

Connect Community Groups CIC

Safeguarding Policy

Policy Owner:

Connect Community Groups CIC

Date Policy approved:

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Reviewed and approved:

April 2025

Review Date:

April 2027

Designated Safeguarding Lead:

Jayne Kelly, Director M: 07927 257464

Mission Statement

Connect Community Groups CIC is a non-profit community interest company based on the Fylde coast but working across the North West. We offer a quality arts programme, through music, art, crafts, film and creative writing, bringing people of all ages and abilities together to be part of a creative and caring community where everyone is welcome and everyone's voice is valued.

Policy statement

Connect Community Groups CIC believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status. The company

- Is committed to safeguarding principles which includes: empowerment, protection, prevention, proportionality, partnership and accountability.
- is committed to safeguarding adults and children in line with national legislation and relevant local guidelines by ensuring that our activities are delivered in a way which keeps everyone 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 person's resilience. Connect Community Groups 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 children and adults which necessitates the recognition of children and adults who may be at risk and the circumstances which may increase risk and being willing to report safeguarding concerns.

Scope

This safeguarding policy and associated procedures apply to the directors, volunteers and paid professionals involved in Connect Community Groups and to all concerned about the safety of children and adults whilst taking part in our activities.

Purpose

The purpose of this policy is to demonstrate the commitment of Connect Community Groups to safeguarding and to ensure that everyone involved in Connect Community Groups is aware of:

- The legislation, policy and procedures for safeguarding adults, and children, when working with a school group.

- Their role and responsibility for safeguarding adults, and children, when working with a school group.
- 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

Connect Community Groups follows safe recruitment procedures when employing volunteers. This includes a DBS check if appropriate.

- The directors will identify and appoint a Designated Safeguarding Lead (DSL) and will notify members who this is and how to contact them.
- All directors and volunteers have received appropriate safeguarding training.
- All activities include an assessment of, and risk to, the safety of all adults and children from abuse and neglect and designates a person who will be in attendance as a safeguarding lead for that event.
- All directors and volunteers are aware of their role and responsibility and follow the code of conduct when working with adults and children.
- All directors and volunteers are aware of the safeguarding reporting procedures and the importance of confidentiality.
- This policy is shared with all directors and volunteers and is available on the Connect Community Groups website
- This policy is reviewed on an annual basis.

Safeguarding Legislation

Please see Appendix 2 for details of Safeguarding Legislation.

Process

In the event of a safeguarding concern or issue being raised, please adopt following process:

- Discuss the concern or disclosure with the individual concerned, and, as appropriate, explain that the matter may need to be discussed further. (For further guidance, see Raising and managing a concern below for children, young people and vulnerable adults.)
- Prioritise a person-led approach, following the lead of the individual concerned on their preferred course of action.
- Discuss any concerns or disclosure with the directors and/or **DSL: Jayne Kelly, Director, M: 07927 257464 Email: connectcommunityuk@gmail.com Personal email available on request – please text or phone Jayne to request it.**
- Record any concerns or disclosure in a dated, secure document. This must be factual, not opinion based.

- Record any agreed follow up actions and follow up, as agreed.
- Ensure appropriate, effective support is offered to the individual concerned, and that they have been involved in the decision-making around appropriate action.
- When appropriate actions have been taken and the issue/concern is deemed resolved, ensure this is recorded and any associated risk information is updated.

Further Guidance on Raising and Managing a Concern

Procedure - If a child, young person or vulnerable adult confides in you, it is very important to remember that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether abuse has occurred.

- Stay calm and approachable. Do not let your shock show.
- Listen very carefully to what is being said using empathic listening skills without interrupting.
- Explain at an appropriate time as early as possible that the information being given by the child or young person will need to be shared and passed on to others –but stress only to those who need to know. Do not in any circumstances promise to keep it a secret.
- Make it clear that you are taking the child, young person or vulnerable adult seriously and acknowledge how difficult this must be. Reassure them that they have done the right thing.
- Allow the child or young person to speak at their own pace.
- If you need to ask questions, then only ask questions for clarification, avoid asking questions that suggest particular answers, avoid asking probing questions – you do not need to know all the details. Keep your questions open.
- Let the child, young person or vulnerable adult know what will happen next, who you will report the information to, what will happen once it's been reported.
- Record all the details of what was said immediately after. Use the child, young person or vulnerable adults exact wording – do not try to interpret any of the information yourself unless necessary and if you do, identify which part is your interpretation. Record details such as names mentioned, dates, times, who the information went to and what action was taken next.
- Don't forget to sign and date the form.
- Share this information with the designated safeguarding lead as soon as practical.
- Act immediately – do not delay
- Never delay emergency action to protect a child from harm. In an emergency ring 999.
- Always record in writing concerns about a child's welfare, including whether or not further action is take.

Reporting concerns, suspicions and allegations

All staff members who have or become aware of concerns about the safety or welfare of a child, young person or vulnerable adult should discuss any concerns they have with the DSL:

Key Contact Details

Designated Safeguarding Lead: Jayne Kelly, CCG Director M: 07927 257464
Email: connectcommunityuk@gmail.com

If the designated safeguarding lead (DSL) or another CCG director is not available, volunteers can report any safeguarding concerns as follows:

Safeguarding Children and Young People - Lancashire

If there are immediate safeguarding concerns to the child **call 0300 123 6720** or out of hours: **0300 123 6722**

Children's Safeguarding Assurance Partnership (Lancashire)

Local Authority Designated Officers (LADO):

Tim Booth, Shane Penn & Donna Green

Tel: 01772 536694 / Email: Tim.booth@lancashire.gov.uk

Find out more information: <https://www.safeguardingpartnership.org.uk/>

Safeguarding Adults – Lancashire

Some adults aged eighteen and over due to age, disability, illness or lifestyle may not be able to protect themselves against significant harm or exploitation. Find out more about what to look out for and how to report abuse here:

<https://www.lancashire.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults/>

Lancashire Safeguarding Adults Board

Worried About An Adult? Telephone: **0300 123 6720** or between 5pm – 8am call **0300 123 6722**

<https://www.lancshiresafeguarding.org.uk/lancashire-safeguarding-adults/>

Follow this up by reporting to the DSL.

Any concern being reported will be taken seriously. Connect Community Groups will support members and volunteers in raising any concern or suspicions, which will continue whilst concerns are being investigated.

Connect Community Groups recognises that it is important to create an environment where the directors and volunteers trust each other and the organisation and can honestly discuss things in confidence which concern them.

Whistle blowing

If the Safeguarding Lead or another CCG director is implicated in any act of wrongdoing, abuse or unethical behaviour or you think has a conflict of interest, then please contact your Local Authority Adult Safeguarding Team

Recording and Information Sharing

Effective sharing of information between professionals and local agencies is essential for effective identification, assessment and service provision. Any information shared must be accurate and up to date, necessary for the purpose for which it is being shared, shared only with those who have a need to know, be shared in a timely manner and be shared in a secure way. Always record the reasons for your decision, whether it is to share information or not.

Connect Community Groups follows the Seven Golden Rules of sharing information:

1. GDPR is not a barrier to sharing information
2. Be open and honest
3. Seek advice, if in doubt
4. Share with consent where appropriate
5. Consider safety and wellbeing
6. Necessary, proportionate, relevant, accurate, timely and secure
7. Keep a record of your decision and reasons for sharing

Appendix 1

Sources of Information and Support

Safeguarding Children, Young People and Adults in Lancashire

If there are immediate safeguarding concerns to the person **call 0300 123 6720** or out of hours: between 5pm – 8am call **0300 123 6722**

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information. Tel: 020 8765 7000 Email: enquiries@elderabuse.org.uk www.elderabuse.org.uk

Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. Tel: 0115 951 5400 Email: Ann-Craft-Trust@nottingham.ac.uk www.anncrafttrust.org

Men's Advice Line

For male domestic abuse survivors Tel: 0808 801 0327

National LGBT+ Domestic Abuse Helpline Tel: 0800 999 5428

National 24Hour Freephone Domestic Abuse Helpline for England

Tel: 0808 2000 247 www.nationaldahelpline.org.uk/Contact-us

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk www.rapecrisis.co.uk

Respond

Provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them. Tel: 020 7383 0700 or 0808 808 0700 (Helpline) www.respond.org.uk England Northern Ireland Tel: 0808 2000 247 www.nationaldahelpline.org.uk/ Contact-us Tel: 0808 802 1414 www.dsahelpline.org

