



SAFEGUARDING ADULTS & CHILD PROTECTION POLICY

CONNECT  GROW  THRIVE



OUR COMMITMENT

Keeping everyone safe
valued and supported
within our community.



PROTECTING PEOPLE

Safeguarding the wellbeing
of adults and children and
preventing abuse neglect
and harm.



TOGETHER, WE INSPIRE

Creating an inclusive community
where everyone has the opportunity
to connect grow and thrive
in a safe environment.

Inspire Community Hub CIC

Safeguarding Adults & Child Protection Policy

Version: 1.0

Approved by: **Director**

Effective Date: **April 2026**

Next review Date: **April 2027**

Purpose

Inspire Community Hub CIC is committed to providing a safe, welcoming and inclusive environment where everyone feels respected, valued and protected from harm.

We recognise our responsibility to safeguard the wellbeing of adults who attend our sessions, particularly those with disabilities, additional support needs or care and support needs.

Although our community hub primarily supports adults aged 18 and over, we also recognise our responsibility to respond appropriately to any safeguarding concerns involving children who may come into contact, with our organisation.

This policy outlines our approach to preventing abuse, recognising safeguarding concerns and ensuring appropriate action is taken when concerns arise.

Our Commitment

Inspire Community Hub CIC is committed to safeguarding and promoting the wellbeing of everyone involved in our activities.

We aim to ensure that:

- All participants are treated with dignity, kindness and respect.
- Adults with care and support needs are protected from abuse, neglect and exploitation.
- Any concerns involving children are taken seriously and reported appropriately.
- Volunteers and staff understand their safeguarding responsibilities.
- Safeguarding concerns are addressed promptly and sensitively.
- Everyone feels safe, included and supported when attending our sessions.

Safeguarding is everyone's responsibility.

Safeguarding Adults

Inspire Community Hub CIC recognises that some adults attending our sessions may have care and support needs that could increase their risk of experiencing abuse or neglect.

We are committed to protecting adults from harm while respecting their independence, choices and right to make decisions.

Safeguarding concerns may include:

- Physical abuse.
- Emotional or psychological abuse.
- Sexual abuse.
- Financial or material abuse.
- Neglect or acts of omission.
- Discriminatory abuse.
- Domestic abuse.
- Organisational abuse.
- Modern slavery.
- Self-neglect.

We recognise that having a disability does not automatically mean an individual is unable to make their own decisions.

Our approach will respect individual rights, dignity and independence while ensuring appropriate safeguarding action is taken when necessary.

Child Protection

Inspire Community Hub CIC primarily provides community activities for adults aged 18 and over. However, we occasionally organise community fairs, special events and other activities where children and families may attend.

We recognise our responsibility to safeguard children who attend these events and are committed to providing a safe, welcoming and inclusive environment.

All staff and volunteers must:

- Treat children with dignity and respect.
- Maintain appropriate professional boundaries.
- Never engage in inappropriate behaviour towards children.

- Report any concerns regarding suspected abuse or neglect.
- Follow the organisation's safeguarding reporting procedures.

Children attending community fairs and family events must remain under the supervision of their parent, guardian or responsible adult, unless Inspire has explicitly agreed and established alternative supervision arrangements.

Any concerns relating to the safety or wellbeing of a child will be taken seriously and reported to the appropriate safeguarding authorities where necessary.

Inspire Community Hub CIC will not tolerate any form of abuse, neglect or exploitation involving children.

Safeguarding at Community Events

Inspire Community Hub CIC recognises that community fairs and special events may involve children, families and adults with additional support needs.

We are committed to ensuring that appropriate safeguarding arrangements are in place for all events organised by Inspire.

Event-specific risk assessments will be undertaken where appropriate, taking into consideration the needs and safety of those attending.

Staff and volunteers will be made aware of their safeguarding responsibilities and the procedures for reporting any concerns.

Children attending community fairs and family events must remain under the supervision of their parent, guardian or responsible adult unless alternative arrangements have been formally agreed by Inspire Community Hub CIC.

Any safeguarding concerns arising during community events will be taken seriously and addressed in accordance with this policy.

Recognising and Reporting Safeguarding Concerns

All safeguarding concerns must be documented as soon as possible, including the date, time, individuals involved, nature of the concern and any actions taken. Where a disclosure is made, the individual's own words should be recorded wherever possible. Records must be factual, securely stored and shared only with those who have a legitimate safeguarding responsibility.

All staff and volunteers have a responsibility to remain alert to potential safeguarding concerns.

Concerns may arise through:

- A participant disclosing abuse or neglect.

- Changes in behaviour or wellbeing.
- Unexplained injuries.
- Concerns raised by carers, family members or support workers.
- Inappropriate behaviour witnessed during sessions.

If a safeguarding concern arises, staff and volunteers must:

1. Remain calm and listen carefully.
2. Take the concern seriously.
3. Reassure the individual that they have done the right thing by speaking up.
4. Avoid asking leading questions or attempting to investigate.
5. Never promise complete confidentiality.
6. Report the concern promptly to the Designated Safeguarding Lead.
7. Record relevant information accurately and factually.

Where someone is in immediate danger, emergency services must be contacted by calling **999**.

Safeguarding concerns involving adults with care and support needs may need to be referred to Oxfordshire County Council's adult safeguarding services.

Concerns involving children may need to be referred to children's social care or the police.

Where a concern involves the Designated Safeguarding Lead, it must be escalated directly to the relevant statutory safeguarding service.

Safeguarding Contacts and Escalation

Inspire Community Hub CIC is committed to ensuring that safeguarding concerns are reported promptly and appropriately.

All safeguarding concerns should be reported to the Designated Safeguarding Lead or Deputy Safeguarding Lead.

