

# Headington Community Association

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**Registered Charity Number:** 1020897

## **Safeguarding Policy**

Approved by Headington Community Association

Date: 9<sup>th</sup> March 2020

Date of next review: March 2021

## **Safeguarding statement**

Headington Community Association (HCA) is committed to the belief that all children and vulnerable adults have a fundamental right to be protected from harm and fully recognises its responsibility for child and adult protection. The safety and protection of all vulnerable people that the organisation supports are paramount and has priority over all other interests, unless life is at imminent risk. This policy applies to all employees, trustees and volunteers.

The purpose of this policy is to protect the personal safety of all children, young people and vulnerable adults using the facilities, resources and activities taking place at the Headington Community Centre, Gladstone Road, actively promoting awareness, good practice and sound procedures. The Trustees will review this policy regularly and as informed by risk assessments relating to all activities of HCA and will make member organisations using the premises and working with vulnerable groups aware of the policy. Contractors are required to comply with the procedures contained within this policy.

## **Definitions**

The following definitions apply

Child or Children: The Children Act 1989 defines a child as a person under eighteen, for most purposes.

- Young Person: The term young person will include those aged between 5 and 24 years. For the purposes of this policy, a young person aged under 18 years is regarded as a child and a vulnerable adult includes all people aged 18 and over subject to the criteria of the Protection of Vulnerable Adults Scheme (PoVA 2004) Scheme.
- Vulnerable Adult or Adults: The Protection of Vulnerable Adults Scheme (PoVA 2004) defined a vulnerable adult as a person aged 18 or over who has a condition of the following type: a substantial learning or physical disability; a physical or mental illness or mental disorder, chronic or otherwise, including addiction to alcohol or drugs; a significant reduction in physical or mental capacity.

## **Headington Community Association will:**

- Have a nominated Safeguarding Contact who can be contacted by telephone.
- Ensure that terms and conditions for all hirers include the need for groups working with children/vulnerable adults to have their own safeguarding policies in place

- Display prominently our philosophy, the name of the Safeguarding officer (SO) and contact details as well as the contact details of relevant helplines.
- Ensure all employed staff and volunteers (other than those who only have infrequent contact with young people/vulnerable adults) have enhanced level disclosure and Barring (DBS) checks and that their continuing suitability is monitored.
- Follow guidelines laid down by OFSTED and EHDC safeguarding policies especially with regard to supporting young people/vulnerable adults and the recording and reporting of incidents.
- Direct staff (or hirers) when appropriate to training opportunities relating to safeguarding issues.
- Where appropriate remind hirers of their obligations and responsibilities and the need for them to have effective safeguarding policies in place.
- Our policies and procedures will be monitored and reviewed by Trustees regularly.

### **Procedure if you have a concern**

The Multi-Agency Safeguarding Hub (MASH) is the front door to Oxfordshire's Children's Social Care for all child protection and immediate safeguarding concerns. If there is an immediate safeguarding concern where a child is deemed at risk or has potentially suffered significant harm, the MASH team should be contacted immediately.

**If you have a concern about a child, please call the MASH on 0345 050 7666.**

This number will take you through to Customer Services who will ask a series of questions and triage into MASH where safeguarding concerns are raised.

- Office hours (8.30am – 5pm, Monday to Thursday, 8.30am – 4pm, Friday): Multi-Agency Safeguarding Hub
- Outside office hours: Emergency Duty Team: **0800 833 408**

Headington Community Association safeguarding contact: Tanya Field – [tanyafield999@gmail.com](mailto:tanyafield999@gmail.com) and 07929 868284