TOM ROBERTS ADVENTURE CENTRE LTD

SAFEGUARDING POLICY

Tom Roberts Adventure Centre Ltd believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to ensure that its working practices minimise the risk of abuse to those less able to protect themselves from harm or exploitation.

**Aim of the Policy**

The specific aim of this policy is to outline the practice and procedures for both paid staff and volunteers of Tom Roberts Adventure Centre Ltd to enable them to contribute to safeguarding the welfare of their users. All customers of TRAC are required to adhere to this safeguarding policy unless they have their own recognised policy in place. Any 3rd party activity providers hired by customers to carry out activities on this site are likewise required to adhere to this policy or their own safeguarding policy.

**We recognise that: -**

* The welfare of the child, young person or vulnerable adult is paramount
* Abuse can present in a number of ways. In the case of children, they often fall into the categories of neglect, emotional abuse, sexual abuse and/or physical abuse. In the case of vulnerable adults, abuse often falls into the categories of physical, sexual, financial, psychological, discriminatory, neglect or acts of omission, organisational, self-neglect, domestic abuse and/or modern slavery.
* Everybody, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, identity, including any other protected characteristics outlined under the 2010 Equality Act have the right to equal protection from discrimination or abuse.
* It is essential to work in partnership and ensure good communication with others, including relatives, carers and other appropriate agencies, to promote and secure the welfare of those affected by our work.
* In order for the welfare of the vulnerable to be safeguarded, all trustees, staff and volunteers of Tom Roberts Adventure Centre Ltd and all customers and 3rd party activity providers must be aware of and fulfil their individual and organisational responsibilities in their work.

**Tom Roberts Adventure Centre Ltd will seek to safeguard all children, young people and vulnerable adults who use their facilities by: -**

* Valuing, listening to and respecting their feelings, wishes and beliefs.
* Adopting working practices that, always, protect both the vulnerable person and the Tom Roberts Adventure Centre Ltd trustee, member of staff or volunteer from harm or abuse.
* Providing Safeguarding Training to Tom Roberts Adventure Centre Ltd staff, volunteers and partners.
* Recruiting or appointing paid, volunteer or contract staff by safe and equitable processes ensuring appropriate references are taken up and conducting Disclosure and Barring Service checks where necessary.
* Providing effective management for trustees, staff and volunteers to enable them to fulfil their responsibilities around safeguarding in a competent manner. This to include support in identifying the multitude of signs of abuse and recognition of the potential perpetrators of abuse.
* Sharing information about safeguarding and good practices with trustees, staff, volunteers, relatives, carers and others as appropriate.
* Sharing any concerns with external agencies who need to know and involving relatives and others when required.
* Ensuring appropriate records of dates, times, those involved and what actions are taken relating to instances of alleged or actual harm or abuse are kept in a secure format. These will be followed up as necessary, reported as required and are reviewed to support any examinations of trends or repeat instances to enable, if appropriate, safer working practices to be adopted.
* All records concerning safeguarding concerns shall be stored correctly in a locked filing cabinet or on a password protected computer.

**Reporting a concern**

* All concerns must be recorded in writing at the earliest possible opportunity. It is imperative that recordings remain factual, using direct quotes and physical evidence wherever possible.

All incidents must be reported to one of the TOM ROBERTS ADVENTURE CENTRE LTD Safeguarding Officers at the earliest possible opportunity who are:-

Rebecca Cole (Trustee & Lead Safeguarding Officer) – 07917619035/ [re\_roberts@hotmail.com](mailto:re_roberts@hotmail.com)

Douglas Bennett (Centre Manager)–01531 822606/07825916512/[manager@tracnewent.org.uk](mailto:manager@tracnewent.org.uk)

* The Safeguarding Officer will endeavour to keep the person(s) that made the original complaint updated with any resulting action that will take place as a result of their concern.
* For additional advice on an urgent safeguarding concern, please contact:
* Adult Social Care Help Desk: 01452 426868
* 8.00am to 5pm Monday to Friday or [socialcare.enq@gloucestershire.gov.uk](mailto:socialcare.enq@gloucestershire.gov.uk)
* The Multi-Agency Safeguarding Hub (MASH): **01452 42 6565 (Mon –Fri 9am -5pm)** or [childrenshelpdesk@gloucestershire.gov.uk](mailto:childrenshelpdesk@gloucestershire.gov.uk)
* Out of Hours: **01452 61 4194**
* For additional advice on a non-urgent safeguarding concern, please contact a Community Social Worker on **01452 42 6263**

NOTE: Some examples of abuse are criminal offences and must be reported to the police

**Support for those who report abuse**

All those making a complaint, allegation or expressing concern about abuse or harm, whether they are trustees, staff, volunteers, service users or members of the general public should be reassured that:-

* They will be taken seriously.
* Their comments will be treated with the utmost confidentiality unless it meets the threshold of a safeguarding concern and therefore requires reporting to Children’s or Adult’s Social Care.
* That should their concerns be shared with the appropriate authorities they will be made aware of this policy, receive fair and respectful treatment, be involved as appropriate, kept informed of developments and conclusions and protected with anonymity where necessary.

**NOTE: any complaint about Tom Roberts Adventure Centre Ltd will be dealt with through the Complaints Policy as well as by any safeguarding requirements.**

**Allegations management**

* Where an allegation is made towards another member of staff, trustee or volunteer of TOM ROBERTS ADVENTURE CENTRE LTD, a written record of the concern must be presented to the most senior member of staff or trustee that isn’t directly involved in the concern.
* If this allegation relates to a concern involving children, then contact should be made with the Local Authority Designated Officer (LADO) on 01452 426994 who will advise on what to do next.
* The person making the allegation must be kept informed about any subsequent actions that take place as a result of their concern.

**In summary**

* It is the primary responsibility of the trustee, employee or volunteer to protect the vulnerable person if they are at risk and to protect themselves.
* Each trustee, employee or volunteer has a duty to act .
* Nobody should have to cope alone with issues of harm or abuse .

**Policy review**

* This policy shall be reviewed on an annual basis or in response to legislation changes and/or government guidance