to cause stress and anxiety and will signpost those affected to other external support networks. e.g. G.P., Samaritans etc.

Conflict of Interest

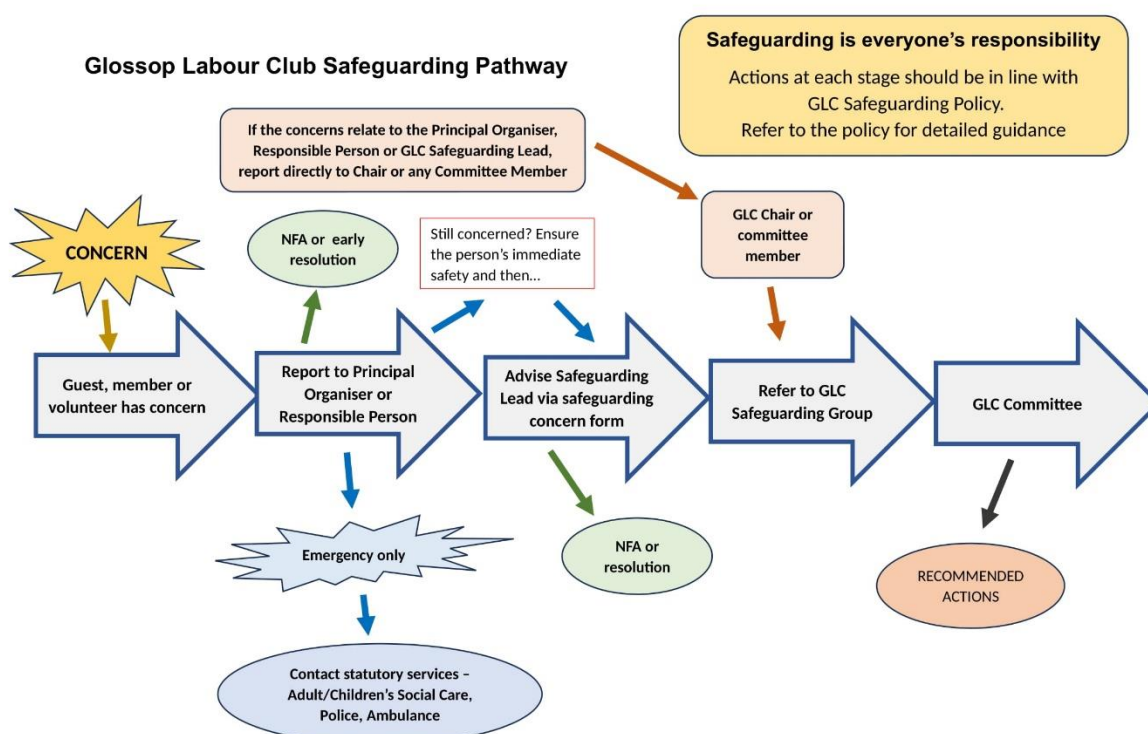
All persons involved in the reporting or responding to safeguarding issues must report any conflict of interest to the Safeguarding Group or Safeguarding Officer so it can be determined whether they should be recused from the process.

Safeguarding Allegations against GLC members/ volunteers/guests /external agencies

All members and guests must comply with the GLC Code of Conduct and the Safer Working Code of Conduct when attending or supporting activities in the club. All complaints that are received about the conduct or behaviour of GLC member will be dealt with according to the GLC Complaints Procedure (when established)

If a member or guest has been potentially identified as being a safeguarding risk, then the Safeguarding Procedures will be followed.

Safeguarding Pathway – Appendix 5



Training

Training and raising awareness of safeguarding issues, policies and procedures are fundamental to the development and maintenance of a safe environment for all.

Volunteers will receive training in safeguarding to a level which is commensurate to the level of responsibility of the 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, Responsible Person, Committee Member or the Safeguarding Officer

GLC will ensure that confidential information is only shared where it is lawful and ethical to do so. Principle Organisers and the Safeguarding Officer must be clear about situations when they can share information with appropriate agencies and professionals working together within local information sharing protocols.

Information sharing between key organisations is essential to safeguard children and adults at risk of abuse, neglect and exploitation. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children, young people and adults at risk at risk of abuse or neglect

It is important to recognise that a referral to external agencies would require the full name and address of the individual and that in the case of adults they would need to voluntarily provide this information and consent to information being shared to make a referral on their behalf.

If consent is refused and there is an imminent risk, information may still be shared when interventions are needed to protect either the guest or other vulnerable groups. i.e. children and adults at risk.

