



SAFEGUARDING POLICY

Statement of Commitment

The Holt Community Centre is committed to safeguarding and promoting the welfare of children and adults at risk. We believe that everyone has the right to be safe from abuse, neglect, and exploitation.

Safeguarding is everyone's responsibility.

Legal Framework

- Children Act 1989 and 2004
 - Care Act 2014
 - Working Together to Safeguard Children
 - Safeguarding Vulnerable Groups Act 2006
-

Scope

- Staff and volunteers
 - Trustees and Management Committee members
 - Hirers and external organisations using the Centre
 - Contractors and visitors
-



Definitions

A child is anyone under the age of 18.

An adult at risk is someone aged 18 or over who may be unable to protect themselves from harm or abuse due to care or support needs.

Types of Abuse

Abuse may include, but is not limited to:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse
- Neglect
- Financial or material abuse
- Discriminatory abuse
- Domestic abuse
- Modern slavery

Safer Working Practices

The Holt Community Centre will:

- Promote a culture of vigilance and respect
 - Ensure appropriate supervision is in place
 - Avoid lone working with children or adults at risk where possible
 - Require appropriate DBS checks where roles involve regulated activity
 - Provide safeguarding awareness to staff and volunteers
-



Roles & Responsibilities

Management Committee

- Has overall responsibility for safeguarding
- Ensures policies are reviewed and implemented

Designated Safeguarding Lead (DSL)

The Centre will appoint a Designated Safeguarding Lead responsible for:

- Receiving safeguarding concerns
- Taking appropriate action
- Liaising with local safeguarding authorities

DSL Name: _____

Contact details: _____

Deputy DSL Name: _____

Contact details: _____

Recognising Abuse

Staff, volunteers, and hirers should be alert to:

- Unexplained injuries
- Changes in behaviour
- Fear, withdrawal, or distress
- Disclosure of abuse

Concerns should **never be ignored**.



Responding to Safeguarding Concerns

If a safeguarding concern arises:

- Stay calm and listen
- Reassure the person but **do not promise confidentiality**
- Record what has been said or observed as soon as possible
- Report the concern immediately to the DSL

In an emergency, contact the police or emergency services.

Reporting to Authorities

The DSL will decide whether to:

- Refer the concern to Children's Social Care or Adult Social Care
- Contact the police
- Seek advice from safeguarding partners

Referrals will be made without delay where required.

Allegations Against Staff or Volunteers

Any allegation against a member of staff or volunteer will:

- Be taken seriously
 - Be reported immediately to the DSL
 - Be managed in line with local authority guidance
-

External Hirers & Safeguarding

- Hirers are responsible for safeguarding within their activities
- The Centre may require hirers to provide their safeguarding policy

Holt Community Centre, Kerridge Way, Holt, Norfolk, NR25 6DN
Registered Charity Number 1046613
Tel: 01263 713427
Email: holtcommunitycentre@gmail.com



- The Centre reserves the right to suspend or terminate hire if safeguarding concerns arise
-

Confidentiality & Record Keeping

- Safeguarding information will be stored securely
 - Information will be shared only on a need-to-know basis
 - Records will be kept in line with UK GDPR
-

Training & Awareness

- Staff and volunteers will receive safeguarding awareness training
 - The policy will be made available to hirers and users
-

Whistleblowing

The Centre encourages anyone to report concerns about unsafe or unethical behaviour. Reports will be taken seriously and handled appropriately.

Review

This policy will be:

- Reviewed annually
 - Updated following changes in legislation, guidance, or Centre operations
-

Approval

This Safeguarding Policy is approved by the Management Committee of The Holt Community Centre.

Date approved: _____

Review date: _____



Signed (Chair / Authorised Person): _____