Headington Community Association

Safeguarding Policy & Procedures

Charity Number: 1200590
Approved by Trustees: 11th May 2026
Next Review Date: May 2027

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1. Safeguarding Statement

Headington Community Association (HCA) is committed to safeguarding and promoting the welfare of all children, young people, and adults at risk.

We recognise that:

- Everyone has the right to live free from abuse, harm, and neglect
- Safeguarding is everyone's responsibility
- The safety and wellbeing of individuals is paramount

HCA will take all reasonable steps to ensure that our premises provide a safe environment for all users.

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2. Scope of This Policy

This policy applies to:

- Trustees
- Staff (paid or unpaid)
- Volunteers
- Contractors
- Hirers of the community centre

HCA primarily operates as a **provider of premises for hire** and does not usually deliver activities directly.

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3. Our Safeguarding Responsibilities

As a hall-hire organisation, HCA's responsibilities are to:

- Provide a **safe physical environment**
- Maintain a **safeguarding policy and procedures**
- Appoint a **Designated Safeguarding Lead (DSL)**
- Respond appropriately to safeguarding concerns

- Ensure hirers understand and meet their safeguarding responsibilities

HCA does **not take on the role of activity provider** unless explicitly agreed.

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4. Designated Safeguarding Lead (DSL)

Name: Tanya Field
Role: Designated Safeguarding Lead
Contact: tanyafield999@gmail.com and 07929 868284

The DSL is responsible for:

- Receiving safeguarding concerns
- Recording and reporting concerns appropriately
- Liaising with statutory agencies where required
- Supporting trustees on safeguarding matters

In the DSL's absence, concerns should be reported to:

Roz Rogers whose contact details are rozsmithoxford@gmail.com and 07584 257156

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5. Responsibilities of Hirers

All organisations or individuals hiring HCA facilities are responsible for the safeguarding of their participants.

Hirers must:

- Have their own **up-to-date safeguarding policy**
- Ensure appropriate **DBS checks** are in place where required
- Provide **adequate supervision** of children or adults at risk
- Conduct their own **risk assessments**
- Comply with all relevant safeguarding legislation
- Respond to safeguarding concerns arising within their activity

HCA reserves the right to request copies of safeguarding policies and procedures.

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6. HCA Staff, Volunteers and Trustees

Where HCA staff or volunteers have **regular or direct contact** with children or adults at risk, HCA will:

- Carry out appropriate **DBS checks**
- Provide **basic safeguarding awareness training**
- Ensure clear **boundaries of role and responsibility**

Where staff have **no direct responsibility for participants**, their role is limited to:

- Observing
- Reporting concerns

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7. Recognising Safeguarding Concerns

Safeguarding concerns may include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Financial abuse (for adults at risk)
- Signs of exploitation or coercion

Concerns may arise from:

- Observations
- Disclosures
- Behavioural changes
- Concerns raised by others

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8. Reporting Safeguarding Concerns

If there is **immediate danger**, call **999**.

Otherwise:

1. Report the concern to the **DSL immediately**
2. Record the concern in writing as soon as possible
3. Do not investigate yourself
4. Maintain confidentiality (share only on a need-to-know basis)

Local Authority Contacts (Oxfordshire)

Children's Services (MASH):
0345 050 7666

Emergency Duty Team (Out of Hours):
0800 833 408

Adult Safeguarding:
0345 050 7666

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9. Recording and Information Sharing

HCA will:

- Keep clear, factual records of safeguarding concerns
- Store records securely
- Share information only with appropriate agencies
- Follow data protection requirements

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10. Safeguarding in the Premises

HCA will ensure:

- Safe and well-maintained facilities
- Clear signage for safeguarding contacts
- Risk assessments for the building
- Appropriate insurance cover

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11. Code of Conduct

All staff, trustees and volunteers must:

- Treat all individuals with respect and dignity
- Maintain appropriate boundaries
- Not be alone with a child or adult at risk unless necessary
- Report concerns promptly
- Avoid behaviour that could be misinterpreted

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12. Allegations Against Staff or Volunteers

Any allegation involving a member of HCA must be:

- Reported immediately to the DSL or Chair of Trustees
- Referred to appropriate authorities where necessary
- Managed in line with safeguarding procedures

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13. Monitoring and Review

This policy will be:

- Reviewed annually
- Updated in line with legislation and guidance
- Approved by the Board of Trustees

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14. Related Documents

- Hiring Agreement Terms & Conditions
- Health & Safety Policy
- Complaints Policy
- Data Protection Policy

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15. Declaration

Headington Community Association is committed to safeguarding and will ensure that all reasonable steps are taken to protect children, young people and adults at risk who use our facilities.

Signed (Chair of Trustees): *Tanya Field*
Date: *11th May 2016*