GLC will give due regard to relevant legislation, guidance and local information sharing protocols when making decisions on sharing information including the following:

- GDPR 2018
- The Children Act 1989 and 2004
- The Care Act 2014

Appendix 1 Glossop Labour Club Code of Conduct

Date Written	
Policy Authors	
Next Review Date	

Principles of the Code of Conduct

The principles of the Code of Conduct are rooted in GLC's objects and democratic socialist principles

GLC and its members are responsible for creating an environment, of solidarity, camaraderie and respect, which encourages full participation of all members.

GLC commits to challenging sexism, racism, homophobia, transphobia, ableism, sectarianism, xenophobia and all other forms of prejudice.

It is expected that all members and guests treat each other with respect and dignity. We do not tolerate discriminatory or bullying behaviour.

GLC members should be aware of the club's approach towards safeguarding as outlined in our policy and procedure documents — this includes raising any concerns through the identified channels and refraining from speculation or gossip about safeguarding issues.

This code seeks to guide behaviour and ensure accountability to allow all members and guests to feel welcome and at ease.

Code of Conduct

- We will use action and language that value and celebrate diversity and makes all reasonable efforts to meet individual needs.
- We will challenge and not condone any form of discrimination
- We will prioritise the well-being of children. This involves ensuring adequate supervision and support by parents/carers
- We will ensure that vulnerable adults receive appropriate support to participate in club activities.
- We will gain consent from parents / carers, children and adults before taking or using photos and videos.

Unacceptable behaviours include, but are not limited to:

- Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions
- Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, age, appearance, or other personal characteristics
- Sustained disruption of talks or other events

- Unwelcome and uninvited attention or contact including taking photos without consent or imposing views or opinions on others
- Lack of care or supervision of children or vulnerable adults for whom you have responsibility for
- Behaviour causing distress due to being under the influence of drugs or alcohol

Any member of the GLC committee, person responsible for an activity or those running the bar are authorised to ask any member or guest to leave if they repeatedly behave in a way not conducive to the culture of the GLC and the Code of Conduct

Appendix 2 Guidelines for working with children and vulnerable adults

The Club welcomes a diverse range of people from the local community and beyond onto its premises. Each person who comes into the Labour Club should be treated with respect and dignity and has a right to expect an environment that is inclusive, positive and supportive. With that in mind, we should always try to ensure that the way we behave towards others is consistent with, and reflects, our values.

Here we are giving general guidance, recognising that the Club offers is a social space which people come into freely, rather than a service delivery organisation. The Club is informal in the way that it operates but nevertheless has a complex set of social relations involving users, members, outside groups who hire rooms and volunteers who might take different degrees of responsibility in activities or the running of the Club (for example, working behind the bar). Recognising the different ways that individuals engage with the Club, and the vulnerability of some of those individuals, we must all take care to minimize the potential for misunderstanding, misinterpretation and abuse of all kinds. General good practice, and mindfulness of others, will help minimise complaints and false allegations, whilst ensuring that legitimate concerns receive an appropriate response.

When in contact with children, young people and vulnerable adults you must:

- ✓ Always treat them with respect
- ✓ Provide an example of good conduct you wish others to follow
- ✓ Be aware of the need for safety in the physical environment as well as socially and emotionally
- ✓ Ensure wherever possible that there is more than one adult present during activities involving children, or at least that you are within sight or hearing of others
- ✓ Respect each individual's right to privacy
- ✓ Check whether you have permission to share sensitive or personal information that an individual might disclose to you, and only do so on a 'need to know' basis
- ✓ Try to foster an ethos in which children/young people and adults are comfortable enough to point out attitudes or behaviour they do not like
- ✓ Remember that someone else might misinterpret your actions, no matter how well intentioned
- ✓ Challenge unacceptable behaviour in ways that avoid direct confrontation where possible

You must not:

- Be alone with any child out of public view (except where you are parent, carer or otherwise hold responsibility for the child). Activities should not be organised in ways that mean that any adult is with a child in a situation where they will be completely unobserved
- Have inappropriate physical or verbal contact with children/young people
- Jump to conclusions about others without checking facts

- Over-react if you have a concern about child abuse or neglect – stay calm and follow this guidance step by step
- Take a chance when common sense, policy or practice suggests another more prudent approach.
- Allow allegations, made by anyone, to go unacknowledged, unresolved or not acted upon. At the same time, be mindful in your response, as there is real potential to cause further harm and distress.
- Tackle an individual or group directly if a complaint or allegation has been made against you. These should go through proper processes that avoid the potential for bullying or scapegoating of any party.

