

SAFEGUARDING - A CODE OF PRACTICE

It is the policy of the **ARC Renewal Community** to safeguard the welfare of all members by protecting them from neglect and from physical, sexual and emotional harm

If you suspect anyone within the community is being abused, if someone confides in you, someone has a concern or makes a complaint about any adult or about you it is your duty to report it.

What do I do if...?

If someone tells you they are being abused, you should do the following

- Allow them to speak without interruption and listen carefully to what they have to say
- Be understanding and reassuring
- Tell them you will offer support but that you must pass the information on
- Tell the safeguarding officer - David Judge or Caroline Shevelan- immediately
- Write careful notes of what was said using quotes when possible
- Pass these notes to the safeguarding officer making sure to sign and date them.

If you are concerned about someone's safety or well being, or if there is a concern, complaint or allegation about someone within the community, including yourself you should...

- Tell your safeguarding officer - David Judge or deputy Caroline Shevelan - immediately
- Write careful notes of what you have seen or heard or were told
- Sign, date and pass your notes on to the safeguarding officer

If the person concerned is at immediate risk of significant harm, contact police on 101 or Harrogate social services on 01423 568099 or phone the NSPCC 0808 800 500 and tell the safeguarding officer you have done so.

You must report incidents to the safeguarding officer DO NOT attempt to investigate it yourself.

If you have volunteered within the ARC renewal community and are subsequently convicted of an offence that would exclude you from working with children or vulnerable people, you are obliged to inform the safeguarding officer so that appropriate steps can be taken to safeguard members of our community.