Designated Safeguarding Lead: Kanval Fatima

Deputy Safeguarding Lead: Rachel Grundy

Where a safeguarding concern requires external intervention, referrals will be made to the appropriate statutory safeguarding services.

Where neither safeguarding lead is available, or where a concern involves either safeguarding lead, staff and volunteers must contact the relevant safeguarding authority directly without unnecessary delay.

Where an individual is in immediate danger, emergency services must be contacted by calling **999**.

External Safeguarding Contacts:

- Oxfordshire County Council – **Adult Safeguarding Services - 01865 519800**
- Oxfordshire County Council – **Children's Safeguarding MASH – 0345 050 7666**
- Emergency Duty Team – Out of Hours – **0800 833 408**
- Local Authority Designated Officer (LADO) – **01865 810 603**
- Thames Valley Police – **101 (non-emergency)**
- Emergency Services – **(Police/Ambulance) 999**

Opening Hours

Oxfordshire safeguarding telephone services:

- Monday–Thursday: 8:30 am – 5:00 pm
- Friday: 8:30 am – 4:00 pm
- Outside these hours: 0800 833 408

These are the published hours for the children's MASH service. The council's general customer service opening times differ slightly.

All safeguarding concerns and actions taken must be recorded accurately and confidentially.

Safeguarding Responsibilities

The Director of Inspire Community Hub CIC is responsible for ensuring appropriate safeguarding arrangements are maintained.

Responsibilities include:

- Ensuring safeguarding policies and procedures are implemented.
- Providing safeguarding guidance to volunteers and staff.
- Ensuring concerns are recorded and appropriately reported.
- Maintaining confidential safeguarding records.
- Reviewing safeguarding arrangements regularly.
- Ensuring appropriate safeguarding training is provided.

All volunteers and staff are expected to familiarise themselves with this policy and follow the organisation's safeguarding procedures.

Designated Safeguarding Lead: Kanval Fatima

Deputy Safeguarding Lead: Rachel Grundy

Safeguarding Training and Awareness

Inspire Community Hub CIC is committed to ensuring that all staff and volunteers have the knowledge and awareness necessary to recognise and respond appropriately to safeguarding concerns.

The Designated Safeguarding Lead and Deputy Safeguarding Lead have undertaken safeguarding training through their professional roles within a hospital environment.

We are committed to:

- Providing safeguarding information and guidance during volunteer induction.
- Ensuring volunteers understand their safeguarding responsibilities.
- Identifying and arranging appropriate safeguarding training where required.
- Encouraging volunteers to maintain up-to-date safeguarding knowledge.
- Maintaining records of safeguarding training undertaken by staff and volunteers.
- Reviewing training requirements regularly to ensure safeguarding awareness remains appropriate to each individual's role.

Safeguarding training and awareness will be reviewed periodically to ensure that Inspire Community Hub CIC continues to provide a safe and supportive environment for everyone attending our activities.

Safer Recruitment and Volunteers

Inspire Community Hub CIC recognises the importance of ensuring that individuals involved in delivering activities are suitable for their roles.

We are committed to:

- Providing clear information about volunteer responsibilities.
- Carrying out appropriate recruitment checks.
- Obtaining Disclosure and Barring Service (DBS) checks where roles are eligible.
- Providing safeguarding guidance during volunteer induction.
- Ensuring volunteers understand professional boundaries.
- Responding appropriately to concerns about staff or volunteer conduct.

DBS checks will be undertaken in accordance with the eligibility requirements applicable to each role.

Allegations Against Staff and Volunteers

Inspire Community Hub CIC takes all safeguarding allegations involving staff, volunteers or individuals acting on behalf of the organisation seriously.

Any allegation or concern regarding inappropriate behaviour, abuse, neglect or misconduct must be reported promptly to the Designated Safeguarding Lead or Deputy Safeguarding Lead.

All allegations will be handled sensitively, fairly and confidentially, ensuring the safety and wellbeing of those involved remains a priority.

Where appropriate, concerns will be referred to the relevant safeguarding authorities, including Oxfordshire County Council, the police or the Local Authority Designated Officer (LADO) where allegations involve children and meet the relevant referral criteria.

Where an allegation involves the Designated Safeguarding Lead or Deputy, the concern must be reported directly to the appropriate statutory safeguarding authority.

Staff and volunteers must not attempt to investigate allegations themselves.

Accurate records of all allegations, decisions and actions taken will be maintained securely and confidentially.

Confidentiality

All safeguarding concerns will be treated sensitively and confidentially.

Information will only be shared with individuals or organisations who have a legitimate safeguarding reason to receive it.

However, confidentiality cannot be guaranteed where information must be shared to protect an individual from harm or fulfil legal safeguarding obligations.

Safeguarding records will be stored securely and accessed only by authorised individuals.

Equality and Inclusion

Inspire Community Hub CIC is committed to equality, diversity and inclusion.

We recognise that individuals may face additional barriers to reporting abuse or expressing concerns because of disability, communication difficulties or other support needs.

We will make reasonable adjustments where appropriate to ensure that everyone has the opportunity to communicate concerns and access safeguarding support.

All individuals will be treated fairly and respectfully regardless of age, disability, race, religion, gender, sexual orientation or background.

Review

This policy will be reviewed annually, or sooner if required, to reflect changes in legislation, safeguarding guidance or the needs of our community.

Inspire Community Hub CIC is committed to maintaining a safe and supportive environment where everyone has the opportunity to connect, grow and thrive.

Policy Approval and Authorisation

This policy has been reviewed and approved by the Director of Inspire Community Hub CIC.

Approved by: Kanval Fatima

Position: Director & Designated Safeguarding Lead

Date Approved: 8th April 2026

Next Review Date: April 2027

Signature: 