

Red Lion House Charity

Charity Number; 1176422

Safeguarding Policy

1. Purpose

Red Lion House Charity is committed to protecting and promoting the welfare of children, young people and adults at risk, from the risk of abuse or neglect. We have a duty of care to everyone who enters our premises; visitors, service staff, trustees and volunteers.

2. Definitions

Children and young people are defined as anyone under 18 years old.

An Adult at Risk is someone aged 18 or over who:

- has care and support needs.
- is experiencing, or is at risk of, abuse or neglect.
- because of their needs is unable to protect themselves from abuse or neglect (Section 42 of the Care Act 2014)

3. Policy is for:

- All trustees, volunteers, staff and contractors
- All those attending or delivering activities or services at Red Lion House.
- All visitors and hirers of the premises.

4. Principles

Red Lion House Charity has a zero-tolerance approach to abuse.
Red Lion House Charity recognises its statutory responsibilities under the Children Act 1989 and 2004 and the Care Act 2014.
It will work in partnership with local safeguarding agencies to respond quickly to concerns.

Red Lion House Trustees safeguarding principles:

- The welfare of the child, young person or an adult at risk is paramount.
- Everyone has the right to protection from abuse.
- Safeguarding is everyone's responsibility.
- All concerns or allegations of abuse will be taken seriously, reported promptly and dealt with appropriately.

An allegation may relate to a person who works with children or an adult at risk who has:

- Behaved in a way that has harmed or may harm a child or adult at risk.
- Possibly committed a criminal offence against, or related to, a child or an adult at risk.
- Behaved towards a child (or children) or adult at risk in a way that indicates they may pose a risk of harm to children or an adult at risk.

5. Procedures

A All Trustees must confirm that they are eligible to act as a trustee and disclose any matter that may affect their eligibility or suitability for the role. Any checks required will be carried out in line with the charity's eligibility and safer recruitment procedures.

B. All Trustees will familiarise themselves with their safeguarding responsibilities and ensure they understand the principles set out above.

C. The Charity will assess the safeguarding risks and legal DBS eligibility for each role. Where a role is eligible for a DBS check, the appropriate level of check will be obtained. DBS checks will be used alongside other safer recruitment measures, training, supervision and safe working practices. No person may undertake unsupervised safeguarding work for which a check is legally required until the appropriate checks have been completed.

D. The Trustees have a Safer Recruitment Policy (Employment Policy)

E. The Trustees will appoint a Designated Safeguarding Lead (DSL) and a Deputy DSL. The DSL will oversee safeguarding concerns, maintain secure records, make referrals to the relevant agencies and report safeguarding matters to the Trustees as appropriate. The DSL and Deputy DSL will receive suitable safeguarding training and keep that training up to date.
Current DSL: Margaret Collier. Current deputy DSL :

F. Hirers whose activities involve children or adults at risk must tell the Bookings Manager about the nature of the activity and provide their safeguarding policy and evidence of the safeguarding arrangements relevant to that activity.
This may include confirmation that appropriate DBS checks have been completed where the roles are eligible.
Where a hirer does not have a safeguarding policy, the Bookings Manager must discuss the activity with them and record the agreed safeguarding arrangements before the activity takes place.
Hirers must report any safeguarding concern arising at the premises promptly to the DSL the Deputy DSL, or if both are unavailable, to the relevant authority.

G. The Trustees will carry out an annual review of this policy.

6. Reporting Concerns

Any allegation that a member of staff, volunteer or trustee may have harmed a child or adult at risk, or may pose a risk to them, must be reported promptly to the DSL or Deputy DSL. The

charity will seek advice from the relevant local authority team and will not investigate the allegation itself before receiving that advice.
If the concern is about the DSL, it must be reported directly to the relevant local authority team or police.

Anyone who receives a safeguarding disclosure or notices a concern must:

- listen calmly and take the person seriously;
- reassure them that they have done the right thing by speaking up;
- not promise to keep the information secret;
- avoid asking leading questions or investigating the concern;
- make a factual written record as soon as possible, including the date, time, people involved, what was seen or heard, and the person's own words where possible; and
- pass the concern promptly to the DSL or Deputy DSL.

If someone is in immediate danger, call 999

The DSL or Deputy DSL must consider whether the concern needs to be referred to the relevant local authority safeguarding service or the police. If the concern is about the DSL, or neither the DSL nor Deputy DSL is available, the person must report it directly to the relevant authority or police. All records must be kept securely and shared only with people who need the information to protect someone.

Staffordshire Families Integrated Front Door (SFIFD) is the single point of contact for members of the public and professionals seeking advice or services to support and protect vulnerable children, young people, and families in Staffordshire.

Contact Details & Hours

- **Phone Number:** 0300 111 8033 Office Hours: Monday to Thursday: 8:30 am– 5:00 pm
  Friday: 8:30 AM – 4:30 PM
- **Emergency Out-of-Hours (Emergency Duty Service):** 0345 604 2886
- **Immediate Danger / Emergency:** Call 999

Staffordshire Adult Social Care
Phone: 0345 604 2719
Opening hours: Monday to Friday, 9am to 5pm (closed on Bank Holidays)

Out of hours:
Phone: 03456042886
Text: 07815492613
email: VAStaffordshire@staffordshire.gov.uk

Other Contacts:

Emergency- immediate danger	999
Staffordshire police(non emergency)	101
Crimestoppers	0800 555 111
NSPCC Helpline	0808 800 500

Other related documents
ACRE's Information Sheet No. 5 on Safeguarding
Lettings and Bookings procedure Policy

Employment Policy

Agreed by the Red Lion House Charity

Date October 2026

Review Date October 2027

Signed .....

