Donington Community Centre: Safeguarding Policy

1. Introduction and Scope

The Donington Community Centre is committed to providing a safe environment for all members of the community, particularly **children** (under 18s) and **vulnerable adults**.

Since the Centre's primary activity is hiring out facilities to third-party groups, our safeguarding responsibility is focused on:

1. **Mandating Hirer Compliance:** Ensuring all Hirers who work with children or vulnerable adults have their own robust policies and procedures in place.
2. **Reporting:** Establishing clear internal procedures for Centre Management to follow if a concern, disclosure, or allegation is observed or reported while the premises are in use.

2. Safeguarding Roles and Responsibilities

Role	Responsibility
Designated Safeguarding Lead (DSL)	The **Bookings Administrator** is the primary point of contact for all safeguarding concerns. Their role is to record all concerns, liaise with the Committee, and contact external statutory services (Children's Services or the Police).
Centre Committee	Responsible for reviewing this policy annually, ensuring all Hirers agree to its terms, and supporting the DSL in managing incidents.
Hirers (Third Parties)	**Hirers are solely responsible** for the safeguarding of any children or vulnerable adults attending their activity. This responsibility includes having their own insurance, risk assessments, DBS checks, and a designated safeguarding officer.

3. Policy for External Hirers

The Centre reserves the right to refuse a booking if the Hirer is unable to demonstrate appropriate procedures or insurance for working with vulnerable groups.

1. **Mandatory Policy Provision:** Any Hirer running an activity for children or vulnerable adults **must** provide the Bookings Administrator with a copy of their **own Safeguarding Policy** and confirm they have adequate **Public Liability Insurance** covering their activities.
2. **Centre Non-Liability:** The Donington Community Centre is **not responsible** for supervising or managing the activities, staff, or volunteers of any third-party hiring the premises.

3. **Breach of Trust:** If the Committee becomes aware that a Hirer has breached safeguarding law or their own policy, the Centre reserves the right to **immediately cancel the booking** and inform statutory authorities.

4. Responding to Concerns and Allegations

If any Committee member, volunteer, or visitor witnesses an incident, or if a child or vulnerable adult makes a disclosure, the following steps must be taken immediately:

1. **Do Not Investigate:** Do not question the individual, promise confidentiality, or attempt to investigate the incident yourself.
2. **Listen and Record:** Listen carefully to what is said. Record the details as soon as possible, using the exact words spoken and noting the time, date, and location.
3. **Report Internally:** Immediately report the concern to the **Bookings Administrator (DSL)**. If the DSL is unavailable, report to the Committee Chair.
4. **Complete Accident/Incident Form:** Ensure the incident is fully documented in the **Accident Book**, which is located in the **Kitchen**. The **First Aid Kit** is also located in the **Kitchen**.

5. Contacting External Services

The **Designated Safeguarding Lead (DSL)** is responsible for contacting the appropriate external services as soon as a serious concern or allegation is made.

Service	Purpose	Contact Details (South Holland Area)
Emergency Services	Immediate danger or serious crime.	**999**
Children's Services	Concerns about a child's welfare or protection.	**Lincolnshire Children's Services** (or equivalent number provided by the Council).
Adult Social Services	Concerns about a vulnerable adult's welfare or protection.	**Lincolnshire Adult Social Services** (or equivalent number provided by the Council).
Police (Non-Emergency)	Advice or reporting a non-immediate crime.	**101**

(The DSL should keep the specific current contact numbers for Lincolnshire/South Holland printed and readily available.)

6. Photography and Media (Opt-Out Policy)

1. **Hirer Responsibility:** Hirers must ensure they obtain **explicit, specific consent** from parents or guardians if they intend to take and use photographs of children during their third-party activities.
2. **Centre Publicity (Opt-Out):** For events run directly by the Donington Community Centre (e.g., community fêtes, fundraisers), the Centre may take and use general photographs (e.g., atmosphere, group shots) for publicity on its website or social media.
    - **Hirers or attendees who do not wish** themselves or their children to be included in any photography used by the Centre for publicity **must notify the Bookings Administrator in writing** before or during the event.
    - The Centre will not use images that clearly identify children unless specific, separate consent has been obtained, regardless of the opt-out status.