**Safeguarding Policy**

**Mission statement**

In our work with children / young people / adults who may be at risk

due to age, illness or disability, Pennard Community Council will

endeavour at all times to provide services and activities which minimise risk and

are as safe as we can make them.

We aim to protect our service users from harm or maltreatment, prevent the

impairment of health or development, ensure the provision of safe and effective

care, promote people’s life chances and ensure children enter adulthood

successfully.

We will work in partnership with other local / national agencies to put in place

appropriate procedures for reporting, making referrals, accessing training and

specialist support, as and when required.

**Safer recruitment**

To do so, Pennard Community Council will seek to recruit using appropriate

procedures, safeguards and checks.

We will take up references for all posts and volunteer roles prior to appointment, checking any gaps in employment history.

We will use Disclosure & Barring Service (DBS) checks to help us to assess

suitability and where there is eligibility to do so by determining which roles are in

regulated activity and therefore subject to a barring list check and those roles

eligible for enhanced DBS checks only. We will assess any criminal record

information that is disclosed in line with our data protection and equalities (treating

ex-offenders fairly) policies and follow our ‘recruitment of ex offenders’ policy.

We will provide an induction programme for all new volunteers and staff,

appropriate training to enable all personnel to undertake their roles safely and

confidently, and ongoing training as benefits the personal and professional

development of individuals and of our organisation.

We will regularly review our recruitment procedures in response to changes in

legislation and systems external to our organisation e.g. DBS and barring list checks.

The other safer recruitment measures we will take where applicable are:

good record-keeping; i.d. checks; qualification checks; clear job descriptions and adverts; clear selection process; right to work checks; certificate of good conduct.

**Volunteers**

All volunteer roles will be supported by a Volunteer Co-ordinator/Supporter.

Volunteers will be treated equally alongside any paid staff and be acknowledged for their contribution to our organisation. In turn, our volunteers will adhere to the Code of Conduct at all times as a representative of our organisation.

Any volunteer roles, which would be regulated activity if unsupervised, will be

appropriately supervised in accordance with statutory guidance.

**Safeguarding Officer**

Our appointed Safeguarding Officer is Jan Crocker

from 1 Aug 2021 and supported by Sasha North as deputy,

who will be available to all staff, volunteers, service users and members of the community to speak to when they have any concerns, issues or complaints regarding the safety, well-being or

conduct of service users, volunteers, staff and members of the community.

The safeguarding officer and deputy will have access to appropriate training to

support them in these roles. They will liaise with appropriate local and national

agencies, contribute to appropriate policies, maintain records and keep

confidentiality, adhere to and promote this policy within the organisation, and

support or provide access to support for individuals suffering harm or abuse.

Awareness of harm and abuse in our organisation

Harm is caused by accidents, deliberate abuse (physical, sexual,

emotional, financial), neglect (deliberate or not) or factors such as bullying,

prejudicial attitudes or a failure to enable a person to participate in activities that

are open to most of their peers.

All incidents of harm to anyone involved in our service will require an appropriate

response to reduce risks and improve our service

Deliberate acts of harm (sexual, physical, emotional and financial) and neglect are

abuses against the person and will incur disciplinary proceedings and require

reports and referrals to social services, the police, other professional bodies and

the Disclosure and Barring Service (DBS) if in regulated activity.

**Significant harm**

Where there is risk of significant harm to our service users, volunteers, staff or members of the community the Safeguarding Officer and deputy are empowered to act accordingly.

• To log all conversations regarding the issue

• To sign and request signatures on reports and statements

• Confidentially seek advice from expert sources

• Share concerns (with consent where required and appropriate) internally

with senior staff / Chair of the Board

• Share concerns and make referrals to external agencies such as Social

Services, the Police or NSPCC as appropriate to the circumstances

• Make a referral to the Disclosure and Barring Service regarding staff or

volunteers in regulated activity whose conduct is harmful to service users

and when they are removed from regulated activity

**Confidentiality**

All reports and logs (including personnel records) will be kept securely

and confidentially according our data protection policy and confidentiality

statement, or in line with DBS Code of Practice if appropriate, until or unless it is

necessary to share this material with the agencies named above. Information will

be shared on a “need-to-know” basis only.

**Communication**

We will communicate this policy to all staff, volunteers, service users

and their families / carers, using appropriate methods, formats and language to

get the essence across.

We support and encourage all service users, volunteers, staff and members of the community to speak up and contact the named Safeguarding Officer or deputy where there is

• a concern (a worry, issue or doubt about practice or treatment of a service

user or colleague, or their circumstances), or

• a disclosure (information about a person at risk of or suffering from

significant harm) or

• an allegation (the possibility that a volunteer or staff member could cause

harm to a person in their care)

Staff or volunteers can report things that aren’t right, are illegal or if anyone at

work is neglecting their duties, putting someone’s health and safety in danger or

covering up wrongdoing. In the first instance they should speak with the

Safeguarding Officer, or their deputy.

We would prefer our members and personnel to use internal processes whenever possible to make a report as above, but this does not prevent them from making a report or referral to statutory agencies such Social Services or the Police, in their own right as a private individual. We also support our staff or volunteers to raise concerns or to disclose information, which they believe shows malpractice -

whistle-blowing (disclosure in the public interest).

To encourage everyone involved in our organisation to understand that

safeguarding is everybody’s business, we will: hold forums / agenda trustees

meetings / provide opportunities for discussions about issues and concerns, policy

and procedures to reflect, review and to continue to learn and improve in our

safeguarding responsibilities.

Chair Pennard Community Council

Date:

References and links

Wales Interim Policy and Procedures for the Protection of Vulnerable Adults

from Abuse (November 2010, updated January 2013)

Disclosure and Barring Service

WASPI