



# THE TREES COMMUNITY ASSOCIATION LTD

## SAFEGUARDING POLICY

Everyone has a duty to take appropriate steps regarding the safeguarding of children, young people and vulnerable adults. The Trees Community Association Ltd (TCA) recognises its responsibility and duty to safeguard all children, young people and vulnerable adults who use our services and to promote their welfare.

TCA will ensure a safe and enjoyable environment where all children, young people and vulnerable adults can participate.

### 1. Safeguarding at Willingdon Trees Community Centre

Sussex Community Development Association (SCDA) have a contract with TCA to provide support to the charity and staff in the form of a Senior Community Development Officer and Senior Project Assistant to manage the centre. These staff will deal with safeguarding issues, following the comprehensive policies and procedures SCDA has in place for child protection and the safeguarding of vulnerable adults. They will refer concerns to the Designated Safeguarding Leads.

- Centre Management:
  - Lisa Playford – Senior Development Worker, TCA/SCDA  
([lisa.playford@sussexcommunity.org.uk](mailto:lisa.playford@sussexcommunity.org.uk), tel. 07796869347)
  - Hannah Doel – Senior Project Assistant, TCA/SCDA  
([hannah.doel@sussexcommunity.org.uk](mailto:hannah.doel@sussexcommunity.org.uk), tel. 07920526216)
- Designated Safeguarding Leads:
  - Andy Millward – Community Services Programme Manager, SCDA  
([andy@sussexcommunity.org.uk](mailto:andy@sussexcommunity.org.uk), tel. 07469353559)
  - Amber Upton – Human Resources Director, SCDA  
([HR@sussexcommunity.org.uk](mailto:HR@sussexcommunity.org.uk), tel. 01273 519140)

Volunteers, staff and Trustees will receive basic training on safeguarding. They may not be working directly with vulnerable people but may observe incidents which give cause for concern. Any such incidents should be reported to a member of staff. Information given to SCDA staff or volunteers is SCDA's property, regardless of venue.

Anyone with a safeguarding concern must act straight away. They should explain to those involved that this information needs to be shared with certain people in order to keep the person safe and ensure the conversation is conducted in private to keep the information confidential. Promises should not be made to service users, members of the public or other volunteers to keep information to themselves. They must not interrogate or doubt any person as this will make them more distressed, instead further discussion must be carried out by a professional. They should report concerns to Centre Management or the DSL's.

## 2. DBS Checks

DBS checks will be obtained for every volunteer, member of staff and trustee ahead of them working on behalf of TCA. Two character references will also be required prior to volunteering to check their suitability to work with children, young people and vulnerable adults. Volunteers will not lone work with vulnerable children, young people or adults.

## 3. Venue hire

Community groups and organisations hiring the hall for activities involving children, young people or vulnerable adults must have a safeguarding policy and will be asked to sign the booking form to this effect.

## 4. The role of Social Services and the Police

TCA staff will report safeguarding concerns to the DSL's. The DSL's will, where appropriate, report safeguarding concerns to ESCC Social Services – Adult Social Care or Child Services SPOA Teams. It is the legal responsibility of Social Services to co-ordinate the needs assessment of a child, young person or vulnerable adult, including the need for protection. Where there are child protection concerns these would be jointly investigated with the Police Child Protection Team and on most occasions there would be a joint visit undertaken by a Social Worker and Police Officer.

However, no employee or volunteer must ever delay taking emergency action (including seeking medical treatment) because of the unavailability of a DSL. If you believe emergency action is necessary in order to protect a child or vulnerable adult you must take that action. In most cases this would be to contact the police on 999. Any such action should be subsequently recorded and reported to Centre Management/DSL's.

Date of policy	July 2020
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Policy produced by	Lisa Playford, Senior Development Worker
Policy ratified by TCA Board on	11 <sup>th</sup> August 2020