**Summary of the Upcott Safeguarding Policy**

**This document sets out to summarise the key procedures for volunteer helpers. The full safeguarding policy is available on request from the Team Leader.**

**Please read the document entitled “Statutory Definitions of Abuse”.**

If you are concerned that a young person might be the victim or perpetrator of abuse, please follow the procedure outlined below.

**RESPONDING TO ALLEGATIONS OF ABUSE**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

* The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Andrew Palmer** (hereafter the "Safeguarding Co-ordinator") who is nominated by the Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter onto the statutory authorities.
* In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to the Trustee with responsibility for safeguarding – **Neil James** (hereafter the "Deputy "). If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to Thirtyone:Eight PO Box 133, Swanley, Kent, BR8 7UQ. Alternatively contact Social Services or the police.
* The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern. Anything that has been reported to the safeguarding Trustee will be summarised anonymously afterwards with the chair of Trustees.
* Suspicions must not be discussed with anyone other than those nominated above**. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.**
* Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
* The Upcott Team and Trustees will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

**Practice Guidelines**

As an organisation / place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers, we also have specific good practice guidelines for every activity we are involved in and these are discussed at the start of each week in the helpers’ meetings.

If you have any questions about the tasks that you are asked to complete, you should always go to the Team member who gave you the task and ask for clarification or otherwise the Team Leader.

**Helpers who volunteer their time are greatly valued by the Upcott Team and Trustees. This policy is designed to help you operate in a safe and secure environment where young people have the best possible pastoral care.**

**If you have any questions about what is found in either of these documents, it is critical that you bring them to the Team Leader before the start of your week.**

**Signed on behalf of the Upcott Trustees**

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**Neil James Date: 18th February 2022**

**Deputy Safeguarding Co-ordinator**