



# SUDLEY AREA RESIDENTS' ASSOCIATION

*A charitable incorporated organisation, charity number: 1190529*

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## **Safeguarding Policy**

The purpose of this policy is to provide trustees, staff and volunteers with the overarching principles that guide our approach to safeguarding. It also outlines the actions that trustees, staff and volunteers are required to take when dealing with safeguarding concerns.

### **Policy Statement**

The Charity is committed to safeguarding the well-being of all individuals who come into contact with the Charity and its activities. We commit to ensure:

- All concerns or suspicions of a safeguarding nature arising in the course of the Charity's work will be taken seriously and responded to swiftly and appropriately.
- All trustees, staff and volunteers are clear about their safeguarding responsibilities and know how to respond to concerns appropriately.
- All children and vulnerable adults have the right to protection from all types of harm or abuse and the right to be treated with respect and dignity.
- Safe recruitment, selection and vetting for individuals working with the Charity whether in a paid or voluntary capacity is undertaken for all affected positions.
- We have effective complaints measures in place.
- We create and maintain an anti-bullying environment and ensure that any bullying that does arise is dealt with effectively.
- All personal information is recorded and stored professionally and securely.

Ultimate responsibility for this policy lies with the trustees.

All trustees, staff and volunteers have duties in relation to safeguarding and to know what action to take if an individual is at risk as a result of issues arising in the course of the Charity's work. It is essential that all trustees, staff and volunteers:

- Take all reasonable steps to ensure that they do not have unsupervised access to children or vulnerable adults during the course of working for the Charity;
- Consider any potential safeguarding issues when planning new activities; and
- Report any safeguarding concerns promptly to the Board of Trustees.

The Charity will ensure that appropriate procedures are in place for keeping records of any safeguarding concerns reported with due regard to confidentiality and for monitoring areas of activity in which safeguarding concerns have arisen.

This policy will be kept up to date to reflect changes in legislation/best practice and will be reviewed annually by the Trustees.

## **Getting help or raising a concern**

All staff and volunteers are asked to raise any concerns regarding safeguarding using any of the following routes:

- Raising them with the person responsible for the activity.
- Referring the issue to the Board of Trustees.
- If working within another organisation, by reporting the concern to their safeguarding lead officer as well as to the Charity.

If the situation is urgent or immediately dangerous, contact the police on 999.

## **Safeguarding in relation to groups and activities provided by third parties at SARA Hall**

Safeguarding requirements specific to groups and activities taking place within SARA Hall through a hire agreement are the sole responsibility of the hirer(s) named in that agreement. The Charity cannot oversee safeguarding for groups and activities that take places without a SARA representative present or without SARA input into the group. This is set out in the Hire agreement. From 1<sup>st</sup> August 2024, SARA will no longer be confirming if third-party session leaders hold a valid Enhanced DBS Certificate. Groups with third-party hire agreements are not SARA employees, SARA volunteers or professional suppliers engaged by SARA. This is following advice taken from our insurers.

This policy is reviewed regularly and updated as required.

This policy was adopted by the trustees on: **05/07/2024**

This policy was last reviewed on: **03/07/2026**

The next review date is on or before: **03/07/2027**