

## Safeguarding Policy

This policy conforms to Warwickshire safeguarding standards and has been approved by Warwickshire Safeguarding Children Board (WSCB).

**The Percival Guildhouse**

**St Matthews Street**

**Rugby**

**CV21 3BY**



### 1. POLICY COMMITMENT:

Vulnerable adults who access or who are involved in our services should:

- Have alleged incidents recognised and taken seriously.
- Receive fair and respectful treatment throughout.
- Be involved in any process as appropriate.

**THE PERCIVAL GUILDHOUSE** is committed to safeguarding all vulnerable adults that come into contact with our work. We believe vulnerable adults have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of the vulnerable adult is paramount.

**THE PERCIVAL GUILDHOUSE** will take all reasonable steps to ensure that all vulnerable adults are protected, where our staff, committee members, trustees and volunteers are involved in the delivery of our work. All suspicions and allegations of abuse will be taken seriously and investigations will be undertaken swiftly so that appropriate and required action is taken as soon as possible.

**THE PERCIVAL GUILDHOUSE** enables all our staff, committee members, trustees, volunteers and students who work with us to make informed and confident decisions regarding safeguarding. We expect everyone (staff, committee members, trustees, and volunteers) to have read, understood and adhere to this policy and related procedure.

## 2. ROLES AND RESPONSIBILITIES:

**THE PERCIVAL GUILDHOUSE** has a Designated Person who is responsible for Safeguarding , Sarah Gall, Centre Manager and in her absence the role will be undertaken by the Prabha Mistry, Office Secretary.

The role of the Designated Person is to assume overall responsibility for safeguarding across the organisation.

It is not the role of the Designated Person or The PERCIVAL GUILDHOUSE to decide whether abuse has taken place or not. It is therefore vital that staff, committee members, trustees, volunteers and students raise all cases of suspected or alleged abuse in line with the procedures identified in this policy as there may already have been concerns expressed by other staff, committee members, trustees, volunteers or students and failure to report concerns may put vulnerable adults at risk. **Details of concerns and actions taken should be shared with the Executive Committee at the earliest convenience.**

## 3. REPORTING INCIDENTS:

All allegations or suspicions must be treated seriously and reported to the Designated Person for safeguarding as soon as possible and logged accordingly.

The Designated Person for safeguarding will then devise an appropriate plan of action. The exact nature of the action taken will be determined by the individual circumstances, but it may include the involvement of external authorities, such as the Multi Agency Safeguarding Hub

Any allegation made against a person in a **Position of trust** (group leader, volunteer, staff member) should be reported to the Designated Person for safeguarding immediately. The matter will be investigated and the appropriate action taken. The Designated Person for safeguarding should inform the Local Authority Designated Officer on 01926 743433 / [lado@warwickshire.gcsx.co.uk](mailto:lado@warwickshire.gcsx.co.uk) who will advise of next steps.

If a disclosure of abuse is made by a member user, care should be taken to explain to them the procedure that will be followed and they should be told that it may not be possible for THE PERCIVAL GUILDHOUSE to maintain confidentiality.

#### 4. GOOD PRACTICE

##### Recruitment, Induction and Training

All staff, committee members, trustees, volunteers and students working or volunteering directly with vulnerable adults are: carefully recruited in line with good recruitment practice, to include:

- At least two verified references
- Familiarisation with the Safeguarding Policy and Procedure.
- Receive appropriate training and are provided with up to date and relevant information and guidance.
- Are provided with support appropriate with their responsibilities in relation to Safeguarding, and their requirement to maintain safe relationships.
- Are aware of role in respect of the disclosure or discovery of abuse, the procedure for doing so and report the disclosure or discovery of abuse to the Designated Person for Safeguarding.

##### Record Keeping:

- Any concerns will be recorded in writing and kept in a locked drawer to comply with data protection legislation.
- Records should only include contacts and referrals made including date, time, reason and referral agency. THE PERCIVAL GUILDHOUSE will assist other relevant organisations, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.

#### 5. CONTACT DETAILS

##### Emergency contact number

If a vulnerable adult is in immediate danger you should contact the police on 999 or 101.

##### Warwickshire contact numbers

In the event of concerns for a **vulnerable adult** within Warwickshire, the matter should be reported to the Adult Social Care Team on **01926 412080**.

## **6. POLICY REVIEW**

**THE PERCIVAL GUILDHOUSE** is committed to reviewing this policy and procedure annually, or earlier, if circumstances change.

**Adopted: 1/2/2019**

**Next Policy Review Due: 1/2/2020**

