

Safeguarding Policy

This policy applies to staff, the Board of Trustees, volunteers and students or anyone working on behalf of ETNA Community Centre (ETNA). It also places a responsibility on all users to ensure that they and their clients have read and understood the policy and that their own policy in place where appropriate.

ETNA aims to maintain a protective culture that ensures that the activities it supports are run safely and that sensible steps are taken to preclude anyone being abused while they are taking part in those activities.

The purpose of this policy:

- To protect adults, children and young people who use ETNA community centre to ensure that everyone using the building is treated with respect and is safe and free from harm.
- To provide staff and volunteers with the overarching principles that guide our approach to adult and children safeguarding and child protection.
- Ensuring that the names and contact details of the designated trustee and Centre Director are displayed in a prominent position within the centre and available to all users on request.

Safeguarding Adults

ETNA has links with local groups, some of whom have members who potentially could be seen as vulnerable adults. ETNA takes the safety and welfare of service users and vulnerable users very seriously and wishes to safeguard them from abuse or breach of trust and likewise accusation from abuse and/or malicious gossip.

Vulnerable adults are defined as those aged 18 or over who may be in need of community support, by reason of mental and other disability, age or illness; homelessness, and who are unable to take care of themselves, and /or unable to protect themselves against significant harm or exploitation. Each of us has different levels of vulnerability, each of us may be regarded as vulnerable at some time in our lives.

The Government (gov.uk) requires charities to ensure that they and their users are aware of the following risks, which include:

sexual harassment, abuse, and exploitation
bullying or harassment
commercial exploitation
female genital mutilation
abuse of a position of trust held within a charity
discrimination on any of the ground in the Equality Act 2010
a charity's culture may allow poor behaviour

negligent treatment
health and safety
extremism and radicalisation
people who may target your charity
forced marriage
child trafficking

Safeguarding Children

ETNA aims to provide, for people of all ages, to use its facilities to carry out a range of activities where they will feel welcome and safe, and where children using ETNA's facilities can benefit from being with each other and developing their potential.

The overall responsibility of the safeguarding of children, using ETNA, lies with the individual and/or group organiser who has the authority for the activity/session/group. ETNA requires that all such groups provide the office with a DBS check for those working directly with the children and up-to-date safeguarding policy and which will be available to anyone upon request.

In the event of misuse/negligence by one of the group organisers then this must be reported to the relevant authorities and brought to the attention of the Centre Director who will involve the designated trustee if appropriate. It is expected that group organisers would have had reviewed all relevant legislation including but not limited to:

- DfE guidance publications entitled 'Keeping Children Safe in Education' (September 2018) (KCSIE). KCSIE incorporates the additional statutory guidance, Disqualification under the Childcare Act 2006 (June 2016) □ KCSIE also refers to the non-statutory advice for practitioners:
- What to do if you're worried a child is being abused (March 2015) London Child Protection Procedures 2015 (5th Edition amended 31st March 2016)
- 'Working Together to Safeguard Children' (March 2015) (WT). WT refers to the non-statutory advice: Information sharing (March 2015) Prevent Duty Guidance: for England and Wales (July 2015) (Prevent). Prevent is supplemented by non-statutory advice and a briefing note: The Prevent duty: Departmental advice for schools and childminders (June 2015) The use of social media for on-line radicalisation (July 2015)

Lost Children or Vulnerable Adults

In the event that a child or vulnerable adult becomes lost within the Community Centre, staff will immediately follow safeguarding procedures to ensure their safety and wellbeing.

- Upon being alerted, a designated staff member will calmly initiate a discreet search of the premises while keeping entrances secure to prevent the individual from leaving the building unsupervised.
- Staff will use clear, reassuring language to comfort the child or vulnerable adult if found and ensure they remain in a safe space until reunited with their parent or guardian.
- If the individual is not located within a reasonable timeframe, the Police will be contacted for further assistance.
- All incidents involving lost children or vulnerable adults will be recorded and reviewed to improve future responses.

Responsibilities:

ETNA

All members of ETNA's staff and Board of Trustees will always wear lanyards showing their name and position with a photo so as to be clearly identified.

All Hirers

Groups running activities/sessions at ETNA take responsibility for the safety, well-being and enjoyment for their clients. They do not act as carers but must ensure that they have put in place policies as required to take into account any particular needs of and safety for their users.

Many groups, where necessary, who deal with children or vulnerable adults, **must have their own Safeguarding Policy**. This must be sent to ETNA in advance of their first booking and it will work in conjunction with this policy.

At no time should the main door be left open, or any of the other external doors be left open when unattended. Groups must ensure that they do not, at any time, allow anyone into the building unless they are coming in specifically for their group or activity.

Junk Food Café

During the operation of the Junk Food Café, there will be visitors to the centre who are not members of groups, they should not be in any part of the building other than the designated café space(s). ETNA staff should be notified if anyone is seen in any other part of the building, to safeguard all users and, in particular vulnerable adults and children.

Designated Person(s)

The Centre Director of ETNA, or ETNA office staff are the first point of contact, supported by the nominated Safeguarding members of the Board of Trustees, Susan Chappell & Philip Langton. Details of the safeguarding representatives and their photos are displayed in the Centre.

Code of Behaviour

There is a code of behaviour for those who work or visit ETNA and under no circumstances will bullying, shouting, abusive language, harassment, racism, sexism or any form of discrimination be deemed acceptable. Any of these behaviours will result in an immediate ban from the Centre.

Handling Disclosures of Abuse

ETNA has a clearly defined process for any complaints/disclosures:

1. If a complaint or disclosure of abuse is made about a group/individual using ETNA, the facts of the alleged incident must be established without delay by the Centre Director of ETNA and reported immediately to the Chair of the Board of Trustees and the nominated Safeguarding Trustee. A written record should be made within a week of the incident.
2. If there is a complaint against a member of ETNA's staff, this will be handled by the Board of Trustees to prevent any conflict of interest.
3. Witness statements should be sought at the time including facts about all those involved such as name, home address, contact details, next of kin and about the person in charge of the particular group.
4. In all cases, the Board of Trustees will be informed by the Chair as soon as possible after a complaint has been made and will agree how the matter should be handled. Depending on the gravity of the allegation it may be necessary to involve the Social Services and/or the Police.
5. Where the complaint can be handled internally, every effort will be made to deal with it sensitively and with fairness to all parties. A timetable of the process will be available to all those involved, and all meetings will be minuted to ensure that all parties have a clear understanding of the process and outcomes.
6. Where it is necessary to interview witnesses and those involved, they will be seen only in the presence of a spouse, next of kin, carer, or another responsible adult.
7. A written record of any allegation or complaint together with the action taken will be kept securely at ETNA.
8. ETNA will report to the relevant authority if required, for example, the charity commission, police etc.

Monitoring

ETNA will monitor the following Safeguarding aspects:

- Safe recruitment practices
- DBS checks undertaken for individuals/groups where appropriate
- References applied for and checked for all new ETNA staff
- Training of ETNA's safeguarding processes for all staff and trustees and awareness of our policies of those booking rooms
- That all concerns are dealt with, and records kept by ETNA
- All policies will be reviewed annually and updated as required
- The Board of Trustees will appoint a designated Safeguarding Lead who will work in liaison with the Centre Director.

The policy will be reviewed annually.

Date of policy: September 2026
Review date: September 2027