

Noa's Place CIO - Safeguarding Policy (Children & Adults at Risk)

1. Policy Statement & Purpose

Noa's Place CIO is committed to creating and maintaining a safe, welcoming, and inclusive environment for all, especially the children, young people, and adults at risk who use our services. We believe that everyone has the right to be protected from all forms of harm, abuse, neglect, and exploitation.

The purpose of this policy is to:

- Protect children and adults at risk who engage with Noa's Place CIO.
- Provide staff and volunteers with the overarching principles that guide our approach to safeguarding.
- Ensure all staff and volunteers understand their roles and responsibilities in safeguarding and are confident in responding to concerns.
- Demonstrate our commitment to safe practices to our beneficiaries, funders, and regulators.

This policy applies to all trustees, staff (paid and unpaid), volunteers, and anyone working on behalf of Noa's Place CIO.

2. Designated Safeguarding Lead (DSL)

Noa's Place CIO will appoint a **Designated Safeguarding Lead (DSL)** who is the point of contact for all safeguarding concerns. A deputy will also be appointed.

- **Designated Safeguarding Lead (DSL):** Josh Barnes
- **Deputy DSL:** To be appointed when centre is operational
- **Designated Safeguarding Trustee:** Mathew Atkinson

The DSL is responsible for ensuring this policy is implemented, providing advice and support to staff/volunteers, managing referrals to statutory agencies, and maintaining confidential records.

3. Safe Recruitment & Training

We are committed to ensuring that all individuals working with children or adults at risk are suitable for their roles. Our recruitment process will include:

- **Disclosure and Barring Service (DBS) Checks:** All eligible roles will require an enhanced DBS check with the relevant barred list check. These will be renewed every three years. No individual required to have a DBS check will be permitted to start their role until a satisfactory check has been received.
- **References:** We will take up at least two independent references for all staff and volunteer roles.
- **Interviews:** A values-based interview process will be used to explore candidates' attitudes towards safeguarding.
- **Training:** All staff and volunteers will receive an induction on safeguarding and will be

required to undertake regular training appropriate to their role. The DSL will receive advanced safeguarding training.

We are committed to maintaining a high level of safeguarding awareness and competency across the organisation. Training is mandatory and integral to our commitment under this policy.

Induction and Core Training

Induction: All new trustees, staff (paid and unpaid), and volunteers will receive a comprehensive safeguarding induction before starting their role. This covers this policy, basic recognition of harm, and the immediate reporting procedures (Section 4).

Core Safeguarding Training: All individuals must complete an initial foundational safeguarding course, appropriate to whether they work with children, adults at risk, or both. This must be completed within the first month of their engagement.

Refresher and Ongoing Training

Annual Refresher Training: All staff and volunteers are required to undertake refresher safeguarding training at least once every 12 months. This ensures knowledge remains current regarding legislation, local procedures, and best practice, and reinforces the importance of vigilance.

Role-Specific Training:

Designated Safeguarding Lead (DSL): The DSL and Deputy DSL must complete advanced, in-depth safeguarding training that meets local statutory guidance standards, and attend refresher training at least every two years (or sooner if significant local or national guidance changes occur).

Trustees: Trustees will receive specific training on their statutory duty to safeguard and ensure compliance with charity law and this policy.

Recording and Monitoring

The Designated Safeguarding Lead (DSL) is responsible for maintaining a central record of all safeguarding training completed by every individual. This log will be reviewed annually by the Board of Trustees.

Failure to complete mandatory training (induction or annual refreshers) will be addressed by the DSL and may result in disciplinary action up to and including termination of employment.

4. Recognising & Reporting Concerns

All staff and volunteers must be vigilant for signs of abuse and know how to respond to a concern or disclosure.

If you have a safeguarding concern or a child/adult discloses information to you:

1. **Listen Carefully & Stay Calm:** Listen to what is being said without showing shock or disbelief. Do not promise to keep secrets. Reassure them they have done the right thing by telling someone.
2. **Do Not Investigate:** It is not your role to investigate. Your duty is to report the concern to the DSL. Do not ask leading questions.
3. **Record Immediately:** Make an accurate, written record of what you have seen or heard as soon as possible. Use the individual's own words where possible. Note the date, time, location, and people present. Sign and date your record.
4. **Report to the DSL:** Report your concern and provide your written record to the Designated Safeguarding Lead (DSL) **immediately**.

5. Recording Safeguarding Concerns: Confidential Paper Records

To ensure accurate and immediate documentation of all safeguarding concerns or disclosures, Noa's Place CIO will use a Safeguarding Concern Form. This form, which will be maintained as a confidential paper record, must be completed by the staff member or volunteer who receives the disclosure or observes the concern.

Procedure for Completing the Record

Immediate Action: As soon as possible after a concern or disclosure is noted—and immediately after the individual is safe and the matter is reported verbally to the DSL—the staff member or volunteer must complete the Safeguarding Concern Form.

Detail and Accuracy: The record must be factual and contain only what was seen, heard, or reported.

Use the Individual's Own Words: Where possible, quote the exact words used by the child or adult at risk.

Avoid Interpretation: Do not include personal opinions, assumptions, or analysis of the situation.

Include Key Details: Ensure the record includes the date, exact time, and location of the incident or disclosure, and the names of all people present.

Authentication: The completed form must be signed and dated by the person making the record.

Submission: The written form must be submitted directly to the Designated Safeguarding Lead (DSL) immediately following its completion. If the DSL is unavailable, the form must

be given to the Deputy DSL or the Designated Safeguarding Trustee.

Management of Records by the DSL

The DSL is responsible for the secure management of all completed Safeguarding Concern Forms.

Confidential Storage: All records will be stored in a locked, secure, confidential cabinet, separate from general personnel or beneficiary files, in accordance with data protection guidelines.

Retention: Records will be retained in line with statutory requirements and charity guidance regarding safeguarding documentation.

Use of Records: These records will be used by the DSL to assess the concern, determine the appropriate referral to statutory agencies (Social Care or Police), and log the charity's safeguarding activities. They will only be shared with relevant statutory agencies on a 'need-to-know' basis to protect the child or adult at risk.

What the DSL will do:

The DSL will assess the information and decide on the appropriate course of action. This may involve making a referral to the local authority Children's or Adult's Social Care team, or the Police.

- **Calderdale Children's Social Care (MAST): 01422 393336**
- **Calderdale Adult Social Care (Gateway to Care): 01422 393000**
- **Police:** 999 in an emergency, or 101 for non-emergencies.

If the concern is about the DSL, it must be reported directly to the Chair of Trustees. If the concern is about the Chair of Trustees, it must be reported to the local authority (LADO) or another trustee.

6. Confidentiality and Information Sharing

All information regarding safeguarding concerns will be treated as confidential and stored securely. However, information will be shared with relevant statutory agencies (such as Social Care or the Police) where necessary to ensure the safety and wellbeing of a child or adult at risk. We will always act in accordance with data protection legislation.

7. Policy Review

This policy will be reviewed annually by the Board of Trustees, or sooner in response to new legislation, guidance, or any significant incident.

Date of Policy Adoption: [19/11/2025]

Date for Next Review: [19/11/2026]