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties. Telephone: 0800 138 1625 Web Chat: www.stophateuk.org/talk-to-us/ E mail: talk@stophateuk.org Text: 07717 989 025 Text relay: 18001 0800 138 1625 By post: PO Box 851, Leeds LS1 9QS

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological. Tel: 020 83921839 Fax: 020 8392 1830 Email: info@suzylamplugh.org www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime. Tel: 0808 168 9111 www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service. www.womensaid.org.uk/information-support

Appendix 2

Safeguarding Adults Key Legislation and Government Initiatives

Sexual Offences Act 2003

The Sexual Offences Act introduced a number of new offences concerning adults at risk and children.

[See the Sexual Offences Act 2003 Legislation](#)

Mental Capacity Act 2005

Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and should be the least restrictive intervention.

[See the Mental Capacity Act 2005](#)

Safeguarding Vulnerable Groups Act 2006

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance.

[See the Safeguarding Vulnerable Groups Act 2006](#)

Deprivation of Liberty Safeguards

Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

[See the Deprivation of Liberty Safeguards](#)

DoLS will be replaced by Liberty Protection Safeguards.

[See the Liberty Protection Safeguards Legislation](#)

Disclosure & Barring Service 2013

Criminal record checks: guidance for employers – How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS).

[See the Disclosure & Barring Service Update Service](#)

The Care Act 2014 – statutory guidance

The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

[See the Care and Support Statutory Guidance](#)

Making Safeguarding Personal Guide 2014

This guide is intended to support councils and their partners to develop outcome-focused, person-centred safeguarding practice.

[See the Making Safeguarding Personal Guide 2014](#)

Appendix 3

10 Types of Abuse

- [Physical abuse](#)
- [Domestic violence or abuse](#)
- [Sexual abuse](#)
- [Psychological or emotional abuse](#)
- [Financial or material abuse](#)
- [Modern slavery](#)
- [Discriminatory abuse](#)
- [Organisational or institutional abuse](#)
- [Neglect or acts of omission](#)
- [Self-neglect](#)

Protected Characteristics In line with the Equality Act 2010: No one should be treated any differently based on the following: Age Disability Gender reassignment Marriage / Civil Partnership Pregnancy & Maternity Race Religion / Belief Sex Sexual orientation

Appendix 4

Connect Community Groups GDPR Policy

The directors of Connect Community Groups would like to assure you that it takes the responsibility of holding and using your data very seriously. We take all reasonable precautions to maintain the security and protection of any information we hold.

Collection of Data

Connect Community Groups (CCG) collects the following personal data from its members when they regularly attend a group: name, email (if available) and phone number. This is data that is necessary for the purposes of CCG's legitimate interests as a community interest company working with members of the groups. No sensitive personal data (e.g. ethnicity or notes on a medical condition) is collected or held by CCG.

How we use your Personal Data

We only use your personal data in the following way: to communicate with you via email or letter to let you know the latest news about CCG and/or the groups you attend, or if a group or event is cancelled. We do not use your data to sell you outside products or services and we do not store it for any analysis or other use.

Sharing your Personal Data

We do not share your personal data with anyone outside of CCG. Internally, your details are on our Members' Contact List, which can only be accessed by the directors for the purposes outlined above. We have not, and will not, ever share your data with any third party. Website: your details are not accessible by ourselves or any third party via the website.

Retaining your Personal Information

We will retain your personal information for as long as you attend the groups and you do not tell us to remove you from our mailing list. If you stop attending or ask us to, we will delete your information from our electronic database (so you will no longer receive any emails from us).

Right to Rectification

If you believe that the personal information we hold about you is inaccurate, please contact us as soon as possible so we can update it.

Removal from Mailing List

If you wish to be removed from CCG's electronic Mailing List and therefore not receive any future correspondence from CCG, please email Jayne Kelly at connectcommunityuk@gmail.com.

If you have given your consent, the directors will keep you informed about CCG's activities via emails, or very occasionally phone calls if a group is cancelled at the last minute for example. You may let her know at any time if you wish to be deleted from the emailing list.

If you have any questions or concerns, please don't hesitate to contact Jayne or Phill at connectcommunityuk@gmail.com