Safeguarding Policy for Community HeARTs

Introduction

The Community HeARTs is committed to safeguarding the welfare of all individuals, especially vulnerable adults and children. This policy outlines the procedures for identifying and reporting safeguarding issues, the roles and responsibilities of staff and volunteers, and the steps to be taken to ensure a safe environment.

Who Needs Safeguarding?

Individuals who may need safeguarding include:

- **Children and Young People (Under 18 years old)**
- **Vulnerable Adults**
    - Individuals over 18 who may be unable to protect themselves from harm or exploitation due to factors like mental health, disability, or age.

Identification of Safeguarding Issues

Safeguarding concerns may arise from various sources, including but not limited to:

- Physical, emotional, or sexual abuse
- Neglect or self-neglect
- Financial or material abuse
- Discriminatory abuse
- Institutional abuse

Overview of the Safeguarding Process

1. **Identify:** Recognise signs of abuse or neglect.
2. **Report:** Speak to the Safeguarding Lead and document the concern.
3. **Record:** Fill out the safeguarding incident form (Appendix 1).
4. **Refer:** Contact local authorities if needed.
5. **Review:** Follow up on the incident and ensure appropriate actions are taken.

Procedures for Reporting Safeguarding Concerns

Step 1: Immediate Action

- **Recognise:** Be aware of the signs and symptoms of abuse.
- **Respond:** Ensure the immediate safety of the individual if they are in danger.
- **Record:** Write down your observations and any disclosures made using the safeguarding incident form.

Step 2: Reporting the Concern

- **Speak to the Safeguarding Lead:** Report your concerns immediately to the designated Safeguarding Lead within the organisation.

Safeguarding Lead/Officer Contact: Debra Sweeney
Communityhearts25@gmail.com | 07887490349

- **Document the Incident:** Complete a safeguarding incident form, including witness statements if applicable (Appendix 1).

Step 3: Escalation

- If the Safeguarding Lead is unavailable, contact the Deputy Safeguarding Lead.

Deputy Safeguarding Lead Contact: Tracy Shone
Communityhearts25@gmail.com

- In urgent situations where immediate assistance is required, contact local authorities directly.

Contacting Authorities

After discussing with the Safeguarding Lead, if further action is necessary, contact the relevant authorities:

- Local Authority Safeguarding Team
    - Email: **accesswest@cheshirewestandchester.gov.uk**
    - Telephone:
        - **0300 123 7034** (Cheshire West Community Access Team) or;
        - **01244 977277**(Emergency Duty Team - out of office hours)or;
        - Contact the police.
- Police: **101** for non-emergencies, **999** for emergencies
- NSPCC Helpline: **0808 800 5000**

Whistleblowing

If you believe that safeguarding concerns are not being appropriately addressed within the organisation, you have the right to whistleblow. This can be done confidentially and without fear of reprisal.

- Whistleblowing Contact
    - **whistleblowing@cheshirewestandchester.gov.uk**.
    - Raising a concern by telephone – Whistleblowing hotline: **01244 973223**.

Conclusion

Community HeARTs takes safeguarding seriously and expects all staff and volunteers to adhere to this policy. Regular training and updates will be provided to ensure everyone is aware of their responsibilities and the procedures to follow.

Appendix 1

Community HeARTs Safeguarding Incident Form

- This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons. In an emergency please do not delay in informing the police or social services.
- All the information must be treated as confidential and reported to the Designated Safeguarding Officer within one working day or the next working day if it's a weekend.
- The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken.

Details of the incident

1. Your details – the person completing the form			
Name		**Positon**	
Telephone		**Email**	

2. Details of the Person Affected			
Name		**Address**	
Telephone		**Email**	

3. Details of the person the incident was reported to			
Name		**Position**	
Telephone		**Email**	

4. Have emergency services or any other agencies been called / involved? If yes, Please give details below and contact details if possible.

5. Details of Others present or potential witnesses			
Name		**Position**	
Telephone		**Email**	
Name		**Position**	
Telephone		**Email**	

6. Details of the incident (please describe in detail using only the facts)

When recording observations, ensure that your notes are:

- **Accurate and Factual:** Describe exactly what you saw or heard without interpretation.
- **Timely:** Write down observations as soon as possible after the event.
- **Confidential:** Keep all records secure and only share them with relevant personnel.

Include witness statements as attachments to the form

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Name:

Signature:

Date: