

# Cragg Vale Community Ltd Safeguarding Procedure

## 1: The Role of the CVCL Designated Safeguarding Lead

The designated CVCL safeguarding lead is responsible for managing referrals to social services, reporting when problems are discovered and keeping internal records up to date. Details of who this is and how they can be contacted will be provided to all CVCL members and Volunteers via information on the CVCL website and social media, the CVCL Annual Report and, from time to time in the quarterly CVCL newsletter.

## 2: Recognising Safeguarding Concerns – Provision of Information and Training

CVCL will provide information and offer training to CVCL Committee Members and Volunteers to help them recognise and understand the signs and symptoms of harm and abuse, and how this can differ in adults and children. We will provide information about CVCL policies and procedures to be followed and action to be taken.

## 3: Reporting Safeguarding Concerns

CVCL recognises people do not need to be certain before they speak up and understands it can be hard to take action. If anyone in CVCL is worried about someone, they should speak to the CVCL Designated Safeguarding Lead, the person responsible for safeguarding.

Formal recording procedure: CVCL will introduce a formal recording procedure to be used by CVCL Committee Members and Volunteers to record safeguarding concerns, disclosures, or allegations and what action has been taken in response to concerns raised.

Role of CVCL Committee and Volunteers: All CVCL Committee Members and Volunteers are expected to report and record safeguarding concerns, disclosures or allegations. CVCL recognises and agrees that no-one who speaks up should be criticised and we will try to ensure that anyone who does speak up is supported and protected.

Reports: The CVCL reporting procedure will include maintaining internal incident reports and, where necessary, reports to Social Services or the Police. This procedure will be overseen by the CVCL Designated Safeguarding Lead who will provide a report to CVCA Committee Meetings of any Safeguarding matters raised and what action has been taken.

## 4: Responding to Safeguarding Concerns

CVCL Committee Members and Volunteers will:

1. Always make sure the person speaking up feels they're being listened to and supported.
2. Not promise to keep information confidential between us and them but will make sure information is only shared with people who need and have the right to know.
3. Ask for consent to share the information – if the person involved refuses and we are still worried that they or someone else is at risk of harm, we cannot wait for this consent. This information must be given to the CVCL person responsible for safeguarding.
4. Make sure the designated CVCL safeguarding lead is told about any concerns so they can decide what the next steps are.
5. Write a clear statement of what we have been told, seen, or heard.
6. When we've been told something is wrong, we will not go straight to the person that's been reported but will tell the designated safeguarding lead

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## **5: Reviewing the CVCL Safeguarding Policies and Procedures**

Regular Progress Monitoring and Review: The CVCL Committee will monitor and review progress relating to the CVCL Safeguarding policies and procedures at their regular Committee Meetings. The Designated Safeguarding Lead will provide quarterly information and feedback to help the CVCL Committee with this monitoring and review.

Annual Safeguarding Review: The CVCL Committee will hold a formal Annual Safeguarding Review and will report their findings in the CVCL Annual Report to be given to all Members, Volunteers, Supporters and Funders. This review will include lessons learnt and possibilities for improving current policies and procedures.

Reporting on the Review: All CVCL Members, Volunteers, Supporters and Funders will be given information about the CVCL Safeguarding policies and procedures, outcomes of the Annual Review and any proposals for amendments to the policy and procedure.

Adopted: July 2024

Reviewed: *Due to be reviewed 2025*