

HERITAGE COAST BRIDGE CLUB

Safeguarding policy and procedure

October 2025

Review date October 2026

1. Purpose

The purpose of this policy and procedure is to define how Heritage Coast Bridge Club (HCBC) operates to safeguard children and adults at risk of harm in order to;

- protect them from harm.
- provide members and volunteers with the overarching principles that guide our approach to safeguarding.

We recognise we have a duty of care and we are committed to the protection and safety of everyone who comes in to contact with our organisation; including children and adults at risk, involved as visitors and as participants in all of our activities both on and off site. We also have a duty to safeguard and support our members and volunteers.

This policy is a core part of our governance responsibilities and priorities. Committee members' responsibilities include ensuring that the organisation provides a safe environment and protects members, volunteers, and anyone who comes into contact with it, from abuse or maltreatment of any kind.

We are committed to ensuring safeguarding practice reflects our legal responsibilities, government guidance and Suffolk Safeguarding Partnership requirements. We recognise that we have responsibilities for the safety and care of children under the Children Act 1989 and 2004 and Working Together 2023. We recognise our responsibilities to safeguard Adults at Risk of Harm under the Care Act 2014. The organisation will act in accordance with all relevant legislation including the Domestic Abuse Act 2021 and the Terrorism Act (2000).

Safeguarding is everyone's responsibility. For our safeguarding policy to be effective every volunteer and member who supports us, whatever their role, will play their part in keeping people safe.

2. Definitions

Children are defined as those persons aged under 18 years old.

- **Safeguarding and promoting the welfare of children** is defined in Working Together 2023 as:
 - providing help and support to meet the needs of children as soon as problems emerge
 - protecting children from maltreatment, whether that is within or outside the home, including online
 - preventing impairment of children's mental and physical health or development
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care

- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
 - taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.
- **Adult at risk of abuse or neglect** defined by the Care Act 2014 as; someone over 18 years old who,
 - has care and support needs
 - is experiencing, or is at risk of, abuse or neglect
 - as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
 If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

3. Persons affected

This policy applies to all members and those volunteering on behalf of HCBC including the board of trustees, paid staff, volunteers and sessional workers or contractors

4. Our Policy

- We believe everyone has a responsibility to promote the welfare of all children and adults at risk of harm, to keep them safe and to practise in a way that protects them.
- We recognise that while it is the responsibility of the relevant statutory agencies to determine whether or not abuse has taken place it is everyone's responsibility to report any concerns and all staff, volunteers, trustee and contractors will know how to recognise and report safeguarding concerns.
- We have a zero tolerance approach to abuse. There are no excuses for not taking all reasonable actions to protect children and adults at risk of abuse, exploitation, radicalisation and mistreatment.
- We recognise that all children and adults at risk whatever their age, ability, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have equal rights to protection from abuse.
- Adults will be included in swift and personalised safeguarding responses, in line with the Six principles of safeguarding for adults and Making Safeguarding Personal.
- We are committed to inter agency collaboration and information sharing to safeguard children and adults at risk of harm.
- We recognise the need to protect children and adults at risk of harm from safeguarding harm both in person and/or from cyber/ virtual risks.
- We ensure all of the organisation's operations and activities are designed and delivered with effective safeguarding in mind to protect adults and children from abuse.

We will keep children and adults at risk of harm safe by;

