

Wilton Community Centre

West Street, Wilton, Salisbury, Wiltshire. SP2 0DG

Website: www.wiltoncommunitycentre.org.uk

Email: WCCChair22@gmail.com

Facebook: www.facebook.com/WiltonCommunityCentre

Wilton Community Centre is a Registered Charity Number 278026.

Wilton Community Centre Trustees:

Chair: Jason Barnes, Vice Chair: Lynne Street, Property Manager: Jason Forbes,

Garden Manager: Roger Best, Trustee: Jane Fawcus, Trustee: Timothy Croall, Trustee: Becky Perry, Trustee: Teresa Taylor.

Treasurer: Doug Stammers, Minutes Secretary: Carolyn Stammers, Booking Secretary: Dawn Humphries, Caretaker: Nickie Pomfrett.

Wilton Community Centre Safeguarding Policy

1. Purpose

Wilton Community Centre is committed to ensuring that our premises provide a safe and welcoming environment for all who use them. While WCC itself does not provide direct services to children, young people, or vulnerable adults, we recognise our responsibility to promote a safeguarding culture and to respond appropriately to any concerns raised within our setting.

As a community facility, we do not appoint a Designated Safeguarding Lead (DSL). Instead, all organisations, groups, and individuals hiring or using the Centre are required to have their own safeguarding policies, procedures, and named safeguarding leads in place. It is the responsibility of each user group to ensure that their staff, volunteers, and participants are safeguarded in line with statutory requirements and best practice.

Responsibility for the safety of children and vulnerable adults on their activity's rests with the hirer. All individuals / groups hiring the hall, who work with children or vulnerable adults must have their own, adequate, safeguarding and child protection policy for the trustee's review before the hire commences.

This policy sets out how Wilton Community Centre protects children, young people, and adults at risk who engage with services, activities, or facilities in the centre. It also provides guidance for trustees and volunteers, including when they are working alone.

Trustees each have a basic DBS check in place, and this will be maintained every three years by each trustee.

2. Scope

This policy applies to:

- Trustees, contractors, and volunteers.
- Groups and organisations hiring or using the centre.
- All visitors, including children, young people, and adults at risk.

3. Safeguarding Principles

- Zero tolerance of abuse – we will act on concerns promptly and appropriately.
- Shared responsibility – safeguarding is everyone’s duty.
- Empowerment – individuals will be supported to make informed decisions about their safety.
- Proportionality – actions taken will be appropriate to the risk.
- Partnership – we work with statutory agencies and local organisations.

4. Centre Users and Hirers

- All groups and organisations using the community centre must have their own safeguarding policy and procedures if they work with children, young people, or adults at risk.
- They are responsible for:
 - Ensuring their staff, leaders, or volunteers are appropriately recruited, trained, and DBS-checked where necessary.
 - Implementing and following their own safeguarding policies during their activities.
 - Providing a copy of their safeguarding policy to the community centre when hiring or renewing hire agreements.
- The centre trustees are not responsible for the delivery, supervision, or safeguarding arrangements of external groups, but safeguarding concerns that arise may still be reported to the DSL.
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5. Safeguarding Procedures

5.1 Reporting Concerns

What to Report

A safeguarding concern is for situations where a child or adult is experiencing, or is at risk of, abuse or neglect and is unable to protect themselves. Abuse can take various forms, including:

Physical abuse, sexual abuse, psychological abuse, financial abuse, neglect, discriminatory abuse, institutional abuse, and domestic violence.

- Concerns must be reported immediately to the relevant authorities (listed below).
- In an emergency, dial 999.
- If you think a child or young person is at risk of significant harm, or is injured, contact: **0300 456 0108** - Multi-Agency Safeguarding Hub (MASH), standard working hours:
Monday to Thursday from 8.45am to 5pm
Friday from 8.45am to 4pm.
0300 456 0100 - Out of hours service:
Monday to Thursday 5pm to midnight, Friday 4pm to midnight
Weekends and Bank Holidays from 9am - midnight
Phones are diverted to the Social Work Standby Service from midnight to 9am (7 days a week).

Adult Safeguarding Team – How to Report a Concern

- **Non-Emergency:** Call the Wiltshire Council's Advice and Contact team on 0300 456 0111.
- **Urgent/Out of Hours:** Call the Emergency Duty Service at 0300 456 0100.
- **Immediate Danger:** Dial 999 for emergency services.
- **Online Referral:** You can also make a safeguarding referral online through the Wiltshire Council website

5.2 External Groups and Centre Users

- Any group that fails to provide evidence of a safeguarding policy may be refused use of the centre.
- Where concerns are raised about a group's safeguarding practices, trustees may review or withdraw permission to hire facilities.

6. Lone Working

Trustees and volunteers may sometimes work alone in the centre. To minimise risks:

- Lone workers must inform another trustee of their working times.
- A register must be signed when entering and exiting the building.
- The building must be locked when working alone.
- Lone working at night should be avoided.
- Strangers should not be allowed entry when working alone.

7. Code of Conduct

All Trustees, Contractors, volunteers, and centre users must:

- Treat everyone with respect and dignity.
- Avoid one-to-one situations with children or adults at risk unless unavoidable and risk assessed.
- Maintain professional boundaries at all times.
- Avoid lone working, where possible.

8. Confidentiality and Record Keeping

- Safeguarding records will be stored securely and shared only on a need-to-know basis.
- GDPR and safeguarding law will be followed.

9. Monitoring and Review

This policy will be:

- Reviewed during each AGM.
- Updated to reflect changes in legislation or best practice.
- Shared with all Trustees and made available to centre users.

10. Whistleblowing

We are committed to ensuring that all our activities are conducted safely and with integrity. Any person (including staff, volunteers, service users, or members of the public) who has a concern about the behaviour or practice of anyone involved with the centre should report it to:

- The Chair, Vice Chair or Trustee
- Local Authority Designated Officer
- The Charity Commission (see below)
- or for serious concerns The Police and NSPCC Whistleblowing Helpline (0800 028 0285).

10.1 Allegations Against Trustees or Volunteers

- Allegations against any of the advice must be reported to The Charity Commission via their website:

<https://www.gov.uk/government/news/updated-guide-to-raising-concerns-about-a-charity>

<https://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer>

- Or via email: whistleblowing@charitycommission.gov.uk

11. Key Contacts

Wilton Community Centre

West Street, Wilton, Wiltshire SP2 0DG.

Registered Charity 278026.

Booking Secretary:

Dawn Humphries 01722 744859

Email: dawnlouise82@gmail.com

www.wiltoncommunitycentre.org.uk