Safeguarding Children and Adults at Risk Policy and Procedures Manual

Loddon and Chedgrave Jubilee Hall

Registered Charity No. 285015

Effective September 2026 | Review September 2027

Document Control and Version History

This manual is owned by the Board of Trustees. All amendments must be approved by trustees and recorded in trustee minutes. This document forms part of the charity governance framework.

Procedure: Staff, volunteers and trustees should follow documented reporting arrangements, maintain confidentiality, act proportionately, and seek guidance where required. Records should be completed promptly and retained securely. Governance oversight should be evidenced through trustee minutes and annual reviews.

Policy Statement

The charity is committed to safeguarding children, young people and adults at risk and to creating a safe, welcoming and inclusive environment.

Procedure: Staff, volunteers and trustees should follow documented reporting arrangements, maintain confidentiality, act proportionately, and seek guidance where required. Records should be completed promptly and retained securely. Governance oversight should be evidenced through trustee minutes and annual reviews.

Legal Framework

This manual reflects the Children Acts 1989 and 2004, Care Act 2014, Working Together to Safeguard Children, Safeguarding Vulnerable Groups Act 2006, Protection of Freedoms Act 2012, Equality Act 2010, Data Protection Act 2018, UK GDPR and Charity Commission safeguarding guidance.

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Trustee Governance Responsibilities

Trustees are ultimately accountable for safeguarding arrangements, policy review, risk management, incident oversight, safer recruitment and serious incident reporting.

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Risk Management

Safeguarding risks shall be recorded within the charity risk register, reviewed annually and monitored following any significant incident.

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Designated Safeguarding Lead

The trustees shall appoint a DSL and Deputy DSL. Contact details shall be maintained and displayed where appropriate.

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Safer Recruitment

Appropriate recruitment procedures, references and DBS checks shall be undertaken where legally required.

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Hall Hirer Requirements

Regular hirers working with children or adults at risk must maintain safeguarding policies, suitable insurance and DBS arrangements where required.

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Training and Awareness

Trustees, staff and volunteers shall receive safeguarding guidance appropriate to their role and responsibilities.

Procedure: Staff, volunteers and trustees should follow documented reporting arrangements, maintain confidentiality, act proportionately, and seek guidance where required. Records should be completed promptly and retained securely. Governance oversight should be evidenced through trustee minutes and annual reviews.

Recognising Abuse

Abuse may be physical, emotional, sexual, financial, discriminatory, organisational, domestic, online, neglectful or exploitative.

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Reporting Concerns

All concerns must be taken seriously, recorded accurately and referred without delay.

Procedure: Staff, volunteers and trustees should follow documented reporting arrangements, maintain confidentiality, act proportionately, and seek guidance where required. Records should be completed promptly and retained securely. Governance oversight should be evidenced through trustee minutes and annual reviews.

Managing Allegations

Allegations involving trustees, volunteers or staff must be escalated to the Chair of Trustees and statutory agencies where appropriate.

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Information Sharing

Information may be shared without consent where necessary to protect a child or adult at risk.

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Record Keeping

Records must be factual, secure, confidential and retained appropriately.

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Online Safety

Reasonable steps must be taken to manage safeguarding risks arising from digital communications and online activities.

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Whistleblowing

Concerns regarding safeguarding practices may be raised without fear of victimisation.

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Serious Incident Reporting

Trustees shall consider reporting significant safeguarding incidents to the Charity Commission.

Procedure: Staff, volunteers and trustees should follow documented reporting arrangements, maintain confidentiality, act proportionately, and seek guidance where required. Records should be completed promptly and retained securely. Governance oversight should be evidenced through trustee minutes and annual reviews.

Monitoring and Review

The trustees will review safeguarding arrangements annually and after significant incidents.

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Detailed Reporting Flowchart

1. Immediate danger identified.
2. Call 999.
3. Make the individual safe.
4. Inform DSL.
5. Complete Safeguarding Concern Form.
6. Record actions and outcomes.

If no immediate danger:
1. Listen carefully.
2. Reassure but do not promise confidentiality.
3. Record facts only.
4. Inform DSL immediately.
5. DSL determines referral pathway.
6. Maintain records securely.

Norfolk Referral Pathways

Children's Advice and Duty Service (CADS): 0344 800 8021
Out of Hours: 0344 800 8020
Norfolk Adult Social Care: 0344 800 8020
Police Emergency: 999
Police Non-Emergency: 101
NSPCC: 0808 800 5000
Childline: 0800 1111

Trustees should verify these contacts annually.