



2 Samuel Jones Crescent, Little Paxton PE19 6QY
Registered Charity Number 1173213

SAFEGUARDING POLICY

Introduction

The Community Hub is a volunteer-run registered charity that provides space for community activities and events. The charity does not deliver its own services and does not undertake regulated activity.

Safeguarding arrangements for participants in hired activities remain the sole responsibility of the hirer. However, the charity recognises its duty of care to take appropriate action if any safeguarding concern is witnessed or disclosed on its premises.

This policy applies to all trustees and volunteers who represent the charity. It outlines how we uphold our safeguarding responsibilities, even though day-to-day safeguarding lies with hirers.

The charity reserves the right to refuse hire to any organisation unable to demonstrate appropriate safeguarding arrangements.

Legal and Policy Framework

This policy aligns with:

- Working Together to Safeguard Children (HM Government, 2023)
- The Care Act (2014) and Care and Support Statutory Guidance (Chapter 14)
- Charity Commission safeguarding guidance (CC30)
- Prevent Duty Guidance for England and Wales (2023)

Principles

The Community Hub believes that everyone has the right to feel safe. We will:

- Remain alert to potential risks of abuse or neglect affecting children or adults at risk.
- Promote safe use of our premises by all groups.
- Take immediate action if a safeguarding concern arises on site.
- Co-operate with statutory agencies in any safeguarding enquiry.
- For Regulated activities it is expected that all hirers whose activities involve children or adults at risk will have their own safeguarding policy, procedures, and a named safeguarding lead.

Children and adults at risk

Children and adults at risk can be vulnerable to different forms of abuse and harm. It is important to us as a Charity that we recognise that abuse and harm of children and adults at risk can cover a wide range of circumstances,

- Physical or emotional abuse
- Neglect
- Grooming and exploitation
- Exposure to inappropriate content or behaviour such as violence or criminal behaviour.
- Physical harm when engaging with activities without adequate supervision.

Responsibilities

Hirers

- Are fully responsible for safeguarding arrangements for their own activities.
- Must confirm, at the point of hire, that they have appropriate safeguarding policies and procedures in place.
- Must supervise all participants appropriately.
- Maintain an appropriate level of Disclosure and Barring Service (DBS) check for regulated activities. Regulated activity includes roles where an individual has unsupervised, frequent, or intensive contact with children or adults at risk (such as teaching, coaching, training, personal care, or supervision).

Volunteers and Trustees

- Must familiarise themselves with this policy.
- Must remain vigilant and report any concerns immediately.
- Are not responsible for supervising hirers' participants but should act if they witness potential harm.
- Should conduct themselves appropriately whenever children or adults at risk are present during tours or opening/closing duties.

Reporting and Escalation

If there is **immediate danger or risk of serious harm**:

1. Call 999 or contact the local authority safeguarding team.
2. Contact the Hub Safeguarding Lead (details below).

If the concern is **non-urgent or unclear**:

1. Contact the Hub Safeguarding Lead (details below).
2. Record what you have seen or heard, using factual language and noting date, time, and actions taken.
3. Do not investigate or question the individual directly.

If the Hub Safeguarding Lead is unavailable and risk appears serious, volunteers should escalate directly to statutory services rather than delay action.

Safeguarding Officer:

Name: Ellice Whyte

Email: ellicewhyte@gmail.com

This policy has been drawn up based on safeguarding policy, guidance, and legislation, it is intended to put in place a policy to protect children and young people in England.

Useful Numbers:

Cambridgeshire Children's Social Care:

0345 045 5203 (office hours)

01733 234 724 (out of hours / emergency)

Used for: Concerns about a child at risk of abuse or neglect.

Cambridgeshire Adult's Social Care:

0345 045 5202 (office hours)

01733 234 724 (out of hours / emergency)

Used for: Concerns about an adult who may be unable to protect themselves.

LADO (allegations about staff/volunteers in positions of trust)

01223 727 967

LADO@cambridgeshire.gov.uk

Police – Immediate Danger

999

Other helpful national contacts:

- NSPCC Helpline (children): 0808 800 5000
- Ann Craft Trust (adults at risk advice): 0115 951 5400
- Hourglass / Action on Elder Abuse: 0808 808 8141
- Samaritans: 116 123