

THE COLMAN INSTITUTE

COLMAN REDLAND CENTRE, CROYDON ROAD, REIGATE

Registered Charity No:251665

SAFE-GUARDING FOR ONE OFF HIRERS WITH CHILDREN OR ADULTS AT RISK USING THE COLMAN REDLAND CENTRE

Safeguarding is everybody's responsibility. If you are concerned about any child or adult at risk, then please speak to the Institute's Designated Safeguarding Officer, Rosemarie Belcher 07912 185588. OR:

For Children, Contact Social Services: 0300 470 9100. Out of hours: 01483 517898 edt.ssd@surreycc.gov.uk (emergency duty team). For advice and guidance, email: cspa@surreycc.gov.uk

For Adults at risk, contact MASH (multi Agency Safeguarding Hub) 09:00-1700, weekdays 0300 470 9100 or email ascmash@surreycc.gov.uk. For out of hours emergencies, phone 01483 517898 or email edt.ssd@surreycc.gov.uk or for information/advice, contact 0300 200 1005 or email asc.infoandadvice@surreycc.gov.uk

Please do not ignore your concerns or think someone else will make the call.

Other useful contacts:

CEOP (Child Exploitation and Online Protection) www.ceop.police.uk

NSPCC Helpline: 0808 800 5000 or email help@nspcc.org.uk

CHILDLINE: 0800 1111 www.childline.org.uk

Any allegations of abuse must be taken seriously and be responded to quickly.

It is my responsibility to ensure the safety of **ALL** children and adults at risk whilst I hire the Colman Redland Centre and to protect them from harm. In order to achieve this;

- I will ensure I have the correct child to helper ratios.
- My visual risk assessment of the site will consider the shared facilities with regards safeguarding, namely the toilets, foyers and food preparation areas. I will ensure I have appropriate procedures in place to ensure children/at risk adults are not vulnerable. Vulnerable people should not be in the food preparation areas unsupervised. Adults should wait until children have finished before using the toilets and vice versa. I will ensure my risk assessment considers the age and ability of my group.
- Part of my risk assessment will include a plan for a child getting lost in the Colman Redland Centre and it will also consider health and safety to children and vulnerable adults.
- I will be aware of all legislation applicable to my activity.
- My group and I will act respectfully to everyone whilst using this venue.

I will read the Colman Institute's Safeguarding policy from their website: www.colmanredlandcentre.org.uk

For further information:

[Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings - GOV.UK \(www.gov.uk\)](#)

[newbook.book \(legislation.gov.uk\)](#)