

# THE COLMAN INSTITUTE

COLMAN REDLAND CENTRE, CROYDON ROAD, REIGATE

Registered Charity No:251665

## THE COLMAN INSTITUTE SAFEGUARDING POLICY

1. **Purpose:**  
**Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.**

This policy defines how the Colman Institute operates to safeguard children, young people and adults at risk of abuse or neglect.

We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk, whether involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers, and staff.

2. **Definitions**

**Children and young people** are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work. Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment.
- preventing impairment of children's health and development.
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

### **Adults at risk of abuse or neglect**

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2014:

- has care and support needs.
- is experiencing, or is at risk of, abuse or neglect.
- as a result of their care and support needs is unable to protect him/her self against the abuse or neglect or the risk of it.

**If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.**

3. **Persons affected**

- All trustees, volunteers, and staff.
- All those attending any activity that is being delivered from the charity property.
- All visitors and contractors.

4. **Policy principles**

There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation, and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

### **The Colman Institute has a zero-tolerance approach to abuse.**

The Colman Institute recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

The Colman Institute is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

The Colman Institute is aware of the work of their local safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of adults vulnerable from abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

The Colman Institute is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount.

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- All children, young people and adults at risk have the right to protection from abuse.
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

## 5. Procedures

- a. All members of the committee have signed the 'Trustee Statement of Eligibility form' which includes a declaration that they have no convictions in relation to abuse.
- b. All members of the committee will familiarise themselves with safeguarding responsibilities, undertake training on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation **and** ensure that they understand the principles set out in this policy at 3 above.
- c. All members of the committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed. From October 2021, safeguarding will be included on the agenda at Trustee meetings.
- d. All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.
- e. The hall committee will follow safe recruitment practices.
- f. A member of the committee will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.

**The named person is Rosemarie Belcher 07912 185588 until further notice.**

- g. All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children or adults at risk, who has; behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk. possibly committed a criminal offence against or related to a child or adult at risk; or behaved towards a child or children or adult at risk in a way that indicates they may pose a risk of harm to children.
- h. The hall committee will ensure that all hirers of the hall have signed a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to produce a copy of their Safeguarding Policy upon request or agree to adhere to the document on our website titled 'Safeguarding for regular hirers with children or adults at risk', and to show evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS), where needed.
- i. The Trustees will carry out a regular review of this policy.

**Safeguarding children is everybody's responsibility. If you are concerned about any child's welfare then please speak to the Centre's Designated Safeguarding Officer as above, or contact Children's Social Services: 0300 470 9100. Out of hours phone: 01483 517898 to speak to our emergency duty team. They are available for advice and guidance. 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](http://www.ceop.police.uk)**

**NSPCC Helpline: 0808 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)**

**CHILDLINE: 0800 1111**

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