Appendix 3 Glossop Labour Club Risk Assessment for Events

Purpose

All activities and groups organised in and by Glossop Labour Club (GLC) are asked to complete a risk assessment for events to ensure that GLC is providing a safe and welcoming environment for all. If needed, a subsequent Risk Management Plan will ensure that the club is compliant with current legislation and guidance.

The person who completes an event booking is the Principal Organiser who must be familiar with the GLC: Safeguarding, Health and Safety and Fire Safety Policies and ensure other volunteers and users are briefed accordingly. They may designate another person as the Responsible Person for an event if they will not be present.

Principal Organiser Name		
Responsible Person(s) Name (if different)		
Contact Phone Number		
Event/Activity Name – please give details of any activities eg craft, games		
Are there other helpers/volunteers supporting the event?		
Safeguarding	<i>please highlight/circle</i>	
Will <i>accompanied</i> children and Young People under 18 years old be attending?	Yes/Unknown	No
Will <i>unaccompanied</i> children and Young People under 18 years old be attending?	Yes/Unknown	No
Will vulnerable adults be attending?	Yes/Unknown	No
If children or vulnerable adults are attending, please estimate numbers	How many children or vulnerable adults? How many supporting adults?	
If applicable, does your organisation have a Safeguarding policy?	Yes	No
Health and Safety		
Will the garden be used?	Yes/Unknown	No
Will any toxic or potentially damaging materials be used?	Yes/Unknown	No
Will any potentially dangerous pieces of equipment be used?	Yes/Unknown	No
Will the kitchen be used?	Yes/Unknown	No
Will any equipment and/or furniture to be moved for the event?	Yes/Unknown	No
Do you anticipate any other health and safety risks?	Yes/Unknown	No

If you have answered Yes/Unknown to any of the above questions, please complete a Risk Management Plan that covers Safeguarding and Health and Safety for your even

Appendix 4 GLC Risk Management Plan for Events

Guidelines for completing the Risk Management Plan.

1. People

- Principal Organiser (PO) Person who makes the booking; may be the same as Responsible Person
- Responsible Person (RP) Person who will be present at the event and ensure safeguards are in place
- Volunteers (Vols) Helpers at an event
- Activity Leader (AL) Person leading an activity, eg craft, game, workshop; may be PO/RP

2. Documents to read

- Safeguarding Policy
- Guidelines for working with children and vulnerable adults (Appendix 2)
- Health and Safety Policy tbc
- Glossop Labour Club Code of Conduct (Appendix 1)
- Fire Safety Policy tbc

3. Forms to complete (as applicable)

- Booking Form
- GLC Risk Assessment for Events
- GLC Risk Management Plan (as required)

Booking Conditions (as applicable)

