



The Percival Guildhouse Safeguarding Policy and Procedure

Introduction

The Percival Guildhouse is an independent, not for profit, registered charity whose objective is the advancement of adult education (primarily non-vocational), in the Rugby area. More importantly it is a place where people meet to learn new skills, or improve on existing ones, whilst making friends – all in a safe, warm and enjoyable environment.

Our Mission

Raising levels of knowledge and skills for adults in an affordable, enjoyable, relevant and supportive way.

Our Core Values

Learning is at the heart of what we do at The Percival Guildhouse, and we believe that this is achieved through our core values.

– We are proud of our heritage and the strength and enthusiasm that our staff, tutors, volunteers and members contribute to the provision of a friendly, stimulating and engaging ethos.

– We endeavor to be professional and to treat everyone with respect and dignity regardless of background, nurturing an environment that embraces equality and diversity

– Our courses are diverse and enjoyed by many. We will continue to be a responsive and effective provider of affordable, high-quality learning to all adults in the Rugby area, helping them fulfil their aspirations.

Policy Statement

The Percival Guildhouse (PGH) is committed to safeguarding all adults that come into contact with our work. We believe adults have an equal right to protection from abuse, regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation and consider the welfare of the adult at risk is paramount and listening to the voice of the adult at risk is of upmost important.

PGH is committed to the six principles of safeguarding adults aligned to the Care Act 2014 which includes empowerment, protections, prevention, proportionality, partnership and accountability.

PGH is committed to Safeguarding Adults in line with national legislation and relevant local guidelines by ensuring that our activities are delivered in a way which keeps all adults safe by:

- creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution;
- recognises that health, well-being, ability, disability and need for care and support can affect a safeguarding lead's resilience. [Name of group] recognises that some people experience barriers, for example, to communication in raising concerns or seeking help;

- accepts that we are required to fulfil our duty of care, which means that we must do everything that can be reasonably expected of us to help safeguard and protect people from harm, and to act when we suspect that someone is being harmed or is at risk of harm;
- is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk and being willing to report safeguarding concerns.

Scope

The purpose of this policy is to demonstrate the commitment of PGH to safeguarding adults and to ensure that everyone involved in PGH is aware of:

- The legislation policy and procedures for safeguarding adults
- Their role and responsibility for safeguarding adults
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation

Implementation

PGH will take every reasonable step to ensure that all adults at risk are protected, where our staff, committee members, trustees, and volunteers are involved in the delivery of our work and are confident in the procedures that they need to follow. 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.

PGH has a complaints procedure that is open and well published in which all adults can voice concerns about unacceptable and/or abusive behavior. This can be found <https://percival-guildhouse.co.uk/wp-content/uploads/2024/04/PGH-Complaints-Procedure-April-2024.pdf>

PGH equips staff, committee members, trustees and volunteers to make informed and confident decisions regarding safeguarding aligned to our policy/procedures.

We ensure staff, committee members, trustees and volunteers receive training on safeguarding awareness and our policy and procedures.

Staff, committee members, trustees, volunteers are competent in dealing with all aspects of safeguarding in relation by referral to the relevant external agencies and the procedures within PGH to ensure any allegation is handled correctly.

Visitors must adhere to PGH processes whilst on site or in contact with PGH clients.

A Whistleblowing and Escalation Policy is in place for all staff and volunteers. We expect everyone (staff, committee members, trustees and volunteers) to have read, understood and adhere to this policy and related procedure.

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

- At least two verified references;
- Have full and up-to-date Criminal Record checks if their role meets the eligibility criteria outlined by the Disclosure and Barring Service;
- 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, including a code of behavior and that all staff and volunteers should be knowledgeable in the consequences of breaching that code and how it links to disciplinary and grievance procedures;
- Are aware of their 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 Safeguarding lead for Safeguarding ASAP.

Legislation

The practice and procedures within this policy are based on the relevant legislation and government guidance which can be found [here](#)

Procedures

Key Contact

The Centre Manager (Sarah Gall) is the Designated Safeguarding Lead (DSL) responsible for ensuring that this policy is adhered to. They will be responsible for the monitoring and recording of any safeguarding concerns and for ensuring that all concerns are shared with the appropriate authorities. It is not the role of the DSL to investigate, only to gather and share information as appropriate. The Designated Safeguarding Lead (DSL) safeguarding lead can be contacted on 01788 542467. In DSL's absence the deputy safeguarding lead is Peter Reaney (trustee). PGH has a lead trustee (Peter Reaney) who has responsibility for Safeguarding at Board Level to ensure that Safeguarding is on the agenda at Executive Committee Meetings.

Raising and managing a concern

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

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. PGH will assist other relevant organisations, as far as it is able, during any investigation of a Safeguarding incident. This will include disclosing written and verbal information and evidence.

The designated safeguarding lead 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 Warwickshire Adult Safeguarding Team.

It is not the role of the DSL or PGH to decide whether abuse has taken place or not. It is therefore vital that staff, committee members, trustees and volunteers 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 and failure to report concerns may put adults at risk.

Any allegation made against a safeguarding lead in a **position of trust** (group leader, volunteer, staff member) should be reported to the designated safeguarding lead for safeguarding immediately. The matter will be investigated, and the appropriate action taken. The designated safeguarding lead for safeguarding should inform: ***Warwickshire Local Authority Designated Officer 01926 745376 lado@warwickshire.gov.uk* who will advise of next steps.

If a disclosure of abuse is made by an organisation 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 PGH to maintain confidentiality.

Contact Details

Speak to your designated safeguarding contact, if advised contact the appropriate social services department for your local authority area to log the issue and seek advice. If anyone is at urgent risk of harm call the police on 999 or 101

- **Emergency contact number:** If an adult at risk is in immediate danger you should contact the police on 999 or 101.
- **Warwickshire contact numbers:**
 - **Concerns about an adult at risk** within Warwickshire: the matter should be reported to the Adult Social Care Team on **01926 412080**.

Policy Review

PGH is committed to reviewing this Policy and Procedure annually, or earlier, if circumstances change.