

**Harborough Magna Village Hall under the auspices  
of OSCR (Old School Community Rooms)  
Charity number:1185789**

**Address: Main Street, Harborough Magna, Warwickshire CV23 0HS**

**Safeguarding Policy**

**1. POLICY COMMITMENT:**

Children, young people and adults at risk who access or who are involved in our services should:

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

OSCR is committed to safeguarding all children, young people and adults at risk that come into contact with our work. We believe that all children, young people and adults at risk 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 child/young person/ adult at risk is paramount.

OSCR will take every reasonable step to ensure that all children, young people and adults at risk are protected, where our staff, 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

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

## 2. ROLES AND RESPONSIBILITIES:

The Chair of OSCR is the Designated Person who is responsible for Safeguarding and Child Protection.

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 OSCR to decide whether abuse has taken place or not. It is therefore vital that staff, 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, trustees and volunteers. Failure to report concerns may put children, young people, and adults at risk. **Details of concerns and actions taken should be shared with the Trustees 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  
(See Referral Process Flow Chart included with this policy)

Any allegation made against a person in a position of trust 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 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 group 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 OSCR to maintain confidentiality.

#### **4.GOOD PRACTICE:**

##### **Recruitment, Induction and Training**

All staff, trustees and volunteers working or volunteering directly with children, young people or adults at risk will be recruited in line with good recruitment practice. Where necessary this might include:

- two verified references
- 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
- appropriate training and the provision of up to date and relevant information and guidance
- support appropriate to their responsibilities in relation to Safeguarding
- raising awareness of their role in respect of the disclosure or discovery of abuse, the procedure for doing so and requirements for 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 safe place to comply with data protection legislation.
- Records should only include contacts and referrals made including date, time, reason and referral agency. OSCR 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 child / adult at risk is in immediate danger you should contact the police on 999 or 101.

##### **Warwickshire contact numbers**

For concerns for a **child or young person**, Warwickshire's MASH should be contacted on **01926 414144** during office hours. Contact should be made on **01926 886922** outside of normal office hours.

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

## **6. POLICY REVIEW**

OSCR is committed to reviewing this policy and procedure annually, or earlier, if circumstances change.

**Adopted: Date of opening of facility anticipated October 2020**

**Next Policy Review Due: One year from the above date**

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### **What to do if you're concerned about a child or adult's welfare.**

Speak to the Designated Person responsible for safeguarding within your organisation

Designated Person: Chair of OSCR Trustees

Make a decision with the Designated Person on action to take. Do you need to include external agencies?

YES



For concerns regarding a **Child** or **Young Person**:  
(If a child / vulnerable adult is in immediate danger you should contact  
the police on 999 or 101)

**KEEP ACCURATE RECORDS**

For concerns regarding an **Adult at risk**:

CONTACT THE ADULT SOCIAL CARE TEAM ON **01926 412080**  
WHO WILL ADVISE ON FURTHER ACTION

NO