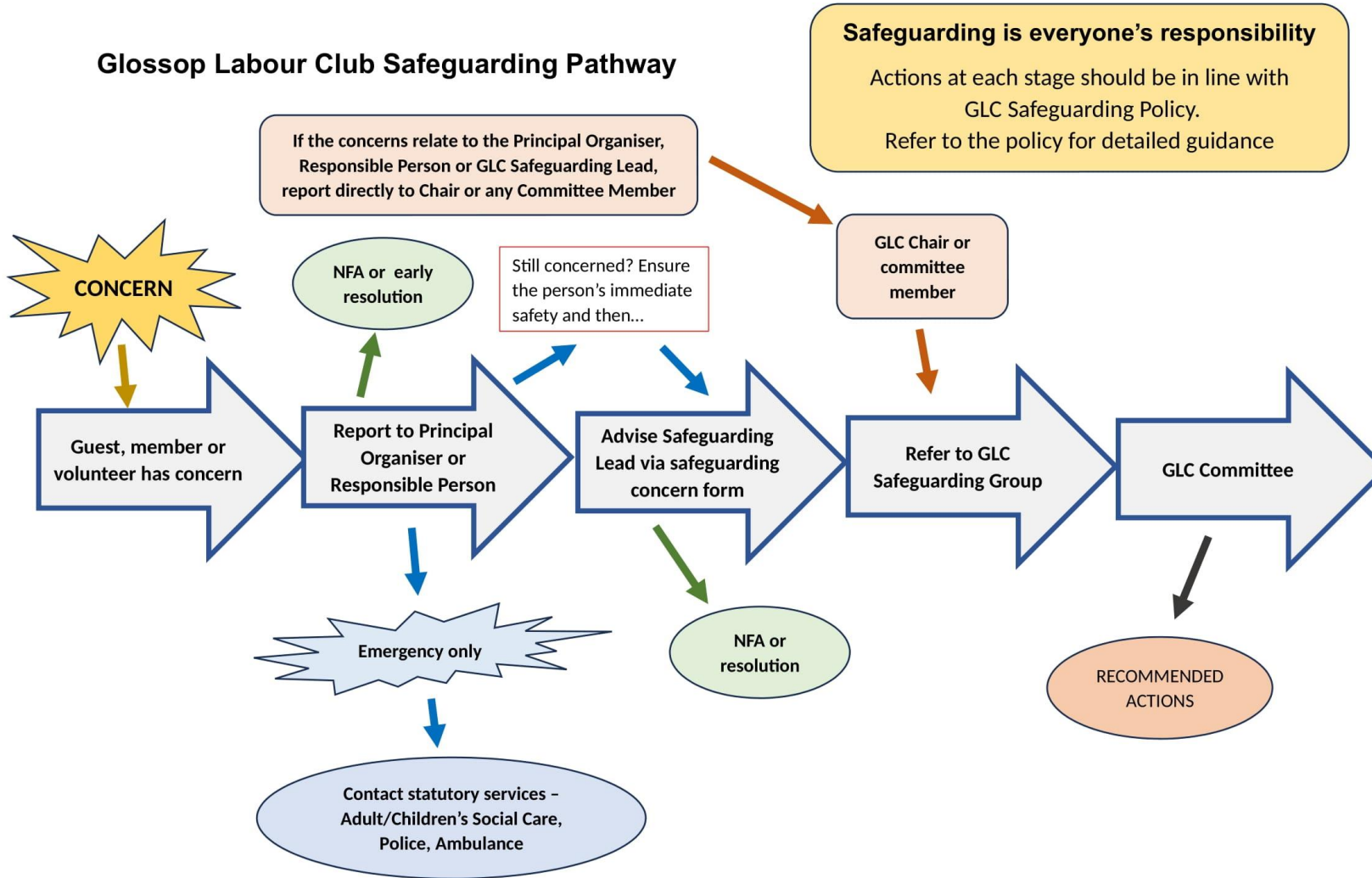
1. PO/RP/Vols/AL must be aware of and briefed on above documents
2. PO/RP/Vols/AL must know where the first aid kit and defibrillator are located
3. All children must be adequately always supervised. RP to ensure vols/parents/carers are aware of their supervisory role.
4. Where children are not accompanied, PO/RP must have had safeguarding training and have an up-to-date DBS.
5. Where vulnerable adults are not accompanied PO/RP/Vols must have adequate safeguarding training and able to provide appropriate support
6. PO/RP must ensure Vols are aware of their roles and responsibilities for each event/activity
7. PO/RP must ensure that all activities are led by someone with adequate skills or training.
8. PO/RP must ensure the physical environment is safe for the users and the activity.
9. PO/RP must ask attendees to leave if behaviour is putting others or themselves at risk
10. PO/RP must ensure access to the bar and kitchen is limited to designated adults and any breakages/spillages are dealt with straightaway
11. PO/RP must be aware of the location of the fire exits and the fire evacuation plan

Please complete the following and add rows as required

Activity/Event	Date/dates	Person(s) completing form	
Risk Factor			
Accident/Injury eg trip, falls, stairs, busy social environment, doors, cuts, burns			
Hazard area or type ie Kitchen/downstairs/upstairs /garden. Trip/burns/injury	Worse outcome <i>Varies according to activity/numbers of people</i>	What precautions will you take to avoid these risks? E.g. signing in sheet, blocking off an area, guidelines	Estimated Risk Highlight/circle as appropriate
			Severity of Risk High/Medium/Low
			Likelihood of Event High/Medium/Low
Risk Factor			
Distress or potential distress caused by inappropriate behaviour e.g. Between adults, Grooming, Manipulation, Abuse, Emotional distress and physical injury, sexual abuse			
			Severity of Risk High/Medium/Low
			Likelihood of Event High/Medium/Low
Risk Factor			
Activity inappropriate for the age, cultural needs and ability of participants e.g. Frequent failure, Discriminatory, Preferential treatment of some participants			
			Severity of Risk High/Medium/Low
			Likelihood of Event High/Medium/Low
Other identified risks for your event/activity e.g. use of material such as glue/paint Please detail			
			Severity of Risk High/Medium/Low
			Likelihood of Event High/Medium/Low
<p>To be completed by Glossop Labour Club</p> <p>Are controls adequate? Yes/No</p> <p>Date</p> <p style="text-align: right;">If No, are any additional precautions recommended Yes/No</p>			

Appendix 5 Safeguarding Pathway

Glossop Labour Club Safeguarding Pathway



Appendix 6 GLC Safeguarding Policy - Safeguarding Concerns Form

This form should be completed by anyone aware of a safeguarding issue taking place.

