

## **Safeguarding policy statement for Wimbledon Guild**

At Wimbledon Guild, safeguarding includes everything we do to protect the health, well-being and human rights of adults and children who need care and support from our staff and volunteers. Safeguarding is a fundamental part of our work supporting people in Merton in times of need.

### **Six Guiding Principles**

**Prevention** – We will put sensible measures in place to protect the health, wellbeing and human rights of children and adults in need of care and support, including the use of safe recruitment practices, promoting safe working practices and raising awareness of safeguarding.

**Protection** – Our aim is to protect people who need care and support from harm. We will provide policy, procedures, information and training to enable all our staff and volunteers so they can identify and respond appropriately to concerns about abuse.

**Empowerment** – We will involve our clients and customers in decisions about safeguarding and make sure we have consent to share information

**Proportionate** – We aim to have the least intrusive response appropriate to the risks presented

**Partnership** - We will work in partnership with statutory, regulatory and other organisations in our local area to prevent, detect and report concerns

**Accountability** - We aim to be transparent in how we do things and to learn continuously

### **Roles and Responsibilities**

#### **All staff and volunteers**

Everyone at Wimbledon Guild- staff, volunteers and trustees have the responsibility to keep children and adults who need care and support safe from abuse and neglect. All staff and volunteers will undertake training and staff must familiarise themselves with our Safeguarding Policy and Procedures.

Managers will encourage a culture of openness and learning and ensure staff and volunteers are supported to identify abuse and implement our procedures.

#### **Trustees**

Our Trustees approve the Wimbledon Guild Safeguarding Policy and have a duty of care which includes taking the necessary steps to safeguard those at risk from abuse, managing risk and protecting the reputation of the charity and making sure Wimbledon Guild follows good practice when recruiting new trustees staff and volunteers.

## Senior Managers

All senior managers are designated leads for Safeguarding for their own department. They have responsibility for strategy and day to day operations to make sure people in need of care and support are safe from abuse.

Heads of Department and Managers are responsible for ensuring that they, and the staff that they recruit and supervise, are aware of our safeguarding policy and procedures and access relevant training and have relevant support so they can implement our procedures

## Our Safeguarding Champion

Our safeguarding champion will support managers to ensure consistent approaches and good practice across Wimbledon Guild and that we work with other organisations to keep up to date in our practice

## Breaches of Policy

Failure to comply with the safeguarding policy may be managed in a number of ways, depending on the nature and consequences of any incident.

- Local authority co-ordinated safeguarding investigation
- Police investigation
- Referral to the Disclosure & Barring Service (DBS)
- Disciplinary process
- Serious incident reporting to the Charity Commission
- Internal review or co-operation with an external review

## Related Policies and Procedures

- Safeguarding Policy and Procedure
- Recruitment & Selection Procedure
- Community Services Record keeping guidance
- Talking Therapies staff handbook
- Record Retention Policy
- Health and Safety Handbook
- Whistleblowing procedure
- Data Protection Procedures
- Wimbledon Guild Staff Handbook
- Wimbledon Guild Volunteer Handbook

For further information about Safeguarding at Wimbledon Guild or to raise a concern please contact us by telephone on **0208 946 0735** or by emailing **[info@wimbledonguild.co.uk](mailto:info@wimbledonguild.co.uk)**.