

Mickefield Community Centre

Safeguarding Policy

Version: 1.0

Date: August 2026

1. Introduction

Mickefield Community Centre is committed to providing a safe environment where children, young people, vulnerable adults and all members of the community can participate in activities free from harm, abuse, neglect or exploitation.

This Safeguarding Policy outlines Mickefield Community Centre's approach to protecting individuals who may be at risk and sets out the responsibilities of venue users, hirers, staff, volunteers and contractors.

The welfare and safety of all individuals using the venue is our highest priority.

2. Purpose of this Policy

The purpose of this policy is to:

- Promote a safe and welcoming environment for everyone.
 - Protect children, young people and vulnerable adults from harm.
 - Ensure concerns about safeguarding are recognised, reported and acted upon appropriately.
 - Provide clear guidance for hirers, organisers, staff and volunteers.
 - Ensure safeguarding responsibilities are understood by everyone using the venue.
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3. Scope

This policy applies to:

- Venue staff and volunteers.
- Individuals hiring Mickefield Community Centre.
- Event organisers.
- Contractors and external suppliers.
- Coaches, instructors and activity leaders.
- Visitors and participants attending activities at the venue.

Anyone using the venue has a responsibility to help maintain a safe environment.

4. Safeguarding Principles

Mickefield Community Centre believes that:

- Everyone has the right to live, work and participate in activities free from abuse and harm.
 - Children and vulnerable adults should always be treated with dignity, respect and care.
 - Safeguarding is everyone's responsibility.
 - Concerns should always be reported and never ignored.
 - Appropriate action should be taken whenever there is a concern about someone's safety or wellbeing.
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5. Definitions

Child / Young Person

A child or young person is anyone under the age of 18.

Vulnerable Adult

A vulnerable adult is a person aged 18 or over who may require additional support due to age, disability, illness, mental health needs, or circumstances that may affect their ability to protect themselves from harm or abuse.

Safeguarding

Safeguarding means protecting people's health, wellbeing and human rights, enabling them to live free from harm, abuse and neglect.

6. Types of Abuse

Safeguarding concerns may include, but are not limited to:

Physical Abuse

Including hitting, pushing, kicking, inappropriate restraint or causing physical harm.

Emotional Abuse

Including threats, intimidation, humiliation, bullying or controlling behaviour.

Sexual Abuse

Including inappropriate touching, sexual comments, exploitation or any sexual activity involving someone who cannot consent.

Neglect

Including failure to provide appropriate care, supervision or support.

Financial Abuse

Including theft, fraud, pressure or misuse of someone's money or belongings.

Discrimination

Including abuse or unfair treatment based on disability, race, religion, gender, age, sexual orientation or other protected characteristics.

7. Responsibilities of Hirers and Event Organisers

The person hiring Mickelfield Community Centre is responsible for:

- Ensuring appropriate safeguarding arrangements are in place for their event.
- Providing suitable supervision for children and vulnerable adults.
- Ensuring staff, coaches, volunteers or activity leaders are suitable for their roles.
- Following relevant safeguarding legislation and guidance.
- Reporting any safeguarding concerns immediately.

Where activities involve children or vulnerable adults, organisers should ensure appropriate safeguarding checks and procedures are followed, including DBS checks where required.

8. Supervision of Children and Young People

Mickelfield Community Centre requires that:

- Children must be appropriately supervised by responsible adults.
 - Parents, guardians or nominated responsible adults remain responsible for children unless specific arrangements have been agreed.
 - Children must not be left unattended at the venue.
 - Organisers must maintain appropriate supervision ratios depending on the activity and age group.
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9. Photography and Recording

Photography or video recording involving children or vulnerable adults should only take place where appropriate consent has been obtained.

Users of the venue must:

- Respect individuals' privacy.
 - Avoid taking photographs or recordings without permission.
 - Follow any additional rules set by event organisers.
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10. Recognising a Safeguarding Concern

Signs that someone may require safeguarding support can include:

- Unexplained injuries.
- Sudden changes in behaviour or mood.
- Fear or anxiety around certain individuals.
- Withdrawal from activities or social contact.
- Signs of neglect or poor care.
- Disclosure of abuse or concerns.

A safeguarding concern should always be taken seriously.

11. Responding to a Disclosure

If someone tells you they are being harmed or abused:

- Stay calm and listen carefully.
 - Take what they say seriously.
 - Reassure them that they have done the right thing by speaking up.
 - Do not promise to keep the information secret.
 - Avoid asking leading questions.
 - Record the information accurately.
 - Report the concern to the appropriate safeguarding authority.
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12. Reporting Safeguarding Concerns

Any safeguarding concern should be reported as soon as possible to the designated safeguarding contact for Mickelfield Community Centre.

Where there is an immediate risk of serious harm or danger, emergency services should be contacted by calling **999**.

Concerns should be recorded including:

- Date and time of concern.
- Name of the person involved.
- Description of what was seen, heard or disclosed.
- Actions taken.

Information should only be shared with people who need to know.

13. Safer Working Practices

Everyone using Micklefield Community Centre should:

- Treat all individuals with dignity and respect.
 - Maintain appropriate professional boundaries.
 - Avoid inappropriate physical contact.
 - Avoid being alone with children or vulnerable adults where possible.
 - Challenge unacceptable behaviour.
 - Report concerns promptly.
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14. Equality and Inclusion

Micklefield Community Centre is committed to equality and inclusion.

No individual should experience abuse, discrimination, harassment or exclusion because of their background, identity, disability or personal circumstances.

15. Policy Review

This Safeguarding Policy will be reviewed regularly to ensure it remains effective and reflects current legislation and good practice.

16. Acceptance

By hiring or using Micklefield Community Centre, organisers and visitors agree to support and follow this Safeguarding Policy and contribute towards maintaining a safe environment for everyone.

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