The form should be completed by the person aware of the issue and either the Principal Organiser, Responsible Person or a Committee Member where present. It is essential that discussion about the concern is limited only to those immediately involved

Date	Time when concern raised	Event
What happened? Please give a detailed account including who was involved, where it happened.		
What action was taken?		
What was the outcome of the action?		
What further action do you think needs to be taken?		
Who completed the form, please include their role in the activity ie PO, RP, Vol, Participant		

Please call or text the Safeguarding Officer to make them aware of this issue and arrange for them to have receipt of this form ASAP

Appendix 6

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

(viii) 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.

(ix) 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

(x) 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.

(xi) 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

(xii) 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.

(xiii) 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

(xiv) 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)

- d) All volunteers, GLC members and guests must comply with the GLC code of conduct – (See Attached)
- e) All volunteers will comply with the Safer Working Code of Conduct (See Attached when working with children and vulnerable people.
- f) 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
- g) 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

- (vii) A volunteer or participant in an activity has a safeguarding concern
- (viii) 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.
- (ix) Can this be resolved immediately? If not

- (x) They are assisted to complete a Safeguarding Concerns Form (See attached) which is sent to the Safeguarding officer by the Responsible Person
- (xi) 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
- (xii) The Safeguarding Officer will respond to the complainant within a week

Actions following a safeguarding complaint

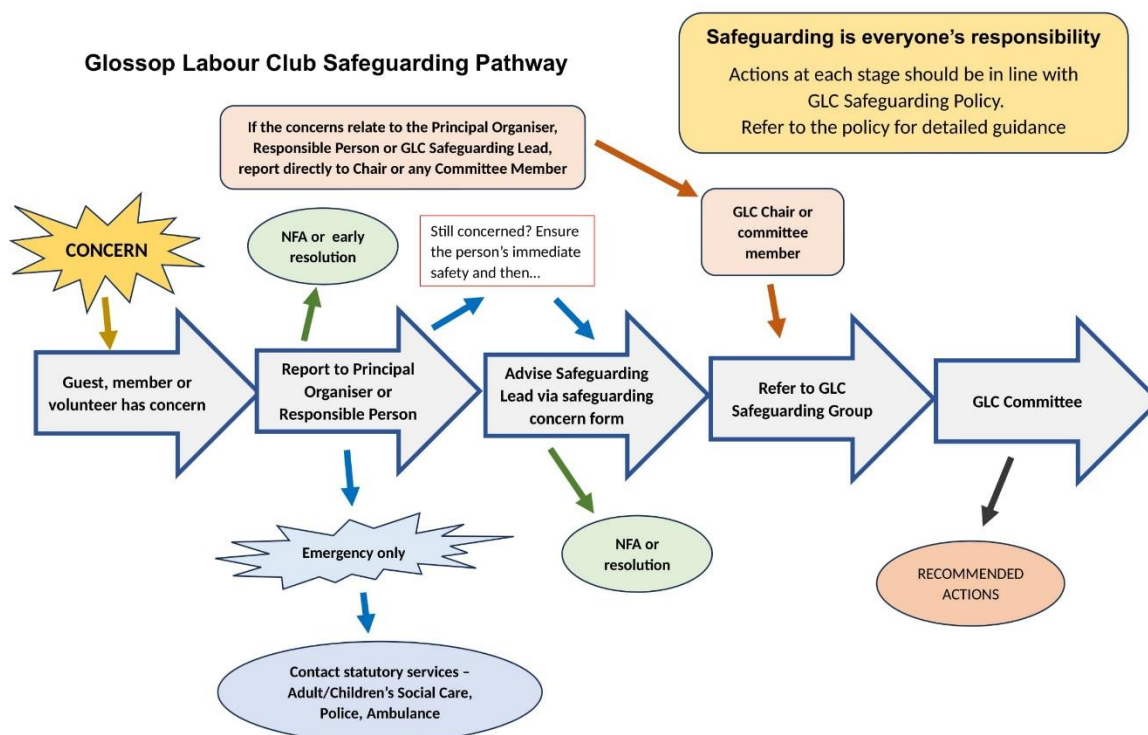
The GLC Safeguarding Group will deal appropriately and promptly with any safeguarding concerns. Possible outcomes may include: guidance in the use of equipment, signage, better supervision for activities, training volunteers, or suspending the activity until solutions are implemented. Where the activity 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.

Safeguarding Pathway



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