

SAFEGUARDING POLICY

1. DESIGNATED SAFEGUARDING PERSON (DSP)

1.1 At each session of Pantry where service children / Adults / Volunteers are involved, the supervisor for that session shall be nominated as the point of contact with the Designated Safeguarding Person and responsible for any safeguarding issues which may arise.

1.2 The Designated Safeguarding Person shall have the necessary DBS check and shall have attended a relevant Safeguarding training course.

2. ACTING ON CONCERNS ABOUT ABUSE

2.1 Any volunteer who has concerns about a service user, child or young person should inform the Supervisor immediately.

2.2 If the shift supervisor should first discuss this with the child, adult or volunteer **where this is felt appropriate**, ensuring the individuals' safety in this decision.

2.3 If the Supervisor feels that a service user, child or young person is suffering, or is at risk of suffering significant harm, he/she must contact the Social Services Department and Designated Safeguarding Person

Neath Port Talbot: 01639 686803 – Child Protection
01639 763527 – Adult Protection
01639 895455 - out of hours
101 - Police

This needs to be done as soon as possible, not only to ensure the safety of the individual, but also so that arrangements for a medical examination can be made if necessary.

The Social Services Department will then decide what action to take.

GDPR (data protection law) allows for the sharing of safeguarding information.

2.4 The Designated Safeguarding Person, in conjunction with the volunteer, must make a written report of the concerns using the appropriate form and forward this to the Social Service Department within 24 hours of contact.

2.6 All Pantry volunteers shall co-operate fully in any investigation undertaken by the Social

Services Department.

3. ACTION TO TAKE IF A CHILD OR YOUNG PERSON DISCLOSES THAT THEY ARE BEING ABUSED

- 3.1** Do not try to question the child as this may compromise any future investigation.
- 3.2** Reassure the child that you believe them and listen carefully to everything they say.
- 3.3** Do not promise to keep anything a secret.
- 3.4** Make a written recording of everything that child or young person has said and any observations you have made.
- 3.5** Recordings must be made within 24 hours and must include:-

FACTS: Service user's/child's/young person's name and date of birth
Date and time concerns were noted
Nature of concerns

OBSERVATIONS: of any injuries, bruising, behaviour

EXPLANATIONS: offered by service user/child/young person, parents or others

ACTIONS AND

DECISIONS: taken by PANTRY

4. SUSPICIONS OR CONCERNS INVOLVING A MEMBER OF PANTRY

4.1 If a service user indicates that they are being abused by a member of PANTRY or the behaviour of any member is observed and thought to be abusive, the Designated Safeguarding Person must be informed immediately.

4.2 If the concerns involve the DSP, then another supervisor or member of the Management Committee in Pantry must be informed immediately.

5. SUSPICIONS OR CONCERNS INVOLVING A SERVICE USER/YOUNG PERSON AS ABUSER

- 5.1** Follow the procedures described in this guidance

REVIEW

This policy will be reviewed annually

Date.....

Signature (Chair).....

Signature (Secretary).....