NEMCA Safeguarding Policy

Charity Number: 288659

Date Approved: March 2026
Next Review Date: March 2027

Purpose

The purpose of this policy is to ensure that all people who come into contact with **Nemca i**ncluding children, young people, adults at risk, staff, volunteers, and visitors — are protected from harm. Safeguarding is a **core responsibility of the trustees** and all staff/volunteers.

Scope

This policy applies to:

- Trustees, staff, and volunteers of the community centre
- Anyone using the community centre premises, including external groups and hirers
- Activities run directly by the centre or hosted on its premises

Definitions

- **Children:** Anyone under 18 years old.
- **Adults at risk:** Anyone aged 18+ who is or may be in need of community care services and is unable to protect themselves from abuse or neglect.
- **Safeguarding:** Protecting individuals' health, wellbeing, and human rights; ensuring they live free from harm, abuse, and neglect.

Principles

- Everyone has the **right to be safe**.
- **Trustees are accountable** for safeguarding arrangements.
- Safeguarding must be **proportionate to the risks** of the activities.
- Concerns must be **taken seriously, recorded, and responded to appropriately**.

Roles and Responsibilities

Trustees:

- Approve and review safeguarding policy and procedures
- Ensure risk assessments are in place
- Ensure staff and volunteers are trained

Designated Safeguarding Lead (DSL): Linda Kirby

- First point of contact for safeguarding concerns
- Ensures concerns are recorded and reported appropriately

Staff and Volunteers:

- Follow this safeguarding policy
- Attend training as required
- Report concerns to the DSL immediately

Safe Recruitment

- All staff and volunteers working directly with children or adults at risk will undergo **appropriate background checks (DBS checks)**.
- References must be obtained before appointment.
- Roles and responsibilities must be **clearly defined**.

Code of Conduct

All staff, volunteers, and trustees must:

- Treat everyone with **respect and dignity**
- Avoid situations where abuse or harm could occur
- Maintain **professional boundaries**
- Report any concerns about conduct promptly

Recognising and Responding to Concerns

- **Signs of abuse** may include physical injuries, emotional distress, neglect, or financial exploitation.
- **Immediate action:**
    1. Ensure the individual is safe
    2. Record factual details (time, date, what was observed, by whom)
    3. Report to the **DSL

Approved by Trustees

Signed by Chair of Trustees:

