

# **South Bookham SPACE Safeguarding Policy and Procedures**

(Revised November 2018)

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### **1. Statement of Intent**

South Bookham SPACE Ltd. is committed to the safeguarding and protection of every child, young person and vulnerable adult (C,YP & VA) attending its premises.

South Bookham SPACE recognises that what occurs in the facilities it provides to hirers working with C,YP & VAs is primarily the responsibility of those hirers, but that its trustees and volunteers with access to the facilities share that responsibility.

South Bookham SPACE is committed to implementing procedures and maintaining a code of conduct, based on government guidance, with the intention of ensuring that no C,YP & VA is placed at risk of harm.

South Bookham SPACE undertakes to ensure that all its regular hirers working with C,YP & VAs, trustees and volunteers with access to the premises are checked by the Disclosure and Barring Service (DBS). It will ensure access to appropriate training for all its trustees and volunteers with access to the premises.

South Bookham SPACE will respond without delay to every complaint made that a C,YP & VA may have been harmed on or as a result of attending activities on its premises.

South Bookham SPACE will cooperate fully with statutory agencies during any investigation concerning the use of its premises.

### **2. Underlying principles**

No C,YP or VA should feel vulnerable or at risk of harm whilst engaging in activities provided on the premises of SBY&CA.

Every C,YP & VA will be listened to and his or her views respected.

All reasonable steps will be taken to prevent any C,YP or VA suffering from harm.

Open and accessible procedures are available to all C,YP & VAs, their parents, guardians, carers and all trustees and volunteers with access to the facilities. They are in accordance with guidance from the local authority's Safeguarding Board.

South Bookham SPACE is committed to the maintenance of appropriate and confidential records regarding the vetting of regular hirers, trustees and volunteers with access to the facilities and of Safeguarding matters in accordance with the Data Protection Act.

### **3. Safeguarding Officer**

The co-ordination of Safeguarding matters will be the responsibility of a designated member of the South Bookham SPACE Management Team, hereafter referred to as the Safeguarding Officer (SO).

**The Safeguarding Officer is GEORGE HOWARD who can be contacted on Mobile: 07747 505584 and Email: [George.howard.95@gmail.com](mailto:George.howard.95@gmail.com)**

### **4. Procedures**

The SO will oversee the vetting by DBS checks of hirers, trustees and volunteers with access to the facilities.

The SO will alert the SBY&CA Management Team if there is a cause of concern as a result of the checks undertaken or complaints received.

The SO will attend appropriate Safeguarding training every three years and ensure access to appropriate training for all its trustees and volunteers with access to the premises both initially and ongoing.

The SO will ensure that appropriate contact numbers are displayed on the premises at all times and given appropriate prominence on the South Bookham SPACE website.

The SO will advise and generally act as liaison with the police and social services in the event that Safeguarding issues are raised and their advice should be sought whenever appropriate.