**Safeguarding Policy**

1. **Aims**
   1. We believe that:
      1. a child, young person or an adult at risk should never experience abuse of any kind;
      2. we have a responsibility to promote their welfare and to keep them safe;
      3. we should operate in a way that protects them.
   2. We aim to:
      1. take all reasonable steps to ensure the health, safety and welfare of children, young people and adults at risk using our services or attending our activities and events.
2. **Scope**
   1. This policy applies to the children up to the age of 18 years and adults at risk who receive our services; this includes the children of adults who use our services.
   2. It applies to our Trustees, Management Committee members, employees and volunteers. We recognise that it is their responsibility to prevent physical, sexual or emotional abuse of children, young people or adults at risk and to report any abuse discovered or suspected.
   3. We aim to conform to legislation and guidance relating to the protection of children and adults at risk.

1. **Areas of Relevance**

Toy Library

* 1. We aim to:
     1. create a positive environment for all young children, their parents, carers and other children who accompany them;
     2. ensure they are welcomed into a safe, caring and friendly atmosphere;
     3. ensure that adults acting suspiciously can be asked to leave;
     4. ensure that photography, video recording or filming is not permitted except with the express permission of the Management Committee and parents or carers;
     5. be aware that children with English as a second language, those from certain minority ethnic groups and disabled children may have additional needs, particularly relating to communication;
     6. provide a range of toys for use by children with special needs including learning development difficulties.

Shopmobility

* 1. We aim to:
     1. provide a welcoming, friendly and efficient service for adults who hire our mobility scooters;
     2. be aware that they may include adults at risk accompanied their carers;
     3. be aware that they may be accompanied by children.

1. **Procedure**
   1. We will keep children, young people and adults at risk safe by:
      1. valuing them, listening to them and respecting them;
      2. adopting child and adult protection practices through procedures and a code of conduct for staff and volunteers;
      3. recruiting staff and volunteers safely, ensuring all necessary checks are made and recorded;
      4. providing effective management for staff and volunteers through supervision, support and training;
      5. sharing information about child and adult protection and good practice with children, parents, carers, staff and volunteers;
      6. maintaining confidentiality apart from sharing concerns with statutory agencies who need to know, and involving parents, carers and children appropriately.
2. **Monitoring and Review**
   1. A designated Management Committee member is responsible for monitoring safeguarding issues and for reporting with recommendations as safeguarding issues arise and at least annually.
3. **Responsibilities**
   1. The Toy Library Manager is responsible for:
      1. following safeguarding procedures;
      2. the management and training of volunteers in relation to safeguarding;
      3. identifying safeguarding issues and for recording and reporting issues to the Safeguarding Officer, the Management Committee and where urgent to the appropriate authority.
   2. The Management Committee is responsible for:
      1. this policy and its implementation and review;
      2. the recruitment of staff, including checking their references and ensuring they have enhanced Disclosure and Barring Service (DBS formerly CRB) record checks obtained through an appropriate agency.
   3. The designated Safeguarding Officer is responsible for:
      1. making sure all staff and volunteers are aware how to raise safeguarding concerns;
      2. ensuring all staff and volunteers understand the symptoms of child and at risk adult abuse and neglect;
      3. referring any concerns to social care or the police;
      4. monitoring children who are the subject of child protection plans;
      5. maintaining accurate and secure child and at risk adult protection records.

**Related Legislation**

Children Act 1989

Children Act 2004

UN Convention on the Rights of the Child 1989

Sexual Offences Act 2003

Safeguarding Vulnerable Groups Act 2006

Care Act 2014

Female Genital Mutilation Act 2003

Protection of Freedoms Act 2012

Data Sharing Code of Practice (Information Commissioner’s Office)

Information sharing: advice for practitioners providing safeguarding services (guidance from the Department for Education)

**Related Documents**

Safeguarding Guidance for Staff and Volunteers

Health and Safety Policy

Privacy and Data Protection Policy

**Adopted:**

**Reviewed:**

**Date of next review:**