- Valuing, listening to and respecting them
- Recognising;
 - The welfare of the child or adult at risk is paramount
 - All children and adults at risk have the right to protection from abuse
 - Safeguarding is everyone's responsibility
 - Professional Curiosity is important in recognising and responding to safeguarding concerns
 - The importance of following information sharing procedures in safeguarding
- Providing effective management, training, regular refresher training and support for all members and volunteers to know about and follow our safeguarding policy and procedures for safeguarding children and adults at risk
- Using our safeguarding policies and procedures to share and report all safeguarding concerns to the relevant internal staff and external authorities swiftly and appropriately
- Using our safeguarding policies and procedures to share and manage any allegations of safeguarding concerns about members or volunteers against a child/ren using the Local Authority Designated Officer process
- Managing the risks of extremist or terrorist abuse: not supporting or enabling terrorism or other illegal conduct, such as hatred on the grounds of race, religion or sexual orientation.
- Acting in an appropriate professional behaviour as set out in our Code of Conduct and Boundaries policies and procedures. Failure to maintain standards may be dealt with using our internal procedures
- Developing and implementing an appropriate cyber safety policies and procedures, including a Cyber Safeguarding Incident Plan to identify, mitigate and address cybercrime. This plan aims to protect the organisation, its staff, volunteers, and beneficiaries from the harms of cyber-attacks.
- Preventing and reporting extremism and radicalisation concerns
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance and our IT policies and procedures
- Having a culture that enables issues about safeguarding and promoting welfare to be addressed, and for staff/volunteers and trustees to feel able to raise concerns and feel supported in fulfilling their safeguarding role
- Implementing effective safeguarding systems where;
 - The child's and adult at risk of harm's needs are paramount: and staff, volunteers and trustees use their professional judgement to put the person's needs at the heart of the safeguarding system so that the right solution can be found for each individual
 - Safeguarding for adults is person-led and outcome focused, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation. Issues of capacity, consent and decision making are taken into account.

- Practising Professional Curiosity, understanding what life is like for the individual and being alert to the needs of children and adults at risk of harm and any risks of harm that individual abusers, or potential abusers, may pose to children and adults at risk
- Ensuring a committee lead takes leadership responsibility for the organisation's safeguarding arrangements, contact details in the accompanying procedures
- Having a Designated Safeguarding Lead and Deputy Designated Safeguarding Lead for the organisation. Contact details in the Safeguarding procedures and on display in the offices.
- Making our safeguarding children and adults at risk of harm policies and procedures available on our website, and or on demand, for anyone using our services to know what to do if they have a concern.
- Ensuring that we have effective complaints, grievance and whistleblowing policies and procedures.

5. Review

This policy and related guidance will be monitored by the Committee on a regular basis for compliance and will be reviewed at least annually.

6. Procedure

Flowchart for referral for actual or suspected abuse

See it. Recognise it. Report it.

If the matter is urgent because a child or adult at risk of harm is in immediate danger phone 999 for the Police.

See it.

Are they safe? If you are concerned about a child or Adult at Risk of Harm you could help stop abuse

if you follow the safeguarding policy and procedure (use this flowchart)

It is not your responsibility to decide if abuse has happened. It IS your responsibility to report it to the Safeguarding Lead and/ or appropriate authority



Recognise it.

- Share your concerns/ information with the Safeguarding Lead/ Deputy Safeguarding Lead.
- *For concerns about an Adult at Risk of Harm:* Use the *Safeguarding Adults Framework* to guide your discussions on thresholds for safeguarding referrals
- *For concerns about a child (under 18 years of age):* Use the *Suffolk Thresholds of Needs Matrix* to guide your discussions on thresholds for safeguarding referrals
 - If you need to discuss whether or not a referral is required, call the MASH Professional Consultation Line on 0345 6061499 to speak with a MASH social worker - or use their webchat
 - If there is immediate danger to the child or Adult at Risk call 999 for the Police.



Report it

If you have a concern about a child or an Adult at Risk and need to make a safeguarding referral use the relevant online [Suffolk Portal \(child or adult\)](#).

Contact information

Safeguarding referral: [Via portal](#).

Customer First [0808 800 4005](#)

MASH Professionals Consultation line [03456 061 499](#)

Police: 999 if it is an emergency

Safeguarding Lead: tel.07887 618327

email:pamfenner@me.com

Safeguarding Deputy: tel. 01728 648166

email:dilyshall@live.co.uk

Notes: reporting for CYP
<ul style="list-style-type: none"> Parents/ carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring Local Authority Designated Officer (LADO) Referrals If you have concerns about an adult working with a child under the age of 18 that you would like to report, access the LADO page for more information

Notes: reporting for Adults at Risk
<p>It is essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant.</p> <p>However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts</p>

Remember ALL notes will be disclosable should a formal or criminal investigation occur. *Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.*