



The Welbeloved Club

Safeguarding Policy

The Welbeloved Club is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all persons involved in The Welbeloved Club in accordance with the Care Act 2014.

The Welbeloved Club acknowledges it has a duty of care to safeguard the people who attend the Club. It is committed to ensuring its safeguarding practice reflects statutory responsibilities, government guidance and complies with good practice.

Lead Safeguarding Officer

The Lead Safeguarding Officer is the designated person for safeguarding at The Welbeloved Club. She is responsible for developing and quality assuring safeguarding activity across The Welbeloved Club and supporting best practice for external stakeholders and partners.

The Welbeloved Club Lead Safeguarding Officer is Jo Sydes (nee Gill). Jo can be contacted:

- jo@thewelbelovedclub.com
- 07906 873939

Trustees

The Welbeloved Club Trustees approve the Safeguarding Policy and have a duty of care to their Charity, which includes taking the necessary steps to safeguard those at risk from abuse, managing risk and protecting the reputation of the charity.

All Volunteers

Every individual volunteering for The Welbeloved Club, irrespective of their role, has a part to play in safeguarding all adults who need care and support. All volunteers must familiarise themselves with our Safeguarding Policy and Procedures.

Local Safeguarding Board

The Welbeloved Club operate within the framework set out by Hertfordshire Safeguarding Adults Board.

Safeguarding Policy

The policy recognises that the welfare of the people at The Welbeloved Club is fundamental in all circumstances. It aims to ensure that regardless of age, ability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all people while at The Welbeloved Club are:

- in a safe environment.
- protected from abuse or neglect.

The Welbeloved Club acknowledges that some people, including those with some form of disability, and those from ethnic minority communities, can be particularly vulnerable to abuse and neglect, and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy The Welbeloved Club aims to

- promote and prioritise the safety and wellbeing of elderly people
- ensure all volunteers understand their roles and responsibilities in respect of safeguarding by reading the Safeguarding and Child Protection policies and knowing who to report any concerns to
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support is provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure safeguarding arrangements and procedures are in operation.

The policy and procedures will be promoted and are mandatory for everyone involved in The Welbeloved Club. Failure to comply with the policy and procedures will be addressed without delay and may result in exclusion from any involvement in the Club as determined by the Trustees.

Capacity refers to the ability to 'make a decision' at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to 'make a decision' unless it can be established that they lack capacity (Mental Capacity Act 2005).

Abuse is a violation of an individual's human and civil rights by another person or persons. See *Types of Abuse and Neglect* below for further explanations.

Adult safeguarding is protecting a person's right to live in safety, free from abuse and neglect.

Types of Abuse and Neglect include:

- Self-neglect.
- Modern Slavery.
- Domestic Abuse and coercive control.
- Discriminatory Abuse.
- Organisational Abuse.
- Physical Abuse.
- Sexual Abuse.
- Financial or Material Abuse.
- Neglect.
- Emotional or Psychological Abuse.

Not included in the Care Act 2014 but also relevant:

- Cyber Bullying.
- Forced Marriage.

What to do if a volunteer or Trustee has a concern, or if someone raises concerns with you.

- It is not your responsibility to decide whether or not an adult has been abused. It is, however, everyone's responsibility to respond to and report concerns.
- If someone is in immediate danger, and the Lead Safeguarding Officer is not immediately available, contact the police on 999 straight away.
- Where you suspect that a crime is being committed, and the Lead Safeguarding Officer is not immediately available, you must involve the police.
- If you have concerns or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to The Welbeloved Club Lead Safeguarding Officer (Jo Sydes – details at the top of the Policy).
- If the Lead Safeguarding Officer is not available, The Hertfordshire Safeguarding Adults Board can be contacted on 0300 123 4042.
- If the Lead Safeguarding Officer is implicated, then report to The Welbeloved Club Chair of Trustees (Philip Deeks philip.deeks@hotmail.co.uk).

When raising your concern with the Lead Safeguarding Officer, remember to involve the person you are concerned about. It is good practice to seek the adult's views on what they would like to happen next and to inform the adult you will be passing on your concern.

It is important when considering your concern that you keep the person informed about any decisions and action taken, and always consider their needs and wishes.

How to respond to a concern

- Make a note of your concerns.
- Make a note of what the person has said using his or her own words as soon as practicable, and pass this to the Lead Safeguarding Officer.
- Remember to make safeguarding personal. Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it is your duty to pass on your concerns to your Lead Safeguarding Officer.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be confidential at all times. This information must only be shared with your Lead Safeguarding Officer and others on a need-to-know basis.
- If the matter is urgent and relates to the immediate safety of an adult at risk, then contact the emergency services immediately.
- The Hertfordshire Safeguarding Adults Board can be contacted on 0300 123 4042.

The Welbeloved Club is committed to having the following in place:

- A Lead Safeguarding Officer to produce and disseminate guidance and resources to support the policy and procedures.
- A clear line of accountability within the organisation for work on promoting the welfare of all adults (and, subject to any change decided upon by the Trustees, the line of accountability is that the Lead Safeguarding Officer shall be accountable to the Chair of the Trustees, and that any Deputy who is appointed shall be accountable to the Lead).
- Procedures for dealing with allegations of abuse or poor practice against volunteers should be referred to Jo Sydes, Lead Safeguarding Officer who may discuss any allegation with the Trustees.
- A regular review of our users relating to any concerns to be monitored that effectively deals with issues, manages concerns where necessary (i.e. where concerns arise about the behaviour of someone within The Welbeloved Club).
- Codes of conduct are in place for volunteers and other relevant individuals in the Volunteer Policy.

Monitoring

The policy will be reviewed periodically especially taking into account:

- changes in legislation and/or government guidance
- as a result of any other significant change or event.

This Safeguarding Policy was written on 28/09/2020 and updated on 1 June 2023.

Signed by Chair of Trustees, on behalf of The Welbeloved Club



A handwritten signature in blue ink, consisting of stylized initials 'R D' followed by a flourish, positioned above a horizontal line.