

THE COLMAN INSTITUTE

COLMAN REDLAND CENTRE, CROYDON ROAD, REIGATE

Registered Charity No:251665

SAFE-GUARDING FOR HIRERS WITHOUT CHILDREN OR ADULTS AT RISK, WHEN 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 Colman 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.

As a hirer of the Colman Redland centre, I will respect all others using the centre at the same time as my group and I understand that there may be groups using the centre with children or adults at risk within their group.

I understand that children and adults at risk should not be in the food preparation areas unsupervised and that adults should wait until children/at risk adults have finished before using the toilets and vice versa. I will respect and work in conjunction with the needs of other groups.

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 \(legislation.gov.uk\)](#)