

# Meon Vale Residents' Association      Safeguarding Policy

## 1. Introduction

Everyone who participates in Meon Vale Residents' Association is entitled to do so in an enjoyable and safe environment. The Meon Vale Residents' Association have a moral and legal obligation to ensure that, when given responsibility for young people, staff and volunteers provide them with the highest possible standard of care. The Meon Vale Residents' Association is committed to devising and implementing policies so that everyone accepts their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children, young people and adults at risk and report any concerns about their welfare to appropriate authorities. The aim of the policy is to promote good practice, providing children, young people and adults at risk with appropriate safety/protection whilst attending events and activities organised by the Meon Vale Residents Association and to allow volunteers to make informed and confident responses to specific child protection issues.

A child/young person is defined as a person under the age of 18 (Children's Act 1989)

## 2. Policy Commitment:

Children, young people and adults at risk who access or who are involved in our events and activities should:

- Have alleged incidents, recent or historical, recognised and taken seriously.
- Receive fair and respectful treatment throughout.
- Be involved in any process as appropriate.

Meon Vale Residents' Association is committed to safeguarding all children, young people and adults at risk who attend our events and activities. We believe that all children, young people and adults at risk have an equal right to protection from abuse regardless of their:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

and consider the welfare of the child/young person/ adult at risk is paramount.

Meon Vale Residents' Association will take every reasonable step to ensure that all children, young people and adults at risk who take part in any of our activities and events are protected. All suspicions and allegations of abuse will be taken seriously

and investigations will be undertaken swiftly so that appropriate and required action is taken as soon as possible.

Meon Vale Residents' Association equips our committee members and volunteers to make informed and confident decisions regarding safeguarding aligned to our policy/procedures.

Meon Vale Residents' Association ensures our committee members and volunteers receive training on safeguarding awareness and our policy/procedures.

Meon Vale Residents' Association committee members and volunteers are competent in dealing with all aspects of safeguarding in relation by referral to the relevant external agencies

We expect committee members and volunteers to have read, understood and adhere to this policy and related procedure.

### **3. Roles and Responsibilities:**

Meon Vale Residents' Association has a Designated Person who is responsible for safeguarding and child protection. This is Carol Watts. In their absence the role will be undertaken by Mark Salter.

The role of the Designated Person is to: Assume overall responsibility for safeguarding across the organisation.

It is not the role of the Designated Person or Meon Vale Residents' Association to decide whether or not abuse has taken place. It is therefore vital that committee members and volunteers raise all cases of suspected or alleged abuse in line with the procedures identified in this policy as there may already have been concerns expressed by other committee members and volunteers and failure to report concerns may put children, young people, and adults at risk. **Details of concerns and actions taken should be shared with the Executive Committee at the earliest convenience.**

### **4. Reporting Incidents:**

All allegations or suspicions must be treated seriously and reported to the Designated Person for safeguarding as soon as possible and logged accordingly.

If a safeguarding concern arises:

- a. Stay calm and listen carefully.
- b. Do not promise confidentiality.
- c. Record the information accurately.
- d. Report immediately to the Designated Safeguarding Lead.

- e. If the concern involves the safeguarding lead, report to the deputy.
- f. If someone is in immediate danger call 999.

The Designated Person for safeguarding will then devise an appropriate plan of action. The exact nature of the action taken will be determined by the individual circumstances, but it may include the involvement of external authorities, such as the Multi Agency Safeguarding Hub (**see section 6 contact details**).

You will need to refer to the Local Authority Designated Officer (LADO) if you think someone in a Position of Trust has:

- behaved in a way that has/may have harmed a child
- committed a criminal offence against or related to a child; or
- behaved in a way that indicates they may be at risk of harming a child.

A person in a Position of Trust is any adult who works with children. This includes paid staff and volunteers.

To refer to the LADO, you will need to complete a Position of Trust MARF (DOCX, 1.53 MB) Which can be found here: <https://www.warwickshire.gov.uk/childrens-social-care/child-safeguarding-procedures-professionals/4> and sent it to [lado@warwickshire.gov.uk](mailto:lado@warwickshire.gov.uk)

For any other advice on a concern with a Position of Trust please call 01926 745376.

If a disclosure of abuse is made by an organisation user, care should be taken to explain to them the procedure that will be followed and they should be told that it may not be possible for Meon Vale Residents' Association to maintain confidentiality.

## 5. Good Practice

### a. Training

All committee members and volunteers working or volunteering directly with children, young people or adults at risk should receive training on:

- Familiarisation with the Safeguarding Policy and Procedure.
- Receive appropriate training and are provided with up to date and relevant information and guidance.
- Are provided with support appropriate with their responsibilities in relation to Safeguarding, and their requirement to maintain safe relationships, including a code of behaviour and that all committee members and volunteers should be knowledgeable in the consequences of breaching that code and how it links to disciplinary and grievance procedures.

- Are aware of their role in respect of the disclosure or discovery of abuse, the procedure for doing so and report the disclosure or discovery of abuse to the Designated Person for Safeguarding.

**b. Record Keeping:**

- Any concerns will be recorded and stored securely in compliance with our GDPR policy.
- Records should only include contacts and referrals made including date, time, reason and referral agency. Meon Vale Residents' Association will assist other relevant organisations, as far as it is able, during any investigation of a Safeguarding incident. This will include disclosing written and verbal information and evidence.

**c. Client disclosures**

- Reassure the person they have done the right thing
- Make notes as soon as practically possible
- Inform the person what steps will be taken next – including sharing information with others
- Speak to the Designated Person responsible for safeguarding within your organisation

**6. Contact Details**

Speak to your designated safeguarding contact, if advised contact the appropriate social services department for your local authority area to log the issue and seek advice. If anyone is at urgent risk of harm call the police on 999 or 101

- **Emergency contact number:** If a child / adult at risk is in immediate danger you should contact the police on 999 or 101.
- **Warwickshire contact numbers:**
  - **Concerns about a child or young person:** Warwickshire's MASH should be contacted on **01926 414144** during office hours and **01926 886922** outside of normal office hours.
  - **Concerns about an adult at risk** within Warwickshire: the matter should be reported to the Adult Social Care Team on **01926 412080**.
- NSPCC Helpline – 0808 800 5000
- Childline – 0800 1111

**7. Policy Review**

Meon Vale Residents' Association is committed to reviewing this policy and procedure annually, or earlier, if circumstances change.

**Signed on Behalf of Meon Vale Residents' Association**

Rosemary Kidd

*Rosemary Kidd*

Chair MVRA

*28/5/2026*

Date

Issue / Version	Date	Changes
1	23.02.2021	1 <sup>st</sup> Policy WCAVA template
2	23.02.2023	2 <sup>nd</sup> policy unchanged
3	21.05.2026	Addition of steps to take if safeguarding issue arises and more support contact numbers. Position of trust change taken directly from WCC website.