

Dalry Community Property Trust

Safeguarding Policy Dec 2025

1. Purpose

The Dalry Community Property Trust (DCPT) is committed to safeguarding and promoting the welfare of children, young people, and adults at risk from abuse or neglect.

This policy outlines how DCPT ensures the safety of anyone who enters the community centre and how trustees, staff, and volunteers must respond to safeguarding concerns.

We recognise our duty of care to:

- children and young people using the premises,
 - adults at risk,
 - members of the public engaging with the centre,
 - trustees, staff, and volunteers.
-

2. Definitions

Children and Young People

A “child” is any person under 18 years of age.

Safeguarding children includes:

- protecting children from maltreatment
- preventing impairment of health or development
- ensuring safe and effective care
- taking action to ensure the best outcomes

Adults at Risk

As defined under the Care Act 2014 and Adult Support and Protection (Scotland) Act 2007, an adult at risk is someone who:

- is aged 18 or over
- has care and support needs
- is at risk of abuse or neglect
- is unable to protect themselves due to their needs

An individual may be an adult at risk even if not receiving formal support services.

3. Persons Covered by This Policy

- All trustees, staff, and volunteers of DCPT
- All visitors using the community centre
- All contractors working on-site
- All groups and organisations hiring the premises (who must have their own safeguarding policies where relevant)

4. Policy Principles

DCPT is committed to the following:

- The welfare of the child, young person, or adult at risk is paramount.
- Everyone has the right to protection from abuse, neglect, exploitation, or harm.
- Safeguarding is everyone's responsibility.
- All allegations or concerns must be reported promptly and handled appropriately.
- DCPT operates a zero-tolerance approach to abuse or neglect.
- DCPT follows the requirements of relevant UK and Scottish legislation including:
 - Children Act 1989 & 2004
 - Adult Support and Protection (Scotland) Act 2007
 - Care Act 2014
 - Human Rights Act 1998
 - GDPR and Data Protection Act 2018

5. Responsibilities of Dalry Community Property Trust

Management Committee Responsibilities

All trustees must understand their safeguarding duties and follow this policy.

Creating a Safeguarding Culture

DCPT promotes an environment where safeguarding concerns can be raised openly without fear of consequence.

Supervision and Access

No trustee, staff member, or volunteer should have unsupervised access to children or adults at risk on behalf of the Trust unless appropriately vetted.

Safe Recruitment

DCPT follows safe recruitment procedures for trustees, staff, and volunteers, including where relevant:

- references
- PVG/DBS checks
- safeguarding awareness

Requirements for Hirers

All organisations hiring the centre for activities involving children or adults at risk must:

- sign the hall hire agreement
- provide their safeguarding policy
- provide evidence of DBS/PVG checks for relevant staff/volunteers

(This does not apply to private family events.)

Annual Review

This policy will be reviewed annually by the DCPT Committee.

6. Procedures for Responding to a Safeguarding Concern

If anyone raises a safeguarding concern with a DCPT trustee, volunteer, or staff member:

a. When receiving a disclosure

You must:

- Stay calm and listen carefully.
- Allow the person to speak freely and at their own pace.
- Take the concern seriously.
- **Do not ask leading questions** and do not investigate.
- **Do not promise confidentiality.**
- Reassure them they have done the right thing.
- Prioritise immediate safety — call 999 if necessary.

b. Recording the concern

Record the concern as soon as possible, including:

- date, time, and place
- exactly what was said (in their own words where possible)
- observations (injuries, behaviour) without assumptions or personal opinions
- your name and signature

Store securely and share only with appropriate safeguarding contacts.

c. Reporting internally

Report the concern **immediately** to:

Safeguarding Lead: Blue (David Taylor)

Chairperson / Deputy Lead: Michele Owen

Even if you have already contacted Social Work or Police, you must also report internally within 24 hours.

d. Reporting to external authorities

If a child or adult at risk may be experiencing abuse or neglect:

- Contact **Dumfries & Galloway Social Work**
- Contact **Police Scotland** if a crime or immediate risk is suspected
- Never attempt to investigate or resolve the concern yourself.

Appendix A – Safeguarding Contacts (Dumfries & Galloway)

For trustees, volunteers, and staff of Dalry Community Property Trust.

1. Immediate Danger

 **999 – Emergency Services**

2. Child Protection (under 18)

Children & Families Social Work – Dumfries & Galloway

 **030 33 33 3001**

(Ask for the **Child Protection Team**)

Out of hours: 030 33 33 3001

3. Adult Protection (18+)

Social Work Access Team – Dumfries & Galloway

 030 33 33 3001

 AccessTeam@dumgal.gov.uk

Out of hours: 030 33 33 3001

5. Internal DCPT Contacts

Safeguarding Lead:

Blue (David Taylor): 07934361526

Chairperson:

Michele Owen: 07940313445

6. Police (non-emergency)

 101 – Police Scotland

7. Additional Useful Contacts

NHS 24: 111

Crimestoppers (anonymous): 0800 555 111