



OTTERTON COMMUNITY SHOP

SAFEGUARDING POLICY

1.0 The purpose and scope of this policy statement

The purpose of this policy statement is:

- 1.1 to protect from harm children, young people and vulnerable adults who receive Otterton Community Shop's services. This includes the children of adults who use our services.
- 1.2 to protect from harm all volunteers and paid staff who work in Otterton Community Shop.
- 1.3 to provide paid staff and volunteers, as well as children, young people, vulnerable adults, and their families with the overarching principles that guide our approach to protection.
- 1.4 to assess and manage safety aspects including safeguarding issues arising from the use of social media and videoconferencing.

2.0 Application

- 2.1 This policy applies to anyone working on behalf of Otterton Community Shop, including the management committee, paid staff, volunteers, sessional workers, agency staff and students.

3.0 Legal Framework

- 3.1 This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children, young people and vulnerable adults in England.

4.0 Supporting documents

This policy statement should be read in conjunction with the Volunteer Handbook and our adopted organisational policies, procedures, related documents, and guidance, that relate to:

- 4.1 Role description for the designated safeguarding officer.
- 4.2 Safer recruitment.
- 4.3 Induction, training, supervision and support of staff and volunteers.
- 4.4 Code of conduct for staff and volunteers.
- 4.5 Anti-bullying.
- 4.6 Managing complaints and allegations against staff and volunteers.
- 4.7 Managing concerns of staff and volunteers.
- 4.8 Dealing with disclosures and concerns about a child or young person.
- 4.9 Whistleblowing.
- 4.10 Recording concerns and information sharing.
- 4.11 Health and safety.
- 4.12 Online safety.
- 4.13 Photography and sharing images guidance.

5.0 We believe that:

- 5.1 This policy applies to anyone working on behalf of Otterton Community Shop, including the management committee, paid staff, volunteers, sessional workers, agency staff and students.
- 5.2 Children, young people, vulnerable adults, staff, and volunteers should never experience abuse of any kind.
- 5.3 We have a responsibility to promote the welfare of all children, young people, vulnerable adults, staff, and volunteers to keep them safe and to practise in a way that protects them.

6.0 We recognise that:

- 6.1 the welfare of children, young people, vulnerable adults, staff, and volunteers is paramount in all the work we do and in all the decisions we take. All, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- 6.2 some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

7.0 We will seek to keep children, young people, vulnerable adults, staff and volunteers safe by:

- 7.1 valuing, listening to and respecting them.
- 7.2 appointing a nominated safeguarding protection lead for children, vulnerable adults, staff, and volunteers.
- 7.3 adopting child protection and safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers.
- 7.4 developing and implementing an effective online safety policy and related procedures.
- 7.5 providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures, and behaviour codes confidently and competently.
- 7.6 recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
- 7.7 recording, storing, and using information professionally and securely, in line with data protection legislation and guidance.
- 7.8 sharing information about safeguarding and good practice with children and their families via phone calls, emails, letters, and one-to-one discussions.
- 7.9 making sure that children, young people, vulnerable adults, staff and volunteers and their families know how to contact the safeguarding officer for help, in the first instance, if they have a concern.

- 7.10 using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, vulnerable adults, their parents, families, and carers appropriately.
- 7.11 using our procedures to manage any allegations made against staff and volunteers appropriately.
- 7.12 creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- 7.13 ensuring that we have effective complaints and whistleblowing measures in place.
- 7.14 ensuring that we provide a safe physical environment for children, young people, vulnerable adults, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- 7.15 building a safeguarding culture where staff and volunteers, children, young people, vulnerable adults and their families, treat one another with respect and are comfortable about sharing concerns.

8.0 Contact Details

8.1 **Nominated child protection and safeguarding lead:**

Jackie Waistell

Phone/email: 01395 567576

- 8.2 The designated Safeguarding Officer will act on concerns in consultation with the Chair of the Management Committee, involving others as necessary. If the complainant remains dissatisfied with the response of the Safeguarding Officer, having allowed such time as is reasonably necessary to investigate and consider the complaint, the complainant should refer the matter to the Social Services Department of East Devon District Council or other appropriate statutory body.

Approved and adopted by the Management Committee on 22 March 2022

The policy will next be reviewed in March 2023

Signed: Jeremy Wakeling - Chairman.....Dated 22 March 2022