



Safeguarding Policy

Overview

The Staffordshire Centre recognises that the welfare of its members is paramount; safeguarding is the action taken to prevent members coming to harm. Safeguarding adults includes their safety and welfare.

The purpose of this safeguarding policy is to set out our approach to safeguarding and to explain our responsibilities in keeping members safe from harm.

The Staffordshire Centre does not engage or work directly with children, young people and / or vulnerable adults at risk. We do not assume that an adult is an 'adult at risk' without information from the individual, a carer or a relevant authority.

When members of the Staffordshire Centre participate in activities on a National Trust site, e.g., Shugborough Hall, the National Trust and the specific site policies will be applicable.

Safeguarding Policy Statement

We believe that:

- No member while involved in the activities of the Staffordshire Centre should ever experience abuse, harm, neglect or exploitation
- Some members may be more vulnerable because of previous experiences, their level of dependency, communication needs or other issues
- We all have a responsibility to promote the welfare of our members, to keep them safe and work in a way that protects them
- We have a collective responsibility for creating and maintaining a culture in which members not only feel safe but are also able to speak up if they have any concerns.

Scope

This safeguarding policy applies to all Staffordshire Centre members and anyone working on our behalf including non-member volunteers.

Other organisations we may work with will have their own safeguarding policies & procedures compliant with relevant, applicable regulations & standards specific to their work.

Types of Abuse

Abuse can take many forms such as physical, psychological / emotional, financial, sexual, domestic or institutional abuse including neglect and exploitation.

Keeping Members Safe

We seek to keep members safe by:

- Valuing all members and treating them with respect and dignity by creating and maintaining a respectful ethos and environment
- Ensuring a safe physical environment for activities e.g. meetings
- Ensuring members are supported appropriately in any activity, e.g., volunteering in publicity activities, setting up / clearing up meetings, serving refreshments
- Ensuring appropriate permissions are in place to use photographs / videos of individual members in any publicity / membership / reporting material recognising that some members may not wish to be identified via the Staffordshire Centre.

Reporting Safeguarding Concerns

If there is an immediate risk of harm or abuse take whatever action is required to make the member safe and minimise risk; this could include calling emergency services, removing the person causing the risk and / or taking the injured party to a place of safety.

If you have a general safeguarding concern about a member, make the Chair or a member of the committee aware so they can take appropriate action.

Anyone reporting a concern will be treated with respect and will be supported.

Committee Responsibilities

Staffordshire Centre committee members will:

- Create and exhibit a culture of respect in which everyone feels safe and able to speak up
- Record the number of safeguarding incidents dealt with annually and report this statistic at the AGM
- Ensure any issues raised are dealt with quickly, fairly and sensitively and any reporting to the Police / statutory authorities is carried out
- Consider potential safeguarding risks when planning programme / activities to ensure these are adequately mitigated
- Ensure that members personal data is stored and managed in a safe way that is compliant with data protection regulations including valid consent to use any images or video in any publicity, on the website and / or in any printed document
- Make members aware of how to report any safeguarding concerns.

Record Keeping

If a safeguarding concern is raised, the designated committee member or Event Lead (if raised at e.g. a walk) should record details on the appropriate form (see Appendix A) taking the following into consideration:

- Do not ask the person to tell more than they wish and allow the person to recall events in their own words
- Record the conversation as soon as possible noting the date, time and location of any conversations and noting everyone who was present
- Record the date, time and information which is passed to the relevant authority, obtaining either a reference number (e.g., from Police) or contact details of the recipient in any other authority

- Records are confidential and the person should not be identifiable; information must only be shared with people who need to know
- It is not the responsibility of any Staffordshire Centre member other than the committee member designated to do so, to record details
- The member designated to record concerns raised should make keep a clear, concise summary of:
 - The nature of the concern raised
 - Details of how the concern was followed up and resolved
 - Any actions taken
 - Decisions made

A copy should be given to the member(s) involved unless to do so would compromise an ongoing investigation / referral to the police / relevant authority

- Report of a concern raised should still be made even if a member involved resigns. A need to report a concern to the Police or another relevant authority remains even if the member(s) involved resigns.

Monitoring

The number of safeguarding concerns raised each year will be recorded and reported as a statistic at the AGM. Details of any concerns raised **will not** be shared.

Review

This policy will be reviewed annually by the Staffordshire Centre committee.



Appendix A: Record of Safeguarding Concern

Name of SC member completing this record:	
Date this record was made:	
Date / Location safeguarding concern raised:	
Name of person raising concern:	
Is this person a member of SC:	Yes / No
Name of person concern is raised about:	
Is this person a member of SC:	Yes / No
Outline of concern raised:	
Was immediate action required to safeguard life / move person to safety. If yes, include action taken:	
Was this reported to an Authority (e.g. Police / Social Services). If yes, include which authority & reference number / name of report recipient	